**Planting the seeds of early education since 1990**

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**HEALTH AND HYGIENE POLICY AND PRACTICE**

**The group 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:**

**Food**

* **All snacks pay particular attention to children’s individual dietary requirements.**
* **All snacks will be nutritious and healthy.**
* **Fresh fruit and water will be available to children throughout the morning.**
* **When cooking as an activity with the children, adults will endeavour to carry out hygienic procedures.**
* **Adults will endeavour to teach children about healthy diet and nutritional food.**
* **The nursery will adhere to current legislation regarding food hygiene, registration and training.**
* **Packed lunches will be transferred to the refrigerator on arrival at nursery.**
* **No chocolate bars or sweets are allowed in lunch boxes**

**In particular each adult will:**

**Wash hands thoroughly before handling food, or after using the toilet.**

* **Not be involved in preparation of food if suffering from an infectious/contagious illness or skin problem.**
* **Never smoke inside the building or immediately outside the building (WE PROMOTE A NO SMOKING POLICY)**
* **Never cough or sneeze over food**
* **Use different cloths for cleaning kitchen and toilet areas.**
* **Keep food covered and refrigerated.**
* **Any food left over from lunch will be returned to the child’s lunch box so parents can monitor how much their child has eaten.**
* **Ensure that waste is disposed of properly and out of the reach of children.**
* **Keep a lid on the dustbin and wash hands after using it.**
* **No food or drink will be heated.**
* **Tea towels will be kept clean and washed between sessions.**
* **All utensils will be kept clean and stored in a dust free place eg. In a drawer or cupboard**
* **Cracked or chipped crockery disposed of.**
* **Spillages etc will be cleaned up immediately.**
* **Fridge temperatures will be checked daily**

**Illness**

**Parents are asked;**

* **To keep their child at home if they have any infection.**
* **Alert nursery as soon as possible as to the nature of infection, so other parents can be alerted to look for signs and nursery staff can look out for children who display signs of the illness.**
* **Parents are asked not to bring their child to nursery if they have had vomiting or diarrhoea until at least 48 hours after the last attack. This ruling also applies to staff members.**
* **If children of staff are not well they will not accompany their parents to work in nursery.**
* **Cuts or open wounds whether on children or staff will be covered by a dressing.**
* **The nursery will ensure that first aid equipment is kept clean and replenished as necessary.**
* **Sterile items will be kept in their sealed packages until needed or discarded.**
* **Parents will have the opportunity to discuss health issues with staff and will have access to information available to the nursery.**
* **The nursery will maintain links with health visitors and gather information and advice on health issues from local health authorities or nominated agencies.**

**If a child is on prescriptive medicine the following procedures will be followed:**

* **The child’s parent/carer will administer the medicine. If this is not possible the medication must be clearly labelled with the child’s name, dosage and instructions. Parents must fill in the medications book before any medication will be given by staff. Staff will also fill in the medication book once medication has been administered.**
* **All medicines will be kept out of the reach of children.**
* **A medical record book is available to log details of children receiving medication. This will include date, time medicine was administered, dosage, printed name of staff member who administered the medicine and signature. This will also be signed by the parent/carer.**
* **With regard to the administration of life saving medication such as insulin/adrenalin injections or the use of nebulisers/ epi-pens an arrangement must be set up for individual cases as they arrive.**
* **Children who have asthma and need to use inhalers regularly will require a written consent form from their parents allowing nursery staff to assist them when required. Staff will also need to be shown how to administer a child’s medication by the parent/carer. Inhalers need to be in a container clearly marked with the child’s name and date of birth.**
* **Where medicine will be administered by the child’s key person and failing that the nursery Manager. The key person will be informed first thing whether any of their children need medication that day and they will be told what time.**
* **At the allocated time the key person will bring the child to the main reception area to administer the medicine and fill out the medications sheet. Once the medicine is removed from the fridge then this must be marked on the note board (attached to the fridge door) to ensure that other members of staff can see that the medicine has been given.**

**Hygiene**

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

* **Hands are washed after using the toilet and at snack time/lunch time before eating.**
* **Tissues are provided to encourage children to blow and wipe their nose, tissues are then disposed of hygienically and children encouraged to wash their hands.**
* **Children are encouraged to cover their mouth when coughing or sneezing and wash their hands.**
* **Hygiene rules related to bodily fluids must be followed with particular care and all the staff must be aware of how infectious diseases including HIV can be transmitted.**

**Toileting policy**

**The main entrance to the toilet is to remain open at all times during nursery sessions. Although all staff, volunteers and students are DBS checked. Only staff that have worked at setting for a minimum of 3 months are able to change children’s nappies, clean and toilet children.**

**Cleaning and clearing.**

* **Any spills of blood, vomit or excrement when cleaned up must be disposed of by flushing down the toilet.**
* **Rubber/latex gloves must be worn when clearing up bodily fluids.**
* **Floors which have been infected must be cleaned with strong disinfectant, chloride or iodine bleach diluted according to instruction by the manufacturer.**
* **Fabrics contaminated must be washed and disinfected in hot water.**
* **Other clothes must be available for children to use in case of accidents.**
* **Polythene bags must be available to put soiled clothes in.**
* **All surface areas must be wiped daily with an appropriate cleaner.**
* **All tables used for snack/ lunch should be wiped with the appropriate cleaner before and after use.**
* **The toilets will be checked at regular intervals throughout the morning for cleanliness.**

**This policy is reviewed annually by Wavertree Christian Fellowship Nursery and Pre-school.**