



Health and Hygiene Policy

Health

Our environment is strictly non-smoking/non-vaping and signs are displayed at the entrance to the setting.

Food and Drink

Our provision regards snack and mealtimes as an important part of our day. Eating represents a social time for children and adults and helps children learn about healthy eating. We promote healthy eating using resources and materials. We only provide milk and water at snack time and we aim to provide nutritious food which meets the children's individual dietary needs.

Procedure

We follow these procedures to promote healthy eating in our setting.

- As part of the child's registration form, which parents complete, is a section about the child's dietary needs and preferences including any allergies.
- We regularly update our records.
- Children's dietary needs and allergies are kept in the child's file and are also kept in the kitchen for all staff to see when preparing food.
- We provide nutritious food for all snacks, avoiding large quantities of saturated fat, sugar and salt and artificial additives, preservatives and colourings.
- We include food from various cultural backgrounds as part of the curriculum, providing children with new foods and experiences.
- We take care not to provide food containing nuts or nut products.
- Aprons, hats and gloves are provided and must be worn when preparing snack or handling food.
- All staff preparing snack and serving hot meals have completed Food Hygiene training.
- All food stored in the fridge must have a best before date visible and must be used before that date.
- All food opened must have the date when it was opened displayed on the food.
- All eggs purchased for eating must have the lion mark.
- Any food removed from its original packaging must be appropriately stored and labelled with the product details and use by date.
- The fridge interior will be cleaned with an antibacterial solution weekly or as required and a record kept on the daily check list.
- The fridge temperature will be maintained below 8 degrees centigrade or 46.4 degrees Fahrenheit. The fridge thermometer will be checked daily as part of the daily check list.

Illness

- Staff must not return to work until 48 hours of the last symptoms of sickness or diarrhoea.
- 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. This will allow other parents to be informed as necessary.
- Parents are asked not to bring into the pre-school any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.
- Diarrhoea is identified using the Bristol Stool Chart.
- Where children have been prescribed antibiotics for an infectious illness or complaint, parents are asked to keep them at home for 48 hours.
- The Chairperson to be notified if there is an outbreak of an infection (affects more than 3-4 children) and keeps a record of the numbers and duration of each event.
- **If 2 or more children show food poisoning type symptoms (ie. Sickness and diarrhoea) at the same time, the setting will inform the UKHSA South West Centre Health Protection Team 0300 30381962 and record the reference number they supply and also notify Ofsted online here : [Report a serious childcare incident - GOV.UK \(www.gov.uk\)](#) and print off a copy of the emailed confirmation of the incident report. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident.**

If a child falls ill whilst at pre-school the staff will immediately contact the child's parent/carer to arrange collection. If staff think that a child has a temperature, they will check this using the thermometer and if it is above 37.6 then the child's temperature will be checked again on 2 further occasions 15 minutes apart and if it remains high the parents will be contacted to arrange collection.

Written permission from the parent via email will be requested to administer calpol if the child's temperature is over 38 degrees in order to help reduce the child's temperature whilst waiting to be collected. Parents must state that no other medication has been administered or a time if medication has been administered. A record will be made in the Medication book and the parent will be required to sign this on collection of the child. Such medicine should never be used to reduce temperature so that a child can stay in the care of the setting for a normal day.

If the child's parent/carer is unavailable, then the setting will contact the people listed as an emergency contact and they will be asked to collect the child. If no-one can be contacted the staff will make the child comfortable and continue to try to reach the parent/carer or emergency contacts until collection is arranged.

Whilst the child remains at the setting, a member of staff will stay with them and do all they can to ensure that the child is comfortable and not distressed in any manner. A bed is available should the child wish to lie down or if they fall to sleep. Staff will offer water only for the child to sip. A staff member will reassure and comfort the child and try to make sure that the child is kept at a comfortable temperature and clean.

If the child's health deteriorates and staff are concerned an ambulance will be called. If the parent/carer or emergency contacts are still not present, a staff member will accompany the child to hospital and will stay with the child until their parent/carer or emergency contact arrives.

Cuts or open sores will be covered with a sticky plaster or other dressing by a qualified first aider.

The pre-school only stock hypoallergenic plasters. These will be applied only with parental consent which is part of the child's registration pack.

The Health and Safety Officer ensures the first aid box is kept clean and replenished and replaced as necessary. Sterile items will be sealed in their packages until needed.

A First Aid Trained member of staff will be onsite at all times.

Hygiene

Hands are always washed on arrival at the setting, after using the toilet, before and after handling food and after touching any animals, insects or after muddy play. All hand soap will be anti-bacterial.

Staff have access to designated hand wash sinks, antibacterial soap and a nail brush is supplied.

Children are encouraged to blow and wipe their noses when necessary and dispose of the soiled tissues. They are also encouraged to cover their mouth and nose during sneezing and coughing with the inside of their elbow. If they use their hands to cover their mouth or nose they are encouraged to wash their hands afterwards.

Hygiene rules related to body fluids will be followed. Staff will be made aware of how infection including HIV can be transmitted.

Personal Protective Equipment is provided in the setting including aprons, gloves, face masks, shields and hairnets.

Cleaning and Clearing

Any spills of blood, vomit or excrement will be wiped up and flushed away down the toilet. Rubber gloves will always be used when cleaning up body fluid spills. Floors and other surfaces will be disinfected using the appropriate colour coded cleaning equipment. Fabrics contaminated by spills will be washed separately in the washing machine using a prewash cycle at the hottest temperature the fabrics will tolerate.

All surfaces are cleaned daily with an anti-bacterial solution with BS number and before and after serving snacks and lunch.

All bins are emptied daily and lids cleaned with anti-bacterial solution.

Different coloured cleaning cloths are used for different cleaning purposes.

All toilets, including the floor area, will be cleaned daily and when necessary during the day.

All toys are cleaned regularly.

- Large equipment is washed either by hand once a term.
- Equipment such as play food, plates etc. will be washed or soaked in antibacterial sterilisation solution once a term.
- Toys that are observed to have been in children's mouths or are soiled in any other way are washed immediately.
- The carpets are cleaned using the carpet cleaner at the end of each term.
- Cleaning Equipment is disinfected after each use and mop buckets are always emptied after use.

Nappy Changing and Toilet Training - see Nappy Changing Policy

Ventilation

Staff will ensure the setting is well ventilated to help reduce the spread of respiratory germs. Doors are usually open for access to the decking and garden and if doors are closed the windows will be opened.

A CO2 monitor situated place in the classroom to allow staff to monitor ventilation.

The Manager and Chairperson are responsible for monitoring and evaluating the policy.

Reviewing the Health and Hygiene Policy: The Chairperson is responsible for overseeing the annual review.

The Lavington Pre-school Health and Hygiene Policy will be reviewed on:

Date: **Signed:**

Name: **Post:**

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