



Milborne Ladybirds Playgroup

HEALTH AND HYGIENE POLICY

Our Preschool promotes a healthy lifestyle and a high standard of hygiene in its day to day work with children and adults. In this regard it also pays specific attention to the Children Act 1989 and 2004. This is achieved in the following ways:

Health

Food:

- All meals and snacks provided will be nutritious and pay due attention to children's particular dietary requirements.
- Particular vigilance will be paid to children with food allergies to ensure they do not come into contact with those substances. In severe cases a photo of the child with details of their allergy will be displayed in the snack area.
- When cooking with children as an activity, the adults will provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet and they will discuss the need for personal hygiene.

Outdoor Play:

- Children will have the opportunity to play in the fresh air throughout the year (either in the Preschools outside play area, which shall be made secure at all times, or in outings to parks etc).

Illness:

- Parents are asked to keep their children at home if they have an infection and to inform the Preschool as to the nature of the infection so that the Preschool can alert other parents, and make careful observations of any child who seems unwell.
- Parents are asked not to bring into the Preschool any child who has been vomiting or had diarrhoea until at least 24 hours has elapsed since the last attack.
- If children of the Preschool Staff are unwell, the children will not accompany their parents/carers to work in the Preschool.
- Cuts or open sores, whether adults or children, will be covered with sticking plaster or other dressing.
- Parents are asked to notify the Preschool of any allergy their child has. A list will be compiled for Staff use within the group.



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- First aid training is undertaken by all regular Staff and there is always a minimum of one qualified first aider present at all times.
- If a child is on prescribed medication, and it is necessary to administer this in session time, the parent will be asked to complete a permission form giving details of the medication with exact dosage details. The medication will be administered by a qualified First Aider. Only medication that has been prescribed to the child and is in its original container shall be administered. The parent will be asked to sign a form at the end of session indicating medication has been given.
- With regard to the administration of life saving medication such as insulin/adrenaline injections or the use of nebulisers, the position will be clarified by reference to the Preschool's insurance company, and by a person trained to administer the treatment.
- The Playgroup will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed. The first aid box is kept in a locked box away from children.
- The Playgroup aims to follow Ofsted recommendations that children and adults with AIDS or who are H.I.V. positive should be included in the group. They pose no risk to others in the group as long as normal hygiene rules are observed and both children and adults benefit from a reduction in isolation. We believe the benefits of attendance for children with AIDS or who are H.I.V. positive far outweigh the risk of picking up ordinary infections. We respect the confidentiality of parents and children.
- Ofsted will be notified with 14 days of occurrence of any serious accident, food poisoning illness or injury to, or death of, any child while in their care, and action taken in respect to it.

Information Services:

- Parents will have the opportunity to discuss health issues with Preschool Staff and will have access to information available to Preschool.
- The Preschool will maintain links with health visitors and gather health information and advice from local health authority information services and/or other health agencies.

Hygiene

To prevent the spread of all infection, adults in the group will ensure that the following good practices are observed:

Personal Hygiene:

- Wash hands after using toilet.



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- A large box of tissues available and children encouraged to blow and wipe their noses when necessary and that soiled tissues are disposed of hygienically.
- Children encouraged to shield their mouths when coughing.
- Children encouraged to use and flush toilets.
- Paper towels are provided and disposed of appropriately. If hot air hand dryers are available Staff must ensure the hands of children and adults are dried properly.
- Hygiene rules related to bodily fluids followed with particular care and all Staff and volunteers aware of how infections, including HIV infection, can be transmitted.

Cleaning and Clearing:

- Any spills of blood, vomit or excrement wiped up and flushed away down the toilet. Rubber gloves always used when cleaning up spills of bodily fluid. Floors and other affected surfaces disinfected using chlorine or iodine bleach diluted according to manufacturer's instructions. Fabrics contaminated with bodily fluids thoroughly washed in hot water.
- When changing a child's soiled garments adults will wear protective gloves, clean the child with disposable wet wipes and change them into clean clothing. A selection of clean pants and outer clothes are kept available in the setting. Soiled clothing will be sealed in a polythene bag and kept out of reach of children and food areas.

Food:

The Preschool will observe current legislation regarding food hygiene, registration and training. In particular, each adult will:

- Always wash hands under running water before handling food and after using toilet.
- Not be involved with the preparation of food if suffering from any infectious/contagious illness or skin trouble.
- Adhere to non smoking policy
- Never cough or sneeze over food.
- Use different cleaning cloths for kitchen and toilet areas, following appropriate colour coding.
- Prepare raw and cooked food in different areas.
- Keep food covered and either refrigerated or piping hot.



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- Ensure waste is disposed of properly and out of reach of the children. Keep a lid on the dustbin and wash hands after using it.
- Wash fruit and vegetables thoroughly before use.
- Any food or drink that requires heating will be heated immediately prior to serving and not left standing. No food or drink will be reheated.
- Tea towels will be kept scrupulously clean and washed between each session.
- All utensils will be kept clean and stored in a dust free place, e.g. closed cupboard or drawer.
- Cracked or chipped china will not be used.
- Ofsted will be notified of any food poisoning affecting 2 or more children looked after on the premises, any child having meningitis or the outbreak on the premises of any notifiable disease identified as such in the Public Health Act 1984.

Reviewing the Policy

The Health and Hygiene Policy will be kept under review and will be reviewed annually
This policy was reviewed and agreed at a meeting of the Management Committee held on 22nd
February 2012

Signed Chairperson