

Health and Hygiene Policy and Practice

Our Nursery 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:

Hygiene

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

Personal Hygiene

- Hands are washed after using the toilet
- A box of tissues is available and children are encouraged to blow and wipe their noses when necessary and that soiled tissues are disposed of hygienically
- Children are encouraged to shield their mouths when coughing
- Staff have a small bottle of anti-bacterial liquid to use on their own hands once they have wiped children's noses etc.
- Paper towels are used and disposed of appropriately
- Hygiene rules relating to bodily fluids are followed with particular care and all staff and volunteers are aware of how infections, including HIV infection, can be transmitted

Cleaning and clearing

- Any spills of blood, vomit or excrement are wiped up and disposed of down the toilet or in the sealed yellow bin in the accessible toilet. Disposable gloves are always used when cleaning up spills of bodily fluids. Floors and other affected surfaces are disinfected using chlorine or iodine bleach diluted according to the manufacturer's instructions. Fabrics contaminated with bodily fluids are thoroughly washed in hot water
- Spare laundered pants and other clothing are available in case of accidents and nappy bags are available in which to wrap soiled garments once they have been rinsed through
- All surfaces are cleaned daily with a disinfectant cleaner, after each nappy change

Food

The Nursery will observe current legislation regarding food hygiene, registration and training. The manager, deputy and cooks will hold a level 2 certificate in Food Hygiene. In particular, each adult will:

- Always wash their hands under running water and with soap before handling food and after using the toilet
- Adhere to best practice when storing food
- Not be involved with the preparation of food if suffering from any infectious/

contagious illness or skin trouble

- Never smoke anywhere in or around the Nursery premises
- Never cough or sneeze over food
- Use different cleaning cloths for kitchen and toilet areas
- Wash fresh fruits and vegetables thoroughly before use
- Use separate chopping boards for the preparation of foods
- Tea towels will be kept scrupulously clean and washed between each session
- All utensils will be kept clean and stored in a dust free place, e.g. closed cupboard or drawer
- Cracked or chipped china will not be used
- Always wear a disposable apron, hair net and tie hair back when preparing food
- All staff will receive Food Hygiene Level 1 training

Animals in the setting

Children learn about the natural world, its animals and other living creatures, as part of the early year's foundation stage curriculum. This may include contact with animals, or other living creatures, either in the setting or in visits. We aim to ensure that this is in accordance with sensible hygiene and safety controls.

Procedures

- We take into account the views of the parents and children when selecting an animal to keep as a pet in the setting
- We carry out a risk assessment with a knowledgeable person accounting for any hygiene or safety risks posed by the animal
- We provide suitable housing for the animal and ensure this is cleaned out regularly and is kept safely
- We ensure that the right food is offered at the right times
- We make arrangements for weekend and holiday care for the animal. We register with the local vet and take out appropriate pet care health insurance
- We make sure all vaccinations and other health measures, such as de-worming is up to date and recorded
- Children are taught correct handling and care of the animal and are supervised
- Children wash their hands after handling the animal and do not have contact with animal soil or soiled bedding
- Staff members wear disposable gloves when cleaning the housing or handling soiled bedding
- If animals are brought in by visitors to show the children, they are the responsibility of the owner
- The owner carries out a risk assessment, detailing how the animal is to be handled and how any safety issues will be addressed

Visits to the farms

- Before a visit to a farm a risk-assessment is carried out, this may take into account safety factors listed in the farms own risk assessment which should be viewed

- The outings procedure is followed
- Children wash their hands after contact with animals
- Outdoor footwear worn to visit farms are cleaned of mud and debris and should not be worn indoors

Health

Outdoor Play

Children will have the opportunity to play in the fresh air daily in the Nursery's own outside play area, the children will be allowed to free flow between the indoor and outdoor environment, when weather permits.

Garden Guidelines

- Check the garden is safe – gates are secure before setting up
- Ride-on toys need to stay in designated areas
- Bikes may be scooted, balanced on, used in a variety of ways to improve physical skills/balance, but should not be used as battering rams into others or buildings/walls
- Correct staff/child ratio in garden at all times
- No touching fungus. Remove any if we know it to be poisonous
- No climbing on fences or outside of steps
- No weapons
- Children should not pick flowers, vegetables/fruit etc. indiscriminately, but can be picked for appropriate purposes, daisy chains, displays, gifts for helpers etc.
- When climbing on climbing equipment no Nursery dressing up clothes or toys to be used unless for specific purposes e.g. fire fighters
- A risk assessment should be carried out in adverse weather conditions to decide on the suitability of outside activities

Food

At Little Pumpkins Nursery, we provide a well-balanced diet; all food is freshly cooked on the premises. Menus are devised by the Nursery Chef and the Manager in conjunction with the Nursery staff to ensure that the children's nutritional needs are being met.

Children on special diets will be catered for but in exceptional cases parents may be asked to provide specific items, thus ensuring cultural needs and any allergy concerns are strictly addressed. All children are encouraged to taste a little of everything on their plates.

Drinks of water or milk will be provided throughout the day. Where appropriate the children have free flow access to drinks, to allow the children freedom of choice and to ensure play is undisturbed.

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.

Food Allergy Prevention

Admission

On admission parents are asked to inform the Nursery of any allergies, medical conditions or cultural restrictions. All of this information is compiled onto alert sheets and is kept in the Nursery registers to ensure confidentiality is maintained. The alert sheets are available for the staff to view and check throughout the day. The Nursery cook also has copies of any alert sheets so he/she is aware when preparing meals.

Cooking activities and food tasting

Before any cooking activity is planned alert sheets are checked to ensure suitability. Recipes should be adapted accordingly; for example, regular flour should be swapped for gluten free flour if a child has Celiac Disease. All ingredients will be displayed outside rooms on the day of the activity. This gives the parents the opportunity to discuss any concerns with the staff. All ingredients must be checked for possible allergens.

Snack time

The children are offered milk or water and variety of snacks such as fruits, bagel etc. If any child has an allergy to these items, an alternative must be offered. Snack times must be supervised at all times.

Celebrations

In the event of the child's birthday, if the parents wish to provide a cake for their child/children they are advised to check with their child's/children's room supervisor for any allergies.

Illness

A child returning to the Nursery after an absence due to illness must be well enough to return.

- Children must not be brought into Nursery if they have any types of infection or illness, e.g. chicken pox, diarrhea, a full list of illnesses which require exclusion can be found in the Nursery's Policy and Procedures handbook
- Any child found to be unwell with a suspected infectious illness will be sent home
- Parents must inform the Nursery if any child attending the Nursery is admitted to hospital for any reason
- The Nursery must then Inform OFSTED
- There may be occasions when these exclusion times are extended due to regional outbreaks of contagious illnesses

Please inform the Nursery Manager or deputy if your child has any of the following:

Disease/ Illness	Minimal Exclusion Period
Chicken Pox	At least 5 days until the spots scab over
Measles	Minimum of 4 days from appearance of rash
Mumps	Until the swelling has reduced and in no case less than 5 days
Rubella (German Measles)	For 7 days after the rash has shown
Whooping Cough	For 5 days If treated with antibiotics, or 21 days if no treatment. The child can return when doctor gives the all clear
Hand, Foot and Mouth	No minimal exclusion but the child must be able to cope with the Nursery day. Symptoms include high temperatures and generally feeling unwell
Diarrhoea and vomiting	Until diarrhoea and vomiting has settled (child must be free from diarrhoea and sickness for at least 48 hours)
Head lice	None
Impetigo	Until lesions have crusted/ healed or 48 hours After starting antibiotics
Meningococcal Meningitis	Contact CCDC for advice any action needed
Scarlet fever	24 hours after starting antibiotics
Slapped check (fifth disease)	None
Salmonella	Until diarrhoea and vomiting has settled (neither for last 24 hours)
Tuberculosis	CCDC will advise on action
Threadworm	None
Tonsillitis	None
Gastro-enteritis, food poisoning, Salmonellas, Dysentery	Until authorised by the doctor or District Community Physician
Poliomyelitis	See above
Typhoid fever	See above
Ringworm	None
Scabies	Until first treatment has been completed
Conjunctivitis	None

Parents are asked to keep their children at home if they have any infection, and to inform the Nursery as to the nature of the infection so that the Nursery can alert other parents, and make careful observations of any child who seems unwell. If the children of Nursery staff are unwell, the children will not accompany their parents/carers to work in the Nursery.

Cuts and sores, which have been covered at home, may not be renewed at the Nursery. The Nursery will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. A checklist is in place to ensure this. Sterile items will be kept sealed in their packages until needed.

If a child should become unwell while attending the Nursery every effort will be made to contact firstly the parent and then the person designated as emergency contact, to ask for the child to be collected. The child will be looked after and comforted by a member of staff until collection. Parents will be expected to collect their child as soon as possible. The child may return when they can cope with the Nursery day.

In an emergency situation, an ambulance will be called and one member of staff will accompany the child. Parents will be contacted and informed of the destination. The Nursery will immediately inform OFSTED by either telephone or letter of any food poisoning affecting 2 or more children.

Medication Policy

At Little Pumpkins Nursery, we promote the good health of children attending Nursery and take necessary steps to prevent the spread of infection. If a child requires medicine we will obtain information about the child's needs for this, and will ensure this information is kept up-to-date.

When dealing with medication of any kind in the Nursery, strict guidelines will be followed.

Administration of Medication

At Little Pumpkins Nursery, we recognise some children may need to take prescribed medication during the time they are attending the setting.

Parents are required to sign a medicine consent form giving written permission for medication to be administered. The form includes written instructions for dosage and frequency. All medication brought in to be administered must be prescribed by the child's G.P. and clearly labelled in the original container. All medication will be stored in the locked first aid cabinet or in the fridge away from the children as required by the instructions on the medication.

Medication is only to be administered by the Manager, Deputy or Operations Manager and witnessed by a second staff member. The dosage and time will be checked by both staff and this is to be recorded immediately on the medication form. The medication form will be signed by the parent/carer on collection to prove they have been informed of administration.

In some cases, non-prescribed medication such as teething gel or homeopathic mixtures may be administered but at the discretion of the Manager and according to our medication procedure.

- The parent must be asked when the child had last been given the medication before coming to Nursery; this information will be recorded on the medication form. Similarly, when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times.
- Prescribed medication is only administered by a Senior Manager
- All medication administration is witnessed and countersigned by another staff member
- The medication container is checked by both staff

- Only medication which is correctly labelled with the child's name and details and in the original box will be administered
- Staff will check that all details contained on the medication match the instructions given by parents on medicine form
- The Nursery will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by a doctor's letter
- Medication is administered in a positive manner
- Wherever possible medication is administered to the children in their familiar surroundings
- Inhalers can be administered by the senior staff member in the room, again following all other medication procedures
- Parents who wish us to administer homeopathic mixtures or teething gel are advised that we would only give this if the child has already been given this at home and suffered no adverse reaction
- Medicine forms are official documents that need to be stored securely after use for many years
- Staff must have due regard for this and ensure names, dates, times, medication names and dosage are clearly and fully stated
- Parents/carers must sign the form to give permission for medicine to be administered
- Medication must be stored according to the instructions provided on the medication
- Any medication that needs to be stored in a fridge e.g. antibiotics, must be stored in one that either has a lock or is not in the children's rooms
- These must be checked and replenished when necessary
- Medications stored at the Nursery, must be checked during regular stock control checks that they remain in date and useable
- **Medication MUST NOT be stored in children's bags.**
- **All medications must be in their original containers, legible and not tampered with or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication**

Non-prescription medication (*these will not usually be administrated*)

- The Nursery will not administer any non-prescription medication containing aspirin
- If the Nursery feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse Nursery care until the child is seen by a medical practitioner
- On registration, parents will be asked if they would like to consent to their child who is under 2 years of age being given liquid paracetamol (Calpol) or anti-histamine (Piriton) in particular circumstances such as an increase in the child's temperature or a wasp or bee sting. This form will state the dose to be given, the circumstances in which this can be given e.g. the temperature increase of their child, the specific brand name or type of non-prescription medication and a signed statement to say that this may be administered in an emergency if the Nursery CANNOT contact the parent
- An emergency Nursery supply of fever relief (e.g. Calpol) and anti-histamines (e.g. Piriton) will be stored on site. This will be checked at regular intervals by the designated trained first aider to make sure that it complies with any instructions for storage and is still in date

- If a child under 2 years of age exhibits the symptoms for which consent has been given to give non-prescription medication during the day, the Nursery will make every attempt to contact the child's parents. Where parents cannot be contacted then the Nursery manager will take the decision as to whether the child is safe to have this medication based on the time the child has been in the Nursery, the circumstances surrounding the need for this medication and the medical history of the child on their registration form. Giving non-prescription medication will be a last resort and the Nursery staff will use other methods first to try and alleviate the symptoms, e.g. for an increase in temperature the Nursery will remove clothing, use fanning, tepid cooling with a wet flannel. The child will be closely monitored until the parents collect the child.
- If a child under 2 years of age has a specific condition that requires 'Calpol' or 'Piriton' than it is the onus being on the parent to provide the medicine.
- Children of two years and above will not be given prescribed Calpol in the Nursery, unless accompanied with a note from your child's G.P, explaining the specific need to do so
- For any non-prescription cream for skin conditions prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child's name We will not apply body cream unless there is a specific medical need to do so.
- If any child is brought to the Nursery in a condition in which he/she may require medication sometime during the day, the manager will decide if the child is fit to be left at the Nursery. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form
- As with any kind of medication, staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at the Nursery, together with the times and dosage given
- The Nursery **DOES NOT** administer any medication unless prior written consent is given for each and every medicine

Injections, Pessaries, Suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, they should not be administered by any member of staff unless appropriate medical training is given to each member of staff caring for the child. This training would be specific for each child and not generic.

Children who have a long-term medical condition

Inhalers will be kept in a secure place within each room and be in original containers and clearly labelled to indicate:

- Child's name
- Photo of the child
- Date of prescription
- Expiry date
- Dosage
- Any other relevant information

Epi pens will be stored in Red Box files with the child's photo clearly displayed. They will be stored in the office area so that the child's confidentiality is maintained. The box files will clearly identify what action needs to be taken when and after administering the epi pen.

A risk assessment is carried out for each child with a long-term medical condition that requires ongoing medication. This is the responsibility of the senior staff and key person. Other medical or social care personnel may need to be involved in the risk assessment.

Parents will also contribute to a risk assessment. They should be shown around the setting, understand the routines and activities and point out anything they think may be a risk factor for their child.

The training needs of the staff will be part of the risk assessment.

A health care plan will be drawn up for the child with the parent, outlining the key person's role and what information must be shared with other staff that cares for the child. The health care plan should include what to do in an emergency. This will be reviewed every six months

Staff Medication

- Staff must inform their Manager if they have taken any medication, particularly if this is likely to affect their performance
- All medication will be recorded and if an emergency situation occurs we will pass this information to the emergency services
- Staff who are taking long term medication must inform the Manager and a record of this will be placed on their staff file
- If long term medication can cause impairment of ability to perform work role, we may ask staff if we are able to discuss this with their GP
- Any staff medication must be stored according to the storage of medication procedure, the same as the children's

Information Sources

- Parents will have the opportunity to discuss health issues with Nursery staff and will have access to information available to the Nursery
- The Nursery will maintain links with health visitors and gather health information and advice from the local health authority information services and/or other health agencies

Procedure to be followed in the event of an accident

1. If a child or a member of staff has an accident they will receive first aid by the first aider only.
2. Gloves will be worn when dealing with blood or any other bodily fluids and then disposed of in the appropriate manner.
3. The wound will be cleaned with sterile cloths or a cold compress applied. No ointments will be applied.
4. If hospital attention is needed then the Nursery manager, deputy or room supervisor will make that decision and will take the necessary action to get that person to hospital.
5. If the accident has happened to a child the person in charge will inform the parents immediately.
6. An accident form will be completed and the accident will be recorded in the accident book. It will state the time it happened, the date, how it happened, first

aid given and will be signed by two members of staff.

Procedures for children with allergies

When children start the setting, the parents are asked if their child suffers from any known allergies. This is recorded on their registration form and on an allergy form in the kitchen and in the base room.

If a child has an allergy, a medication/allergy form is completed by the parent/carer before they start. The following details are recorded:

- The allergen
- The nature of the allergic reaction – e.g. rash, breathing problem, anaphylactic shock
- What to do in case of a reaction
- Control measures – prevent contact with allergen
- Review

This will be kept in the child's personal file and all staff will be notified of allergen and treatment required. Parents or other professionals will train the staff on how to administer special medication.

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