

Health and Hygiene Policy

Aim;

Happy Stars Preschool aims to maintain a high standard of hygiene, and try to prevent any spread of infection to ensure that we maintain good health. Our staff has a secure knowledge of our policies and arrangements for health and hygiene and are committed to adhere to the agreed procedures that aim to promote children's good health.

Links to Every Child Matters outcomes;

Unique Child	Enabling Environment
Keeping Safe 1:3	The wider context 3;4
Health and wellbeing 1;4	

We will have an adult who will act as the 'Health and Safety officer' and will be responsible in carrying out risk assessments to make sure environment and equipment are clean and safe both inside and outside the setting before the children come in. Staff members will be allocated on a rota basis to make sure that the toilet area, nappy changing mats, all play areas, kitchen area, and eating area are cleaned before and after the sessions on a daily basis, using gloves and cleaning detergents. Outdoor equipment e.g; sand/water tray will be emptied and cleaned daily.

Children will be encouraged in our daily routines to learn about personal hygiene and spread of infection by:

Washing hands after using the toilet (There will be photos in place for children to identify this)

Washing hands under running water before snack time

Wiping their noses and disposing the soiled tissue in the bin.

Covering the mouth with hands / tissue when coughing / sneezing.

Using individual paper towels to dry hands after washing.

Our staff will have awareness training and when ever possible will attend training for Health and Hygiene to ensure that we maintain the high standard of hygiene we offer. Staff will also demonstrate good hygiene practice by:

Washing hands at all times before handling food.

Washing hands after using the toilet.

All surfaces cleaned daily with appropriate cleaners.

Never cough / sneeze over food.

Using colour coded cloths and mops / buckets to clean different areas (i.e. kitchen- green, toilet – red)

Checking toilets regularly

Wearing disposable aprons/gloves when cleaning spillage of any body fluid etc.

Making sure there are adequate amounts of tissue available.

Making sure that adequate stock of cleaning consumables are in stock and easily accessible.

Any soiled nappies will be double bagged and given to the parent concerned as there is no nappy disposable facilities in the setting.

Any spills of body fluids / blood will be wiped up and double bagged before being binned, and then the area of the spillage will be mopped using hot water and appropriate cleaners using the correct coloured mops – Staff will always use disposable aprons / rubber gloves when cleaning body fluids.

Food

All foods / snacks provided will be nutritious and any dietary requirements due to religion, culture, or allergies will be catered for. All special dietary requirements will be in the staff communication book, so that all staff is aware of these requirements.

Illness

Parents will be advised to ring and inform any illness / infection that the child might have.

Parents will be advised not to bring into the preschool any child who has had sickness or diarrhoea until at least 48 hours has elapsed since the last attack

Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing (providing that there are no allergies to plasters /dressings)

If the child is on prescribed medication the following procedures will be followed

The medication must be stored in the original container and clearly labelled with 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 medication will be kept in a lockable cupboard.

A medication book will be available to log in; name of child receiving medication; times that the medication should be administered; date and time when medication is administered; together with the signature of the person who has administered each dose, which will normally be the manager.

In regard to emergency treatment, a separate form will be given to the parents at the time of admission giving authority to the preschool to carry out any emergency treatment in the unlikely event of an accident occurring, and the preschool being unable to contact the parents.

The preschool will ensure that the first aid equipment is kept clean, replenished and replaced as necessary.

There will be on the premises at least one qualified first aider to administer first aid to children.

Notifiable disease poster will be displayed.

OFSTED will be notified of any food poisoning affecting two or more children looked after on the premises, any child having meningitis or the outbreak on the premises of any notifiable disease identified as such in the public health act 1984.

This policy was adopted by Charmarie Galhenege for Happy Stars Preschool

Name;

Position;

Date;

Signature;

Review Date;