



## 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:

Please refer to COVID procedure document

#### **Health**

##### **Food:**

- All meals and snacks provided will be nutritious and pay due attention to children's particular dietary requirements. During COVID regulations Ladybirds will not supply meals or snacks and request parents to do so.
- 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).

##### **Immunisations:**

- All children attending preschool must have had the currently recommended immunisations. This is to protect other children and adults.
- Consideration will be taken to allow a child who has not been vaccinated to attend if there is a genuine health reason for non-immunisation
- Parents are required to provide the child's Red Book, as evidence of immunisations, before the child starts preschool

##### **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.



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- Parents are asked not to bring into the Preschool any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.
- **Anyone with any symptoms of the Corona virus must not attend Ladybirds; if you have: -**
  - a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
  - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
  - a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- 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.
- 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. Training will be taken by preschool staff in the administration of specialist medication
- 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



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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.
- If a child becomes ill at Ladybirds with COVID symptoms
  - a. Your child will be separated from the group with their key person
  - b. The key person will wear PPE – an apron, mask and gloves
  - c. You will be phoned and asked to collect your child as soon as possible
  - d. The patient will be advised to be tested
  - e. Current guidance will be followed on the need for closure or self-isolation of other people involved

### **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 complete a progress check on any child that attends Ladybirds and is between 2 and 3 years old. A minimum of 6 sessions attendance will be required before the preschool reviews the child's progress. When complete the report will be shared with parents/carers and their Health Visitor

### **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.
- 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.
- 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.



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- COVID procedures.
  - a. Room cleaned before each Ladybird session.
  - b. Additional hand wash facilities
  - c. Regular supervised handwashing
  - d. Adults social distancing from each other
  - e. Hand gel provided
  - f. Additional PPE provided

### **Cleaning and Clearing:**

- Any spills of blood, vomit or excrement wiped up and flushed away down the toilet. There is a designated spillage bucket for this purpose. Protective 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. Each child is issued with a change of clothes bag by Ladybirds that is kept in the toilet area and contains the child's own clothes. A selection of clean underwear 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.
- 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.
- 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.



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- Wash fruit and vegetables thoroughly before use.
- Staff will not reheat any food for children to eat.
- Allergies to specific foods, eg nuts, will be catered for. A picture of a child with an allergy with details is kept inside the preschool's kitchen cupboard.
- 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 or 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 25  
August 2020

Signed .....  ..... Chairperson