

## **HEALTH AND HYGIENE** **POLICY & PRACTICE**



Tree Tops 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:

### **HYGIENE**

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

#### **Personal Hygiene**

- Hands are washed often throughout the day and always after using the toilet and entering the building from outside.
- Tissues are available and children are encouraged to blow and wipe their noses when necessary and that soiled tissues are disposed of hygienically.
- Children are encouraged to shield their mouths when coughing.
- Wipes are used and disposed of appropriately.
- Hygiene rules relating to bodily fluids are followed with particular care and all staff and volunteers are aware of how infections, including HIV infection, can be transmitted.

#### **Cleaning and clearing**

- Any spills of blood, vomit or excrement are wiped up and disposed of down the toilet or are sealed in bags and disposed of in the nappy bin. Disposable gloves are always used when cleaning up spills of bodily fluids. Floors and other affected surfaces are disinfected using chlorine or iodine bleach diluted according to the manufacturer's instructions. Fabrics contaminated with bodily fluids are thoroughly washed in hot water.
- Spare pants and other clothing kept in children's bags are used in case of accidents and nappy bags are available in which to wrap soiled garments in prior to putting them in children's bags.

- All surfaces are cleaned daily with a disinfectant cleaner and the nappy changing unit is disinfected after each nappy change.

## **HEALTH**

### **Outdoor Play**

Children will have the opportunity to play in the fresh air daily in the Nursery's own outside play. Children use the garden in morning and/or afternoon sessions. When the garden is unenviable due to weather conditions, children are taken to the local playground/ park/ fields/ beach etc.

### **Garden Guidelines**

- Check the garden is safe – gates are secure before setting up.
- Ride-on toys need to stay in designated areas.
- Bikes may be scooted, balanced on, used in a variety of ways to improve physical skills/balance, but should not be used as battering rams into others or buildings/walls.
- Correct staff/child ratio in garden at all times.
- No touching fungus. Remove any if we know it to be poisonous.
- No climbing on fences.
- No weapons.
- Children should not pick flowers, vegetables/fruit etc. indiscriminately, but can be picked for appropriate purposes, daisy chains, displays, making apple crumbles, gifts for helpers etc.
- When climbing on climbing equipment no nursery dressing up clothes or toys to be used unless for specific purposes e.g. fire fighters.
- A risk assessment should be carried out in adverse weather conditions to decide on the suitability of outside activities.

### **Food**

Tree Tops will observe current legislation regarding food hygiene, registration and training.

In particular, each adult will:

- Always wash their hands under running water and with soap before handling food and after using the toilet.
- Adhere to best practise when storing food.
- Not be involved with the preparation of food if suffering from any infectious/contagious illness or skin trouble.
- Never smoke anywhere in or around the Nursery premises.
- Never cough or sneeze over food.
- Use different cleaning cloths for kitchen and toilet areas.
- Wash fresh fruits and vegetables thoroughly before use.
- Use separate chopping boards for the preparation of foods.
- 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. closed cupboard or drawer.
- Cracked or chipped china will not be used.
- Always wear a disposable apron, and tie hair back when preparing food.

At Tree Tops we provide a well-balanced diet. All food is freshly cooked on the premises. Menus are devised by the Manager in conjunction with the nursery staff to ensure that the children's nutritional needs are being met.

Food is always fresh and of highest quality. The Nursery will immediately inform Ofsted by either telephone or email of any food poisoning affecting 2 or more children.

Children on special diets will be catered for but in exceptional cases parents may be asked to provide specific items. All children are encouraged to taste a little of everything on their plates.

Parents provide bottles and milk for babies that have a bottle as part of their routine. Routines are discussed with parents and key carers and reviewed regularly.

Water is available freely through the day. Cups are labelled with each child's name/ picture tag, and children are encouraged to select their

own cup where appropriate. Many children choose to bring their own cup to aid their independence in recognising their cup.

## **Food Allergy Prevention**

### **Admission**

On admission parents are asked to inform the nursery of any allergies, medical conditions or cultural restrictions.

All of this information is compiled onto Allergies/ Intolerances/ Preferences sheets and available for the staff to view and check throughout the day.

### **Cooking activities and food tasting**

Before any cooking activity is planned Allergies/ Intolerances/ Preferences sheets are checked to ensure suitability. Recipes should be adapted accordingly; for example, regular flour should be swapped for gluten free flour if a child has Celiac Disease.

All ingredients must be checked for possible allergens.

### **Snack time**

The children are offered water/milk, toast (crackers, breadsticks, rice cakes etc.) and fruit. If any child has an allergy to these items an alternative must be offered. Snack times must be supervised.

### **Celebrations**

In the event of the child's birthday, if the parents wish to provide a cake for their child/ children they are advised to check with their child's/children's key person for any allergies.

### **Illness**

**Parents are asked not to bring into the Nursery any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last incident. Staff must also comply with this exclusion period.**

**Infectious illnesses such as chicken pox, conjunctivitis, etc:**

Children **cannot** return to nursery until they have been medically treated and have followed the required exclusion period on the Childhood illness chart and can cope with the nursery day.

Please inform the Nursery Manager or Deputy if your child has any of the following:

<b>Disease/ Illness</b>	<b>Minimal Exclusion Period</b>
Chicken Pox	At least 5 days until the spots scab over
Measles	Minimum of 7 days from appearance of rash
Mumps	Until the swelling has reduced and in no case less than 7 days
Rubella (German Measles)	For 7 days after the rash has shown
Whooping Cough	For 3 weeks from the first signs. If treated with antibiotics, the child can return when doctor gives the all clear
Hand Foot and Mouth	No minimal exclusion but the child must be able to cope with the nursery day. Symptoms include high temperatures and generally feeling unwell
Diarrhoea and vomiting	Until diarrhoea and vomiting has settled. (child must be free from diarrhoea and sickness for at least 48 hours)
Head lice	One day to administer medication
Impetigo	Until lesions have crusted/ healed
Meningococcal Meningitis	Contact CCDC for advice any action needed
Scarlet fever	5 days from commencing antibiotics
Slapped cheek (fifth disease)	Until child is well enough to attend nursery

Salmonella	Until diarrhoea and vomiting has settled (neither for last 48 hours)
Tuberculosis	CCDC will advise on action
Threadworm	None
Tonsillitis	None
Gastro-enteritis, food poisoning, salmonellas, Dysentery	Until authorised by the doctor or District Community Physician
Poliomyelitis	See above
Typhoid fever	See above
Ringworm	None
Scabies	None

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, and make careful observations of any child who seems unwell. The Nursery will immediately inform RIDDOR and Ofsted by either telephone or letter of certain serious workplace accidents, occupational diseases and specified dangerous occurrences

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

### **First Aid**

**The nursery aims to train all staff in first aid.**

- First aid is to be administered by first aid trained staff only. First aiders will work with the qualified members of staff in the room to determine the cause of injury.
- Gloves will be worn when dealing with blood or any other bodily fluid and then disposed of into nappy bags and then into the nappy bins.

- Check notes for children with allergies to adhesive dressings; use a bandage on these cuts.
- The wound will be cleaned with sterile cloths or a cold compress applied. No ointments applied.
- In case of a severe injury or allergy call another member of staff. If in **ANY** doubt dial **999** for an ambulance.
- If an accident has happened that needs hospital attention a staff member will contact the parents immediately and expect them to collect the child and take them to hospital/or a staff member will take the child to hospital and wait for the parents.
- If the child is well enough to stay in nursery, they will be monitored throughout the session for any adverse reactions.
- The first aid form is completed and a statement written
- Parents must sign the accident form at the end of the session. All treatment, however minor, is recorded and reported to parents.
- N.H.S 111 can be called for advice.

**If staff at Tree Tops feels that a child is too unwell to attend, the parents/carers will be called and asked to collect them immediately. We will only do this if we are concerned about their welfare.**

Please note: Staff accidents must be recorded in the data protection and GDPR compliant staff accident book.

### **First Aid Coordinator**

**First Aid Coordinator – Elle’Jai Moonan** has the responsibility of ensuring that the first aid kit in each room is maintained. The First Aid Coordinator informs the Manager/Owner of any supplies running low.

If a child should become unwell while attending the nursery every effort will be made by the key person or a member of the management to contact firstly the parent and then the person designated as

emergency contact, to ask for the child to be collected. The child will be looked after and comforted by the key person until collection. Parents will be expected to collect their child as soon as possible. The child may return when they can cope with the nursery day.

In an emergency situation an ambulance will be called and one member of staff will accompany the child. Parents will be contacted and informed of the destination.

### **Medication**

Medication is normally taken to mean specifically prescribed for the treatment of none contagious conditions and non-prescribed medication for temperature and pain control. However, the nursery will work in partnership with parents in the administration of non-prescribed medication, such as;

- Calpol
- Creams
- Eye drops for conjunctivitis

When the parent approaches the nursery to administer non prescribed medication it must be authorized by the Nursery Manager/ Deputy.

The parents are required to fill out a medication form as with prescribed medicines.

The nursery needs to know exactly how long the medication has been given to the child for and they will follow guidance that is provided with the medication. Medication required to be kept in the fridge, will be stored in the main kitchen fridge/dining room fridge, clearly labelled with the child's name and dosage.

Wherever possible the key person, witnessed by the other level 3 qualified staff, will administer medication.

**If ever in doubt, the nursery reserves the right to refuse to administer non-prescribed medication and request that the parent seeks further medical advice**



If a child is on prescribed medicine the following procedures will be followed: -

- If possible, the child's parents will administer the medicine.
- Information will be obtained from the parent, giving clear instructions about the dosage and administration of the medication and permission for a member of staff to follow the instructions.
- All medication needs to come in the original packaging fully labelled with the prescription details.
- A medication form will be available to log in the following details: name of child receiving medication; times that the medication should be administered; time of last dose; date and time when medication is administered; dosage given; together with the signature of the person who has administered each dose and the parents signature.

If a child has not had the medication before, it is advised that the parent/carer keeps the child at home for the first 48 hours to ensure there is no adverse effect as well as to give time for the medication to take effect.

- Children taking prescribed medicines must be well enough to attend the setting.
- If the administration of prescribed medication requires medical knowledge, staff training will be provided by the relevant health professionals.
- With regard to the administration of life saving medication such as insulin/adrenaline injections or the use of nebulisers, it is essential that parents provide the fullest information about the child's illness, including instructions from the child's doctor, in order to give prompt and effective care.
- With regards to the administration of life saving medicine such as insulin/adrenalin/epi pens or the use of nebulisers, the position will be clarified by reference to the Nursery's insurance company.

### **Children who have a long term medical condition**

Inhalers will be kept in a secure place within each room and be in original containers and clearly labelled to indicate:

- Child's name
- Date of prescription
- Expiry date
- Dosage
- Any other relevant information

Epi Pens will be stored in Red Box files with the child's photo clearly displayed. They will be stored in the office area so that the child's confidentiality is maintained. The box files will clearly identify what action needs to be taken when and after administering the Epi Pen.

A risk assessment is carried out for each child with a long term medical condition that requires ongoing medication. This is the responsibility of the key person. Other medical or social care personnel may need to be involved in the risk assessment. Parents will also contribute to a risk assessment. They should be shown around the setting, understand the routines and activities and point out anything they think may be a risk factor for their child.

The training needs of the staff will be part of the risk assessment.

A health care plan will be drawn up for the child with the parent, outlining the key carer's role and what information must be shared with other staff that care for the child. The health care plan should include what to do in an emergency. This will be reviewed every six months.

### **Medication on outings**

If children who are going on outings require medication, a risk assessment must be carried out.

Medication for a child will be taken in a sealed plastic box which is clearly labelled with the child's name, name of medication, inside the

box a copy of the consent form and a card to record when it has been given and by whom.

On returning to the setting, the card will be stapled into the record book and the parent will sign it.

If the child requires hospital treatment, the medication should be taken with them with all of the correct details and consent forms.

This procedure is read alongside the outings policy.

(Legal framework – Medicines Act 1968)

### **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.

### **Procedure to be followed in the event of an accident**

1. If a child or a member of staff has an accident, they will receive first aid by a member of staff who is a first aider.
2. Gloves will be worn when dealing with blood or any other bodily fluids and then disposed of in the appropriate manner.
3. The wound will be cleaned with sterile cloths or a cold compress applied. No ointments will be applied.
4. If hospital attention is needed, then the nursery Manager or Deputy will make that decision and will take the necessary action to get that person to hospital.
5. If a serious accident has happened to a child, the person in charge will inform the parents immediately.

6. An accident form will be completed and recorded in the Child Folder. It will state the time it happened, the date, how it happened, first aid given and will be signed by a member of staff and a parent.

### **Procedures for children with allergies**

When children start the setting, the parents are asked if their child suffers from any known allergies. This is recorded on their registration form and on an 'Allergies/Intolerances/Preferences' form in the kitchen and the dining room.

If a child has an allergy, a medication/allergy form is completed by the parent/carer before they start. The following details are recorded:

- The allergen
- The nature of the allergic reaction-e.g. rash, breathing problem, anaphylactic shock
- What to do in case of a reaction
- Control measures – prevent contact with allergen
- Review

This will be kept in the child's personal file and all staff will be notified of allergen and treatment required. Parents or other professionals will train the staff on how to administer special medication.

Please note: Staff will not attempt to remove splinters.