

Bishop Sutton Pre-school & Forest Club

Charity Registration Number 1172849

HEALTH AND HYGIENE POLICY

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

All snacks provided pay due attention to individual children's particular dietary requirements. A daily record of any Allergens and known Allergies of the current cohort contained in snacks provided by the Pre-School will be recorded and made available.

Lunch Boxes

The children bring their own packed lunch and drink. Lunch boxes must be visibly named and where parents require certain foods to be refrigerated it must be clearly labelled and handed to a member of staff to do so.

When cooking with children as an activity, the adults will promote and extend the children's understanding of a healthy diet.

Outdoor play

Children will have the opportunity to play in the fresh air, each day, throughout the year (either in the pre-school's own outside play area or on outings to parks, or the local environment).

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 so that the pre-school can alert other parents. If a child becomes unwell while at pre-school, the parents will be contacted. They will be cared for and careful observations will be made until the parent/carer (or emergency contact person) arrives.

Ofsted will be notified of any food poisoning affecting any 2 or more children looked after on the premises, any child having meningitis or the outbreak on the premises of any notifiable disease.

Cuts or open sores, whether on adults or children, will be covered with sticking plasters or other dressing.

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 the child's name, dosage and any instructions.
- 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 log will be available to write in: name of child receiving medication; times that the medication should be administered; date and time when the medication is administered; together with the signature of the person who has administered each dose plus the parent's signature when the child is collected.
 - The Pre-School will not administer non-prescribed medicine to a child unless there is a specific prior written permission from the parents and with the agreement of the Managers. Where a non-prescribed medicine is administered to a child it will also be recorded on a medication log.

Please see over

The pre-school 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.

Emergency Treatment

Parent's cultural and religious views will be taken into account and respected when dealing with medical conditions and medical emergencies. However, in an emergency Bishop Sutton Pre-School will exercise its duty of care by immediately calling the ambulance service as well as informing the parents/carers. Once in the care of the paramedics, in the absence of the parents/cares/emergency contact, all decisions on treatment will be deferred to the medical practitioners in attendance.

Information sources

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 maintain links with local health visitors.

Hygiene

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

Nappy Changing

Disposable gloves and aprons are provided for staff use.

A changing mat will be used and cleaned after use.

Soiled nappies will be placed in a Nappy Sack and put in the lidded nappy bin.

Warm water and liquid soap is available to wash hands and paper towels to dry hands.

Personal hygiene

Hands washed after using the toilet.

A large box of tissues available and children encouraged to blow and wipe their noses when necessary. Soiled tissues disposed of hygienically.

Children encouraged shielding their mouths when coughing.

Individual towels are 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 to be used when cleaning up spills or body fluids. Floors and other affected surfaces disinfected 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 to wrap soiled garments.

Please see over

All surfaces cleaned daily with appropriate cleaner.

Ensure that the premises are clean before each session.

Toys and equipment are cleaned regularly.

Food

Fresh drinking water is available to children at all times.

Always wash hands before handling food.

Never cough or sneeze over food.

Use different cleaning cloths for kitchen and toilet and play areas.

Wash fresh fruits and vegetables thoroughly before use.

Towels, tea towels and J-cloths 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.

Pets

Any animals or pets visiting the Pre-school must be safe in the proximity of children, be disease free and be appropriately contained. Attention will be paid to children with allergies that may be triggered by contact with pets/animals.

Sand

Sand is lidded when not in use and frequently replaced.

*This Policy was re-adopted on
(date)*

7th October 2020

*Date to be reviewed
(date)*

AGM 2021

*Signed on behalf of the Management Committee
(Chair)*

Jen Patterson

*Signed on behalf of the Staff
(Manager)*

Lin Oakley