

## **5.0 HEALTH & HYGIENE - POLICY AND PRACTICE**

Our Pre-school 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:

### **Health**

#### **Food and drink**

- All snacks provided will be nutritious and staff will pay due attention to children's particular dietary requirements and any allergies.
- Fresh drinking water is always available.
- The adults will promote and extend the children's understanding of a healthy diet through a variety of activities.

#### **Outdoor play**

- Children have access to an outdoor play area and will have the opportunity to play in the fresh air whenever possible and go on outings from time to time.

#### **Illness**

- Parents are asked to keep their children at home if they are unwell, and to inform the Pre-school of any infections so that the Pre-school can alert other parents and make careful observations of any child who seems unwell.
- Parents are asked not to bring into the Pre-school any child who has been vomiting or had diarrhoea until at least 48 hours have elapsed since the final episode.
- If the children of Pre-school staff are unwell, the children will not accompany their parents/carers to work in the Pre-school.
- Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressings, taking account of any allergies. Hygiene sticking plasters will be available for staff handling food.
- If a child is on prescribed medication the following procedures will be followed:
  - If possible, the child's parents will administer medicine. If not, then medication must be clearly labelled with child's name, dosage and any instructions in a pharmacy labelled bottle.
  - Written information will be obtained from the parent, giving clear instructions about the dosage, administration of the medication and permission for a member of staff to follow the instructions.
  - All medications will be kept in the designated medication cupboard, or fridge if required.
  - A medication book will be available to log in: name of child receiving medication; times that the medication is administered; together with the signatures of the person who has administered each dose and a witness. The parent must then countersign when they collect the child.
- The Pre-school will ensure that the first aid equipment is kept clean, in-date and replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed.

#### **Pandemic**

In the event of a pandemic, guidance will be sought from the local Health and Education Authorities (South West London Health Protection Agency and the London Borough of Sutton) and their advice followed. Staff and parents/carers will be informed of the guidelines and advised how to recognise the symptoms. Pre-school will remain open unless directed by the Government or local Health/Education Authorities subject to sufficient staff being available to maintain minimum child : staff ratios.

#### **Information sources**

- All staff undertake training on health and hygiene and refresh their knowledge by reading the

information in the food and hygiene folder annually.

- 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 follow health 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:

- Hands are washed frequently and after using the toilet and before handling food. Alcohol hand gel is widely available for staff use.
- Children with pierced ears not allowed to try on or share each other's earrings.
- Tissues freely available and children encouraged to blow and wipe their noses when necessary. Soiled tissues disposed of hygienically.
- Children encouraged to shield their mouths when coughing.
- 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.
- In the event of a Pandemic or Epidemic further measures may be put in place in accordance with guidance at the time.

### **Cleaning and clearing**

- Any spills of blood, vomit or excrement wiped up and disposed of hygienically. Plastic gloves always used when cleaning up spills of body fluids and changing nappies. Floors, nappy changing mats and other affected surfaces disinfected. Fabrics contaminated with body fluids thoroughly washed in hot water.
- Spare laundered pants, and other clothing available in case of accidents and polythene bags available in which to wrap soiled garments.
- All surfaces cleaned regularly.
- Cleaning areas are separate from areas where food is prepared.
- Toilet areas are checked regularly.
- Individual pairs of rubber gloves are available to staff for washing up etc.

### **Food**

The Pre-school will observe current legislation regarding food hygiene, registration and training.

In addition, each adult will:

- Always wash hands under running water before handling food, after wiping children's noses and after using the toilet.
- Not be involved with the preparation of food if suffering from any infections/contagious illness or skin trouble.
- Never cough or sneeze over food.
- Use different colour coded cleaning cloths for kitchen and toilet areas.
- Keep food covered and refrigerated where appropriate. Check the fridge temperature is at or below 5C.
- Ensure waste is disposed of properly and out of reach of the children.
- Ensure fresh fruits and vegetables are washed thoroughly before use.
- Not reheat food or drink. Any food or drink that requires heating will be heated immediately prior to serving and not left standing.
- Keep tea towels scrupulously clean.
- Keep all utensils clean and stored in a dust-free place, e.g. closed cupboard or drawer.
- Not use cracked or chipped crockery.