# HEALTH AND HYGIENE- POLICY AND PRACTICE –

**Designated Person – Lisa Ballard**

Our nursery school promotes a healthy and high standard of hygiene in its day to day work with children and adults. This is achieved in the following ways:

**Personal Hygiene**

1. Children and adults will wash their hands after using the toilet. Handwashing with soap for a minimum of 20 seconds.
2. Tissues are available and children are encouraged to blow and wipe their noses when necessary. Soiled tissues disposed of hygienically and children or staff to wash their hands with soap for a minimum of 20 seconds after.
3. Children will be taught to shield their mouths when coughing or sneezing with the crook of their arm or use a tissue. Tissues are binned immediately, and hands are washed after.
4. In the toilet hand washing area, paper towels are used and disposed of appropriately. All bins are emptied after every session.

### Cleaning and Clearing

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1. Spare laundered pants, and other clothing, available in case of accidents and polythene bags available in which to wrap soiled garments.
2. The hall, kitchen and toilets are regularly cleaned.
3. Dispose of cloths immediately after use on floor.
4. A rota system operates for cleaning toys, dressing up clothes, overalls and furnishings.
5. After changing a child’s nappy ensure that the changing mat and surrounding area is cleaned with antibacterial spray/liquid.
6. Any spills of blood, vomit or excrement are wiped up and disposed of immediately. Disposable gloves must be used when cleaning up spills of bodily fluids. Floors and other affected surfaces are disinfected.
7. Use different cloths for the kitchen and other areas.

**Food**

The nursery will ensure that each adult and child will:

1. Always wash hands with soap for a minimum of 20 seconds before handling food.
2. Keep food covered for serving.
3. Ensure waste is disposed of properly.
4. Wash cups and plates in very hot water or use the dishwasher. Leave to drain rather than use a tea towel.
5. Only members of staff that are trained in food hygiene will handle food.
6. Respect cultural and religious practices such as food preparation and hygiene practices.
7. Not be involved with the preparation of food if suffering from any infectious/contagious illness or skin trouble.
8. Never cough or sneeze over food.
9. Cloths will be changed daily.
10. If two or more children contract food poisoning, we will inform the Health Protection Agency within 48 hours.
11. The fridge will be checked for the correct temperature at the beginning of each session.
12. To promote a healthy diet, we offer a selection of fresh fruit and vegetables, milk and water

**Health**

1. Children will have the opportunity to play in the fresh air, throughout the year (either in the nursery’s own outside play area or on outings to the village green, the woods or elsewhere in the village).
2. Parents are asked to keep their children at home if they have any infection, and to inform the nursery of any serious infection so that other parents can be alerted.
3. Parents are asked not to bring into the nursery any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.
4. Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing.
5. If a child is on prescribed medication:
6. The child’s parents will normally administer all medicines and in most cases it will not be necessary for any medicines to be dealt with at the nursery. However, if a child needs prescribed medicines to be administered at the nursery, parents will be asked to complete and sign detailed instructions on an “Administration of Prescribed/Unprescribed Medicines” form (a copy of which accompanies this policy). Information will include when and how much medicine the child last had, to avoid overdosing. A member of staff will be nominated to administer the medicine which will be checked by another member of staff prior to administering. A record of the administration of the medicine will be recorded to include details of the dosage, time of administration and staff members involved.
7. Medicines should be stored strictly in accordance with product instructions and in the original container in which dispensed. They should include instructions for administration.
8. With regard to the administration of life saving medication such as insulin/adrenaline injections or the use of nebulisers, separate arrangements should be made with the nursery in each case. The parent/carer will complete the Administration of Prescribed/Unprescribed Medicines form and a Health Care Plan (a copy of which accompanies this policy) and include any further written information necessary to give clear instructions about the administration of the medication and permission for a member of staff to follow the instructions.
9. A copy of the “Administration of Prescribed/Unprescribed Medicines” form is given to each new parent/carer when their child starts at nursery. Further copies are available in the health and safety file which is kept at the nursery.
10. 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.

**PROCEDURE IN THE EVENT OF A CHILD NEEDING MEDICAL TREATMENT**

If a child is unwell or involved in an accident whilst at nursery:

* The member of staff with the child at the time of the incident/accident will check the child’s condition.
* If needed, first aid will be provided by a qualified member of staff.
* The situation will be reported to the member of staff in charge of the session.
* If there is any doubt about the seriousness of a child’s condition the member of staff in charge will contact an ambulance and the child’s parents immediately.
* A member of staff will accompany the child to hospital and take the child’s medical record and “permission for emergency treatment form” which is kept in the health folder.
* Other staff will remain with the other children and keep them calm and away from the incident.
* As soon as possible after the incident/accident a record of events will be recorded in the incident or accident book. This should include as much detail as possible and be countersigned by the staff involved and the child’s parents/carer.
* Before any staff leave the premises an account of the incident should be written in full, including deployment of all staff/child ratios at the time of the incident.
* Ofsted will also be informed ASAP (within 14 days) as well as other agencies as needed.

This policy was adopted at a meeting of the nursery school held on

(date) …………………….

*Signed on behalf of the nursery school………………….*

##### **Understood and accepted by:**