



(Charity No: 1023883)

Health and Hygiene Policy & Practice

Barton Le Clay Preschool promotes a healthy lifestyle and a high standard of hygiene in its day to day work with children and adults. This is achieved in the following ways:

SMOKING

We operate a complete NO SMOKING policy. There is no smoking allowed within the building or the school grounds. There is no smoking allowed anywhere near the entrance or exit or in sight of the children.

HEALTH

Illness: Parents are asked to keep their children at home if they have any 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 preschool any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last episode.

Depending on the nature of the illness, for example meningitis, the preschool are duty bound to inform the relevant authorities (Central Bedfordshire Council, Health Authorities, RIDDOR – Reporting of Injuries, Diseases and dangerous occurrences regulator), and also must inform other visitors to the preschool and all parent/carers.

Should a child become ill during a session the staff will initially attempt to contact the parent to arrange collection of the child. Should the parent be unavailable the staff will try to contact the alternative contact.

Depending on the nature of the illness, the staff will either:

- Provide comfort on site until the child is collected
- Should the illness be of a very serious nature, first aid will be administered on site and an ambulance called.

With regard to the administration of life saving medication, staff are trained in the use of epipens. Parents can demonstrate to staff how to operate a nebuliser and once the staff feel confident with instructions they are able to use it.

MEDICATION

Barton le Clay preschool has a separate Medication Policy.

Staff may only administer medicine to a child if it is received in the right named container. The correct dosage should also be present on the container. Upon receipt of the medicine a staff member will check the expiry date on the container. The medicine will not be administered if it is past its expiry date

Parents must complete a Medication Consent form. This completed form must be handed, together with the medicine to the team leader of the session who will be responsible for the administration of the medicine. All medication is given at the Team



(Charity No: 1023883)

Leaders discretion. The Team Leader administering the medicine must sign the Medication consent form once given.

Our Preschool will not give more than one form of pain relief medication more than once in any one day without a prescription from a doctor.

All medications are kept in a box in the preschool kitchen. No preschool children are allowed in the kitchen at any time.

A medication book will be available to log in any medication a child needs during session time. The log states:

- Name of child receiving medication
- Name of Medicine and dosage
- Times that the medication should be administered
- Date and Time when medication is administered; together with the signature of the person who has administered each dose.

Unwanted or unused medicines will be returned to the parent for disposal or further use.

The preschool 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 aiders for pre-school are: Sara Goodall, Shelby Batchelor and Alison Denman.

Information Sources

Parents will have the opportunity to discuss health issues with pre-school staff and will have access to information available to the pre-school.

The pre-school will maintain links with health visitors and gather information and advice from the 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

Hands are washed after using the toilet.

Children with pierced ears are not allowed to try on or share each other's earrings. The wearing of stud earrings is permitted but we accept no responsibility for any loss of the earrings during a pre-school session. Earrings may get caught during play and we would ask parents to consider this.

A large box of tissues is available and children are encouraged to blow and wipe their noses when necessary. Soiled tissues are disposed of appropriately.

Hygiene rules related to bodily fluids are followed with particular care and all staff and volunteers are aware of how infections, including HIV infection, can be transmitted.



(Charity No: 1023883)

Cleaning and Clearing

Any spills of blood, vomit or excrement are wiped up and flushed away down the toilet.

Disposable gloves and aprons are always worn when clearing up soils of bodily fluids. Floors and other affected surfaces are disinfected using an appropriate solution and in accordance with the manufacturers instruction. Fabrics contaminated with bodily fluids are thoroughly washed in hot water.

Spare laundered pants, and other clothing are available in case of any accidents and polythene bags are used to wrap soiled garments for the return to the parent/carer.

All surfaces are cleaned daily with an appropriate cleaning solution.

Food

The pre-school 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 the toilet.
Not be involved with the preparation of food whilst suffering from any infectious/contagious illness or skin trouble.

Never smoke in the kitchen or any room storing food.

Never cough or sneeze over food.

Use different cleaning cloths for kitchen and toilet areas.

- Red cloths are for sinks, worktops and tables
- Blue cloths are for the floor
- Yellow cloths are for any craft related activities.

Prepare raw and cooked food in separate areas to prevent cross contamination.

Keep food covered and in the appropriate refrigeration unit.

Ensure all appliances are clean and in good working order.

Wash fresh fruit and vegetables thoroughly before use.

Ensure waste is disposed of properly and out of reach of the children. A lid must be kept on the dustbin and hands are washed after using it.

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.

All snacks provided will be nutritious and pay due attention to children's particular dietary requirements.

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.



(Charity No: 1023883)

A handwritten signature in black ink, appearing to read 'Charlie Wardle'.

Signed:
Charlie Wardle - Chair Person