

**Health and Hygiene Policy and Procedure**

**Name of Early Years Setting: Jellie tots Pre-school**

**Date of written: Feb 2006**

**Date of next review: Aug 2020**

**Early Years Foundation Stages**

**General Welfare Requirements:** Safeguarding and promoting children’swelfare. The provider must promote the good health of the children, take necessary steps to prevent the spread of infection and take appropriate action when they are ill.

**EYFS principle:** A Unique Child, Health and Well-being.

**Outcome**: Be Healthy

**Illness**

To prevent the spread of illness in our pre-school if your child arrives with any of the following symptoms below or develops them during the session, he or she will be excluded from our care until fully recovered: -

* Sickness or diarrhoea - a child or staff member must stay away until 48 hours since the last attack
* A child on antibiotics is to be kept away from pre-school for at least the first 48 hours of treatment
* Conjunctivitis - a child or adult with eye discharge must stay away from pre-school until the treatments has begun to be effective – at least 24 hours
* Temperature of 100 degrees or higher
* Sore throat with fever and swollen glands
* Severe cough
* If children of staff are unwell, the children will not accompany their parents/carers to work in Jellie Tots.
* If a child is irritable, continuously crying, or requires more attention than the nursery staff can provide without risking the health and safety of other children in our care.

Children may NOT come to nursery if they are infectious or sick. Staff should be informed of the nature of the illness so that other parents can be alerted.

When a child becomes ill at our setting our policy is to send the child home to ensure the child has his/her need met in the most appropriate setting and to protect other children and adults from the risk of infection.

**Procedures**

* Any member of staff suspecting a child is unwell or contagious must report this to a senior member of staff
* A member of staff will make sure the child is as comfortable as possible away from other children
* The person in charge will telephone the parents first; if no answer other emergency contact numbers will be tried.
* If parents or emergency contact numbers did not answer the child will be cared for by one member of staff until the end of the session
* Parents will always be advised to seek the advice of a medical practitioner.
* Where staff are concerned about a child’s condition deteriorating e.g. suspected meningitis, they will follow the emergency procedure for taking a seriously sick or injured child to hospital.
* Inform Ofsted in the case of a serious injury or death or in the case of any communicable diseases as defined by the Health Protection Agency.
* In the event of a serious case reassure other parents through written and/or spoken word to ensure they have accurate information whilst maintaining confidentiality of the child concerned.

# Staff Emergency Procedure to be followed in the case of a Seriously ill or Injured Child

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| First aider | Stay with casualty and administer first aid. Go in the ambulance with the child, take mobile phone and child’s contact card and continue to try to contact parents if necessary |
| Leader or deputy | Call emergency services give information from emergency sheet by telephone stay on telephone until ambulance arrives. Telephone parents/carers or emergency contact person on mobile phone. Take over as leader. |
| Assistants | Stay with the other children, keep them away from the casualty, reassure and distract |
| Kitchen staff | Help look after other children, unless first aider requires help looking after the casualty |
| Volunteer | Help look after other children |
| Leader/deputy | Ensure staff ratios are maintained – call in bank staff or committee member if necessary |

**First Aid**

The first aid equipment is to be kept clean, replenished and replaced as necessary. Sterile items will be kept sealed until needed.

A separate first-aid kit is to be kept for taking on outings.

The first Aid kits are kept in the Kitchen during session time.

If a child has an accident that results in bleeding or vomiting, the following procedure will be followed:

Wear disposable gloves

* Wash wound with water
* Apply a suitable dressing
* Wrap blood stained tissues or waste in plastic bag and dispose of separately to other waste.

All accidents / incidents must be recorded by staff and countersigned by the parent.

**Procedure to be followed in the event of a Human Influenza Pandemic**

In the event of a pandemic the decision of whether to close the pre-school to children will be made by the Jellie Tots Management Committee. The decision will be base upon: -

* + Government advice that nurseries in the area should close
  + Staff illness prevents the opening of Jellie Tots

In the event of a closure staff will come into work, unless ill or caring for dependants

To prevent the spread of infection: -

- Staff or children should not come to pre-school if any virus-like symptoms are present.

- A child with signs of infection will be isolated from the other children and the parent contacted to take the child home as soon as possible.

- Staff showing signs of infection will be sent home.

- Universal hygiene rules will be followed as per Jellie Tots Hygiene Policy.

Information on absence rates etc. will be provided to the Local Authority upon request.

**Hygiene**

To prevent the spread of infection all adults will ensure the following procedures are observed: -

**Cleaning and Clearing**

Any spills of body fluid; vomit, blood, excrement etc. Will be cleared away as follows:

* Staff must wear protective clothing, disposable gloves and apron.
* Excrement to be flushed down the toilet, contaminated blood and vomit cloths to be disposed of in a plastic bag separate to other waste, double wrapped and put into the dustbin.
* Floors and other surfaces affected by spillages of bodily waste; use sanitising crystals then disinfect with chlorine bleach or anti-bacterial cleaner.
* Fabrics contaminated with body fluids thoroughly washed in hot water at a temperature of no less than 60C.
* Soiled garments to be double wrapped in plastic bags and kept separately to be handed to parent/carer at the end of the session. Badly soiled undergarments to be disposed of separate to other waste, double wrapped in plastic bags, and put into the dustbin.
* Nappies disposed of in nappy bags and put into the nappy bin. Soiled nappies double wrapped and put straight into the dustbin.
* Changing mat to be cleaned with Bioguard wipes/ spray or anti-bacterial cleaner after each use.
* After dealing with body fluids protective gloves and clothing to be disposed of in sealed plastic bag and hands washed afterwards.

**Personal Hygiene**

* Everyone washes their hands after using the toilet.
* Paper towels are available and will be disposed of hygienically in the appropriate bin.
* Children to be encouraged by example and word to put their hands over their mouths when coughing or sneezing.
* Staff must wash their hands after blowing children’s noses and tissues disposed of hygienically in the appropriate bin
* Children to be encouraged to wipe their own noses dispose of tissue hygienically and wash their hands afterwards.
* Changing mat and gloves to be used for nappy changing.

**Food**

All snacks provided will be nutritious and pay due attention to each child’s dietary requirement. When cooking as an activity, staff will ensure that:-

* Ingredients that are likely to cause an allergic reaction in any child will not be used.
* Recipes involving raw eggs or nuts will not be used.
* We provide healthy, wholesome food promoting and extending the children’s understanding of a healthy diet.

In order to avoid the spread of infection staff will maintain the following procedures: -

* Always wash hands with soap and running water before preparing food.
* Not to be involved with the preparation of food if suffering from any infections/contagious illness or skin trouble.
* Any breaks in the skin, i.e. cuts, should be covered with a blue plaster.
* Wash raw fruit and vegetables that are to be eaten.
* Never cough or sneeze near food.
* Ensure cloths for drying crockery are clean, hygienic and changed daily.
* Before snack time tables are washed with anti-bacterial cleaner and dried.
* Utensils, crockery and pots kept clean and undamaged and ready for use.
* Fridge checked for correct temperature and cleaned regularly.
* Kitchen cloths hung up to dry before putting into the laundry bag for washing.

A clean cloth is to be used each time when cleaning tables, kitchen and toilet areas. There is a staff rota for washing the cloths each week. Cloths must be washed at a temperature of at least 60C.

The Kitchen routine is displayed in the kitchen detailing colour coding for use in different areas of the nursery.

This policy is written in line with guidance from the document ‘Managing Medicines in Schools and Early Years Settings’ and the ‘Guidelines for The Control of Infection and Communicable Disease in Nurseries’, South West London Health Protection Unit.

This policy was adopted at a meeting of the Jellie Tots Pre-School management committee held on February 2006.

Signed on behalf of Jellie Tots Pre-School…………………………………………………..Chairperson