



Health and Hygiene Policy and Procedure

Our Nursery 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:

Healthy Food

- 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.

Illness

- Parents are asked to keep their children at home if they have any infection, and to inform the Nursery as to the nature of the infection. This will allow the nursery to alert other parents as necessary and to make careful observations of any child who seems unwell.
- Parents are asked not to bring into the nursery any child who has been vomiting, had diarrhoea or an infectious illness until at least 48 hours has elapsed since the last attack.
- In the event of a child suffering from a notifiable disease as identified in the public health (infectious diseases) regulation 1988, we will inform Ofsted and the Local Health Protection Team **0344 225 3861** option 1 to 4 (South East area) + option 1 and follow any advice given.
- Any injury sustained by a child away from nursery will be noted on an incident/injury occurring outside of nursery form when they first attend nursery with the injury and must be signed by the parent/carer when the child arrives for the session.
- Cuts or open sores, whether on adults or children, will be covered with a dressing.
- If a child is on prescribed medication the following procedures will be followed:
- If possible, the child's parents/carer will administer medicine before attending Nursery

- Written information will be obtained from the parent, giving clear instructions about the dosage, administration of the medication and written parental permission gained for a member of staff to follow the instructions.
- All medication for a child will be handed back to the parents of the child on a daily basis.
- The only medication to be stored on the premises will be an inhaler or epipen which will have the children name and dosage required. This will be stored in a lockable cupboard.
- With regard to the administration of life saving medication such as insulin/ adrenalin injections or the use of nebulisers, the child's parent/carer will provide written agreement for staff to carry out the procedure. If specialist knowledge is required, staff involved in administering medication will receive training from a qualified health professional.
- Should a child become seriously ill and require emergency medical treatment a senior member of staff will escort the child to hospital if this is deemed necessary and we are unable to contact the parent/carer.
- Parents are required to sign a consent form for emergency medical treatment prior to the child attending the nursery.
- The Nursery 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.
- We provide training for all nursery staff to be qualified in Paediatric First Aid.
- Staff members are required to contact the manager **Fiona Fox** should they be unable to work due to illness and once again should they be suffering from a notifiable disease then the nursery will follow the guidance of the HPA
- All staff must inform the manager of any medication they are taking which may have an effect on their ability to perform their job and could therefore pose a risk to the safety of the children.
- Parents will have the opportunity to discuss health issues with nursery staff and will have access to information available to the nursery.
- The Nursery will maintain links with health visitors and gather health information and advice from the local health authority information services and/or other health agencies.

Hygiene:

To prevent the spread of infection, adults in the group will ensure that the following good practices are observed by adults and children present at each session as appropriate.

Personal hygiene

- Hands washed after using the toilet and before handling food.
- Children with pierced ears are not allowed to share each other's earrings. Only stud earrings should be worn.
- Children are encouraged to blow and wipe their own noses when necessary and to dispose of soiled tissues hygienically. Children are encouraged to catch their cough in their hands.
- Hygiene rules related to bodily fluids are followed with particular care. All staff and volunteers are made aware of how infections, including HIV infection, can be transmitted. Latex gloves are always available for adults to wear.

Cleaning and clearing

- Any spills of blood, vomit or excrement will be disposed of hygienically. Latex gloves are always used when cleaning up spills of bodily fluids. Floors and other affected surfaces disinfected according to the manufacturer's instructions. Fabrics contaminated with body fluids will be sealed in a bag.
- Spare laundered children's underwear and other clothing are available in case of accidents, and polythene bags available, in which to wrap soiled garments. Bags stored away from children.
- All surfaces cleaned daily with an anti-bacterial cleaner.
- Different cleaning cloths are used for the kitchen and toilet areas.

Food

- The Nursery will observe current legislation regarding food hygiene, registration and training.
- Staff will not be involved with the preparation of food if suffering from any infectious/contagious illness or skin trouble.
- Staff will never cough or sneeze over food.
- All prepared food will be covered.