

HEALTH AND HYGIENE - POLICY AND PRACTICE

The group will promote a healthy lifestyle and a high standard of hygiene in its day to day work with children and adults. This will be achieved in the following ways:

- food
- outdoor play
- illness
- information sources
- hygiene

Food

All snacks and food used during activities with the children will be nutritious and promote and extend the children's understanding of a healthy diet. Due attention will be paid to children's particular dietary requirements.

Adults will work within a food safety management system to ensure there is good practice and hygiene standards within current regulations are met.

Outdoor Play

Children have the opportunity to play in the fresh air throughout the year, either in the group's own outside area or on outings to parks and other community play spaces.

Illness

1. Parents/carers will be asked to keep their children at home if they have any infection, and inform the group as to the nature of the infection so that the group can alert other parents/carers, and make careful observations of any child who seems unwell.
2. Information regarding exclusion periods for the commoner communicable diseases will be made available to parents/carers.
3. Parents/carers will be asked not to bring into the group any child who has been vomiting or had diarrhea until at least 48 hours has elapsed since the last attack.
4. If a child becomes unwell during a session, the parent/emergency contact will be contacted by telephone and will be asked to collect the child as soon as possible.
5. If the children of staff are unwell, they will not accompany their parents/carers to work in the group.
6. Cuts or open sores, whether on adults or children will be covered with sticking plaster or other dressing.
7. If a child is on prescribed medication the following procedures will be followed:

- the child's parents will, if possible, administer the medicine. All medication must be clearly labeled with the child's name, dosage and other instructions.
 - group staff may administer medication to children under their control. This may take the form of tablets, inhaler, liquid or suppositories, prescribed by the child's doctor, but only with the previous written consent of the child's parents/carers. All group staff will be trained to administer medication.
 - all medications will be kept in a lockable cupboard.
 - a medication book will be used to record the name of the child receiving medication, times the medication should be administered, date and time when medication is administered. The book will be signed by the person who administers each dose.
8. The insurers have agreed to use the Epi-Pen, for the administration of life saving medication such as insulin/adrenalin, under the following conditions:
- a letter is received from the parent/carer giving consent for a named person and a deputy (in case the named person is either out of the room or absent from the group) to administer the Epi-Pen.
 - medical instruction is received by the nominated group staff member and a letter of competency issued by a member of the medical profession, who is satisfied that the procedure of administration is understood. All letters will be kept on file by the group.
 - group staff do not under any circumstances administer injections to the children. This is not covered by the insurance policy.
9. The group will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items should be kept sealed in packages until needed.

Information Sources

1. The group will maintain links health visitors and gather health information and advice form the local Health Authority Information Services and/or other health agencies.
2. Parents/carers will have the opportunity to discuss health issues with the staff and have access to information available to the group.

Hygiene

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

1. **Personal Hygiene:**

- hands washed after using the toilet
- toothbrushes not shared
- children with pierced ears will not be allowed to try on or share each other's earrings
- a large box of tissues will be available and children encouraged to blow and wipe their noses as necessary. Soiled tissues will be disposed of hygienically
- children will be encouraged to shield their mouths when coughing
- there will be a minimum of one toilet, nappy changing facilities and the provision of disposable nappies will be available where necessary
- the use of electric hand dryers will be supervised. Paper towels will be available and disposed of appropriately when used
- hygiene rules relating to bodily fluids will be followed with particular care, and all staff and volunteers will be aware of how infections, including HIV infection, are transmitted

2. **Cleaning and Clearing:**

- spills of blood, vomit or excrement will be wiped up and flushed down the toilet. Rubber gloves will always be used when cleaning up spills of body fluids. Floors and other affected surfaces will be disinfected using bleach diluted according to the manufacturer's instructions. Fabrics contaminated with body fluids will be thoroughly washed in hot water.
- spare laundered pants, and other clothing, will be available in case of accidents. Polythene bags will be available in which to wrap soiled garments

3. **Food**

The group will observe current legislation regarding food hygiene, registration and training. Staff will work within a food safety management system, including a HACCP Plan (Hazard Analysis Critical Control Point), which is regularly reviewed to ensure good practice including:

- always wash hands under running water before handling food, and after using the toilet
- not be involved in the preparation of food if suffering from any infectious/contagious illness or skin trouble
- ensure that the kitchen area is free from contamination, e.g. rodents, flies etc
- never cough or sneeze over food
- use different cleaning cloths for kitchen and toilet areas

- prepare raw and cooked food in separate areas
- keep food covered and either refrigerated or piping hot
- keep perishable food/drink at appropriate temperature
- ensure food and drink are served at a temperature and consistency which is safe and suitable for consumption
- ensure waste is disposed of properly and out of reach of children. Keep a lid on the dustbin and wash hands after using it
- wash fresh fruits 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 sessions.

All utensils will be kept clean and stored in a dust-free place, e.g. closed cupboards or drawers.

Cracked or chipped china will not be used.

The Health and Safety Coordinator is Mrs B Rees

