

## HEALTH AND HYGIENE POLICY

The setting adheres to high levels of health and hygiene at all times which ensures the safety of the children and adults.

### RIDDOR FOR STAFF AND CHILDREN

Reporting of injuries, diseases, and dangerous occurrences (RIDDOR) regulations 1995 is a legal requirement to report work related accidents, diseases and dangerous occurrences. This relates to employees and children in our care. A report may need to be made on any of these incidents and it will need to include:

- The date and method of reporting
- The date, time and place of the event
- Personal details of those involved
- A brief description of the nature of the event

A record of any RIDDOR will need to be kept for three years from the date of which it happened, and this must be kept confidential from other staff. Reports are made either to the incident contact centre or the environmental health department of the local authority and if it is a report about a child then OFSTED will need to be informed. There is more information in the RIDDOR booklet and many other booklets, in the health and safety folder located in the office.

#### Useful numbers:

Ofsted: 03001234666

RIDDOR: Report online – [www.hse.gov.uk/riddor/](http://www.hse.gov.uk/riddor/) or 03453009923 – for reporting fatal/specified incidents only.

Local Health Protection Unit (HPU): 03442253861 (options 1 to 4 depending on area) / out of hours number for professionals only: 08449670082.

### NOTIFIABLE DISEASES

According to the Public Health (Control of Disease) Act 1984 it is law to follow the procedure for reporting notifiable diseases. The Notifiable Diseases Statement and Guidance on Infection Control in Schools and other childcare settings shows all diseases which need to be reported immediately to the local health authority, staff follow this guidance.

If a child has a notifiable disease, staff will need to check that the child's GP has reported the notifiable disease to the Local Health Protection Unit. If the disease has already been reported by the doctor/hospital etc then it must not be reported again. If not, the nursery management will report the notifiable disease to the Local Health Protection Unit. When reporting the diseases staff must include the details as follows:

- Patient name, age and sex.
- Nursery address
- The disease, or poisoning, which the patient is suffering
- The date (if not approximate) of onset of illness.

Diseases notifiable (to Local Authority Proper Officers) under the Health Protection (Notification) Regulations 2010:

- Acute encephalitis
- Acute meningitis
- Acute poliomyelitis
- Acute infectious hepatitis
- Anthrax
- Botulism
- Brucellosis
- Cholera

- Diphtheria
- Enteric fever (typhoid or paratyphoid fever)
- Food poisoning
- Haemolytic uraemic syndrome (HUS)
- Infectious bloody diarrhoea
- Invasive group A streptococcal disease
- Scarlet fever
- Legionnaires' disease
- Leprosy
- Malaria
- Measles
- Meningococcal septicaemia
- Mumps
- Plague
- Rabies
- Rubella
- SARS
- Smallpox
- Tetanus
- Tuberculosis
- Typhus
- Viral haemorrhagic fever (VHF)
- Whooping cough
- Yellow fever

As of April 2010, it is no longer a requirement to notify the following diseases: dysentery, ophthalmia neonatorum, leptospirosis, and relapsing fever.

### **SUN AND WEATHER SAFETY**

For the children to play safely in the outdoor area and for them to attend regular outings, we ask all parents to supply the following items:

- For summer: Sun cream (clearly labelled and within one year of being opened); sun hat (clearly labelled). To keep at nursery.
- For winter/wet weather: winter coat, scarves, hats and gloves raincoat and wellingtons.

Parents must apply sun cream to their child/ren before coming to nursery. Staff will reapply sun cream after lunch for the children that are in all day. Staff will notify parents when sun cream is running low so that it can be replaced. Similarly, staff will ensure children wear their own wet weather gear or if available wear nursery wet weather clothing.

Please note: It is parent's responsibility to supply sun cream for their child as will not take any responsibility for skin complaints gained as a result of this.

In cases where sun cream is not supplied, the child may not be able to take part in a full range of activities; the same will occur if wet weather gear and winter coats are not provided.

We request sunscreen is provided for all children regardless of ethnic origin as sun safety takes precedent and we will not allow children in the sun if parents fail to provide this.

### **SICK CHILD/EXCLUSION PROCEDURE**

We try to minimise the number of absences of the children. However, due to infections and childhood illnesses your child may be unable to attend. It is of great importance that children who are ill or have infections are kept away from the nursery to help reduce the risk of spreading the infection or illness. We may request that a child is sent home for a number of reasons but please remember that we have a responsibility to keep all the children safe from illness and infection. Whilst it may be inconvenient to you - your child's health and welfare and the welfare of others in our care, is our first priority.

We follow the guidelines for illnesses and infection control set out by the Health Protection Agency

In the event of infection or illness, staff will adhere to following procedure to prevent the illness/infection from spreading.

- When the child is not their usual self, (e.g. inactive, crying excessively) the child's temperature will be taken.
- If their temperature is normal the child will be taken to a quiet room to rest and we will notify parents and then updated and will have their temperature taken at regular intervals (15 mins).
- If at any point, the child's temperature exceeds 38 degrees, a member of staff will contact the parent/carer explaining the situation and requesting that the child is collected from nursery as soon as possible. If the parent has supplied medication to stay at nursery then it will be at the manager's discretion whether they feel it is appropriate to give the child some while they are waiting for the parent to collect. This is because it may mask the high temperatures and symptoms of something more serious.

*Other circumstances that may require the child to be collected are:*

- Sickness and diarrhoea (teething or any other reason) – one case of sickness or two consecutive loose nappies or stools (unless child is under two and the loose stools are not deemed to be unusual for the child or at manager's discretion). Please note – in cases where an infection has already been reported within the nursery this may be subject to change. Dehydration can affect babies severely within 4 hours.
- Leakage of any bodily fluid – ear fluid, runny eyes etc. If there is an ongoing medical reason, then we will require proof from the doctor/specialist.
- Displaying unusual behaviour – crying excessively, being inconsolable, being inactive.
- High Temperature – above 38 degrees.
- Headlice – If a member of staff can visibly see the presence of headlice in children(s) hair.
- Covid-19 Symptoms.
- Slap cheek – home for first 24 hours.
- Hand, foot and mouth, home for first 24 hours.
- Conjunctivitis if the eye is weepy and not crusted over

If your child is sent home from nursery it is recommended that you seek medical advice from your Doctor. If your child is diagnosed with any infection or illness please notify the nursery as soon as possible. **Please note – If you are asked to collect your child from nursery but fail to make any reasonable attempt to do so Social Care will be informed.**

Your child will be allowed back at Nursery when:

- Your child has gone 48 hours since the last bout of diarrhoea or sickness.
- Temperature has decreased.
- Have been prescribed antibiotics or steroids and have taken them for 24 hours at home.
- Children who have had a disease or illness must have a written Doctor's note saying that the child is no longer contagious at manager's discretion.
- Has had headlice treated with a medicated shampoo or lotion.
- Is acting as normal and seems to have recovered.

Children with broken limbs and have a cast on can attend nursery as long as they are able to access necessities only on the advice of their doctor, and staff may need to risk assess this. Children with sprains/strains are also allowed to attend nursery but this may not be advisable, again staff may need to risk assess this. Staff will record all illnesses such as sickness and diarrhoea on an incident form, which must be signed by the parents.

Children's injuries and illnesses are all logged in their personal file and monitored regularly.

### **NAPPY CHANGING POLICY**

Children wearing nappies will be changed as and when needed according to their individual needs in addition to the scheduled nappy changing times in the daily routine for each group.

Staff will follow the following procedures:

- Disposable gloves are worn, separate for each child, and disposable aprons are worn.
- Nappy bins are used for disposing nappies.

- Nappies are wrapped in a nappy bag then in a bin liner and when full or giving bad odour put in the bin outside.
- Nappy mats are disinfected after each child.
- Wet and soiled under garments are removed and put into a nappy bag ready for their parents to collect. Clean garments from the child's basket or bag are put on the child.
- We will endeavour to dress a child appropriately with spare nursery clothes in the event of their own spare clothes not being provided.
- Parents supply nappies and baby wipes. A note will go in the child's bag, Xplor app or on the nappy chart on the main room door when nappies and wipes are low.
- Parents are asked to supply nappy cream if needed and will be stored in children's basket.

Only staff with a DBS and other suitable checks carried out by management will be able to change nappies. Students on long time placements with a DBS Check can change nappies at managers discretion but will be supervised.

Any unusual nappies i.e. a different colour, it will be written on the Xplor app and a member of management will be verbally informed.

Children who have a specific medical condition or operation such as a stoma will be changed as above and in line with any medical health care plans designated to that child. Staff will have specific training by a medical practitioner if required or in house training depending on the nature and complexity of that need.

### **HYGIENE POLICY**

To prevent the spread of all infections, staff members ensure the following practices are observed:

- Hands washed before preparing food and washed after using the toilet and/or changing nappies.
- Children with pierced ears do not share each other's earrings.
- Children are encouraged to wipe their own noses and dispose them hygienically.
- Towels and a hand dryer is available and disposed of or cleaned appropriately daily.
- Staff must wear protective clothing including two gloves and disposable apron whilst changing nappies, cleaning toilets and emptying potties.
- Children over the age of two are encouraged to wash their hands after toileting and before snacks and meal times. Children under the age of two have their hands wiped with a flannel instead.
- Children are allocated a cot/bed sheet and stored in their baskets; these are washed regularly.

### **CLEANING AND CLEARING**

Any spills of blood, vomit or excrement are wiped up using the blue flannels or the yellow mop and bucket if needed, if possible, the blue flannels will be put straight in the washing machine to be washed, if not able to do this straight away they will be put into a nappy sack and put in the washing machine as soon as possible. Whilst wearing protective clothing as previously explained. Floors and other affected areas including clothes and toys are disinfected with diluted cleaning products and hot water (yellow mop and bucket). Spare clothing is available in case of these accidents and soiled garments are wrapped in a nappy sack and sent home with the child. All surfaces are cleaned daily. During half term toys and room equipment are sterilised using a sterilising solution and are soaked for 30 minutes and then dried.

### **STERILISING PROCEDURES**

We have a steriliser in the baby room. This is so toys and feeding equipment can be sterilised easily and quickly when needed in the room. Play resources and equipment in all rooms are sterilised as required. However, this procedure is carried out throughout the year as toys are rotated. Nappy changing units are sprayed with a disinfectant solution after each use, to ensure that germs and infections are not spread. Work surfaces are cleaned at the end of the day and before and after food preparation.

**FOOD SAFETY**

The nursery rules are underpinned by government regulations and to ensure this management and staff seek training and review policies regularly. The nursery provides snacks that are suitable and in line with children's dietary requirement. Foods prepared by children as part of activities and foods provided by others such as party food or treats brought in by parents or special treats provided by the nursery such as the ice cream van.

To ensure we adhere to government regulations we will:

- staff will be given training if needed.
- Staff must always wash their hands under running water using soap before preparing food and after using the toilet/changing nappies/potties/cleaning. Staff must not be involved in preparing food if they had/have an infectious illness or skin trouble.
- Never smoke in the same room where food is being prepared (we commit to a no smoking policy in the nursery grounds).
- Never cough or sneeze over food.
- Use different cleaning cloths for kitchens and toilet areas.
- Prepare raw and cooked foods in separate areas.
- Keep food covered and/or refrigerated. The refrigerator temperature is recorded in the morning and afternoon.
- Currently we do not offer the facility to reheat food due to our opening hours. In the even of us changing our opening times and the ability to reheat food, we will do the following - Food can only be heated via the microwave, we will not heat up food via the oven, food brought in that is only able to be heated by the oven will be sent home and parents will be contacted to arrange other food for the child to have. When heating food it must reach the temperature of 85 degrees or above (a temperature probe will be used and the temperature will be recorded).

**FEEDING POLICY**

Staff will aim to provide snacks and meals in a safe and hygienic environment for all ages of children in our care.

The following points regarding meals apply:

- We will not re-heat rice and we will only ask for the microwavable rice pouches and ask that parents not provide grapes at the risk of choking, these will be sent home if brought in.
- Lunchtime starts at approximately 12pm.
- Children's lunch boxes must be labelled and stored in the kitchen area. Parents must provide a cool pack to go in the lunch box.
- Parents must disclose any allergies or dietary requirements to the nursery staff. Allergies will be displayed on the child's placemat.

**MEALTIMES**

- All children have a placemat detailing what allergies or dietary requirements they have, this is from the info provided during their enrolment to the setting. These are used by staff in all rooms but they can also refer to children's health information on the Xplor Playground App.
- Children wash their hands before each snack and mealtime with soap and running water.
- Feeding areas are cleaned thoroughly before and after use.
- Staff members preparing snacks and meals wear a plastic apron and wash their hands before handling any food items.
- Staff continually remind themselves of children with allergies and food restrictions by reading their health info on the Xplor Playground app and by referring to their placemats.

**LUNCHBOXES**

We ask parents to provide healthy lunchboxes/meals, such as providing fruit and vegetables and not too many treats.

**All feeding equipment and lunchboxes must be fully labelled with child's name. To ensure that health and hygiene standards remain high with in the nursery:**

- Children are asked to wash their hands before each snack and mealtime.
- Feeding areas are cleaned thoroughly before and after use.
- Staff members preparing snacks and meals wear a plastic apron and wash their hands before handling any food items.

## **SNACK**

The sharing of refreshments can play an important part in the social life of children at the nursery as well as reinforcing the importance of healthy eating. In addition, snack time provides children with an opportunity to develop exploration skills through experiencing food that they have not seen or tasted before. We will ensure that:

- All snacks provided are nutritious, avoiding large quantities of fat, salt, sugar, additives, and preservatives.
- Snack offered at around 9.30am - 10.00am and 1.30pm - 2.00pm
- Children are offered 1/3 of a pint of milk per day.
- We endeavour to provide a selection of fruit combined with something to engage the children's interest, e.g., an exotic fruit like a coconut or mango, and something like a naan bread or different type of cheese. We often plan snacks around a particular topic, so if we were looking at a country for a week, we would endeavour to provide food from that country for the child to try and experience.
- Ensure that the children's water bottles are always freely available during the day,
- Staff write about how the child has eaten via the Xplor app and any uneaten food is sent home.
- In any group where a child has a life threatening allergy they will have a detailed allergy plan in place, staff will all be trained on the steps needed to save their life, the group that child is in will use placemats for all mealtimes in the day, a special plate will be allocated to the child and staff will always be remind each other about what they are giving the child.

## **NO SMOKING RULES**

The setting operates a strictly no smoking policy. This applies to any persons accessing the nursery at any time including parents and staff, and all areas surrounding the building. This follows the No Smoking Legislation 2007. There are 'no smoking' signs displayed throughout the building and entrance and exits. All users of the premises must comply with this policy. When staff are on breaks, they must either take off their uniform or cover it with clothing which is not worn with the children when smoking and ensure their hands are washed and staff must freshen up when arriving back in the building.