

Health & Hygiene - Policy and Practice

Our setting 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

All meals and 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.

Outdoor play

Children will have the opportunity to play outside throughout the year (either in the school's own outside play area or on regular outings to parks or other community play places).

Illness

Parents are asked to keep their children at home if they have any infection, and to inform the pre-school as to the nature of the infection. This will allow the pre-school 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 pre-school any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.

If the children of Kidstime staff are unwell, the children will not accompany their parents/carers to work in the setting.

Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing (allergies are checked).

If the 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 stored in the original container and clearly labelled with child's name, dosage and any instructions. Where local regulations require it, guidance will be sought from social services before people other than parents agree to administer medicines.
- 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 a lockable cupboard.
- A medication book will be available to log in: name of child receiving medication; 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; parent's signature. Children attending may administer some forms of medication this will be supervised by an adult, recorded in the medication book and signed by member of staff and parent/carer.

With regard to the administration of life saving medication such as insulin/adrenalin injections or the use of nebulisers, the position will be clarified by reference to the settings insurance company. (In the case of Kidstime insured with Royal & Sun Alliance, this will be through the Insurance section at Pre-school Learning Alliance National Centre.) If specialist knowledge is required, staff involved in administering medication will receive training from a qualified health professional.

The setting 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.

There will always be on the premises at least one qualified First Aider trained to administer first aid to children.

Information sources

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

The setting 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 all infection, adults in the group will ensure that the following good practices are observed

Personal hygiene

Hands washed after using the toilet and before handling food

Children with pierced ears not allowed to share each other's earrings.

Children encouraged to blow and wipe their noses when necessary and to dispose of soiled tissues hygienically

Individual towels available, or paper towels used and disposed of appropriately.

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.

Cleaning and clearing

Any spills of blood, vomit or excrement wiped up and flushed away down the toilet. Rubber gloves always used when cleaning up spills of body fluids. Floors and other affected surfaces disinfected using Milton diluted according to the manufacturer's instructions. 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. Staff should wear disposable aprons and gloves when dealing with the above.

All surfaces cleaned daily with an appropriate cleaner

Food

The setting will observe current legislation regarding food hygiene, registration and training.

In particular, each adult will:

Follow the EYFS principles of the child's Health & Wellbeing

Always wash hands with soap under running water before handling food and after using the toilet.

Wear apron and tie hair back when preparing food

Not be involved with the preparation of food if suffering from any infectious/contagious illness or skin trouble.

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.

Health & Safety officer Ruth Lees

This policy was adopted at a meeting of Kidstime held on

.....(date)

Signed on behalf of the Kidstime at St Josephs School.....

Reviewed by.....*Date*.....