



# Abbey Wood Grange Day Nursery

## Health & Hygiene Policy and Practice

The 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.

### Health

#### Food

All meals and snacks provided will be nutritious and pay due attention to children's particular dietary requirements.

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.

#### Outdoor play

Children will have the opportunity to play in the fresh air throughout the year. We fill in a Risk Assessment form and record trips. Permission is sought to take children out of the Nursery.

#### Illnesses

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/carers, and can make careful observations of any child who seems unwell.

Parents are asked not to bring into the Nursery any child who has been vomiting or had diarrhea until at least 24 hours has elapsed since the last attack.

Parents are asked not to bring into the Nursery any child who has viral or bacterial conjunctivitis until medical attention been sought from their Doctor's Surgery.

If the children of Nursery staff are unwell, the children will not accompany their parents/carers to work in the Nursery.

Cuts or open sores, whether on adults or children, will be covered by a hypo-allergenic plaster or another dressing if necessary.

#### Medicines

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 labeled with child's name, dosage and any instructions and be prescribed by a doctor.

Note – un prescribed medicines **cannot** be administered with the exception of Calpol.

Written information will be obtained from the parent, giving clear instructions about the dosage, administration of the medication and permission for the named members of staff to follow the instructions.

Please ensure that all staff are aware of the child's needs in relation to medication needed i.e. inhalers, creams for eczema etc and how to be administered.

All medications will be kept in a safe place away from children.

The Nursery 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.

Accident Forms - **are available in each room for the reporting of any incident/accident.**

All accidents are to be reported and countersigned by staff and parents/carers.

Accidents that mark/bruise a child that occur at home must also be noted on the Nursery Accident forms and countersigned.

### **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.

### **Hygiene**

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

#### **Personal hygiene**

Hands washed after using the toilet – staff and children.

Tissues are available and children encouraged to blow and wipe their noses when necessary. Soiled tissues disposed of.

Children are encouraged to shield their mouths when coughing.

Paper towels are 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.

#### **Face Flannels**

Flannels must not be shared amongst children. In case of infection, blue towels must be used instead and discarded after use. Face flannels must NOT be used to wipe tables and floors. Use the equipment provided.

### **Nappy Changing Areas**

All rooms with children in nappies should ensure that:

- Aprons and gloves to be worn for every nappy change.
- Nappies are changed in the designated areas away from play facilities and food or drink.

- Soiled nappies are to be disposed of in a designated nappy bin.
- Nappy changing mats should be cleaned with a detol spray after each change, and replaced if torn in any way.
- Hands to be washed after every nappy change.

### **Children on potties**

- Potties should only be used in designated areas away from food and drink.
- A designated sink is to be used for cleaning potties (not a hand wash basin).
- Contents of the potty should be flushed down the toilet. The potty must be cleaned with soapy water, dried and stored inverted to allow it to dry.

### **Cleaning and clearing**

Any spills of blood, vomit or excrement wiped up and flushed away down the toilet. Rubber gloves always used when cleaning up spills. Floors and other affected surfaces disinfected.

Fabrics contaminated with body fluids thoroughly washed in hot water. Separate mops and buckets for vomit, urine, kitchen and floors which are clearly labelled.

Spare laundered underwear, and other clothing, available in case of accidents and polythene bags available in which to wrap soiled garments.

All surfaces cleaned daily with an appropriate cleaner.

### **Food**

The Nursery will observe current legislation regarding food hygiene, registration and training.

In particular, each adult will:

Always wash hands under running water before handling food and after using the toilet.

Not be involved with the preparation of food if suffering from any infectious/contagious illness or skin trouble.

- Never cough or sneeze over food.
- Aprons and gloves used when appropriate food preparation and clearing up.
- Appropriate clothing to be worn, no jewelry.
- Use different cleaning cloths for kitchen and toilet areas.
- Prepare raw and cooked food in separate areas and use separate cutting boards.
- Keep food covered at all times.
- Ensure waste is disposed of properly and out of reach of the children.
- Wash fresh fruits and vegetables thoroughly before use.

Any food or drink that requires heating will be heated immediately prior to serving and not left standing. No food or drink will be reheated.

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.1 closed cupboard or drawer.

Aprons and hats will be worn at all times when preparing or serving food.

Rules as decreed by the Environmental Health will be observed. Training will be offered in order to maintain food and hygiene standards.

*Internal use only*

<b>Last updated/reviewed</b>	<b>Signed on behalf of the nursery</b>	<b>Date disseminated to staff</b>
<i>February 2014</i>		