

## HEALTH AND HYGIENE POLICY AND PRACTICE

Nutkins 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 snacks provided will 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 outside throughout the year (either in Nutkins outside play area or on outings to parks or other community play spaces).

The children will be suitably dressed for the weather. Hats and sun cream will be used when necessary; also coats when necessary.

#### Illness

Parents are asked to keep their children at home if they have any infection, and to inform us as to the nature of the infection. This will allow the pre-school to alert other parents as necessary and to make careful observations of any child who seems unwell.

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

If the children of Nutkins staff are unwell, the children will not accompany their parents/carers to work in the pre-school.

Cuts or open sores, whether on adults or children, should be covered with a dressing.

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

- If possible, the child's parents will administer medicine. If not, then the medication must be stored in the original container and clearly labelled with child's name,
- Written information will be obtained from the parent, giving clear instructions about the dosage, administration of the medication and permission for a member of the Nutkins team to follow the instructions.
- All medications will be kept in a lockable cupboard.
- A medication form 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; parents signature.
- With regard to the administration of life saving medication such as insulin/adrenalin injections or the use of nebulisers, the position will be clarified by reference to the Nutkins insurance company. If specialist knowledge is required, staff involved in administering medication will receive training from a qualified health professional.

The pre-school 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.

All Nutkins staff hold an existing first-aid qualification.

**Information sources**

Parents will have the opportunity to discuss health issues with pre-school staff and will have access to information available to the pre-school.

The pre-school will maintain links with health visitors and gather health information and advice from the local health authority information services and/or other health agencies.

*This policy was adopted at a meeting of Nutkins Pre-School held on.....*

*Signed on behalf of Nutkins Pre-School by .....*

## Hygiene

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

- Personal hygiene
- Adults will use gloves when assisting children in the toilet or when clearing up bodily fluids.
- Adults will use aprons when helping children with their packed lunches and when preparing food.
- Adults will wash hands after using the toilet and before handling food.
- Children will be expected to wash hands after using the toilet and before handling food.
- Children with pierced ears should not be allowed to share each other's earrings.
- Children are encouraged to blow and wipe their own noses and to dispose of soiled tissues hygienically.
- Adults will sneeze into a tissue and "bin it" or sneeze into the crook of the elbow; followed in both instances by the thorough washing of hands.
- Hand dryers are available in both girls & boys toilets.
- Individual paper hand towels are provided for each child, and disposed of.
- Hygiene rules related 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 up spills.

Any spills of blood, vomit or excrement are wiped up and flushed away down the toilet.

Rubber gloves are always used when cleaning up spills of body fluids. Floors and other affected surfaces disinfected.

Fabrics contaminated with body fluids are wrapped in plastic bags while waiting to be thoroughly washed in hot water.

Spare laundered pants and other clothing are available for cases of accidents, and nappy sacks available in which to wrap soiled garments.

All surfaces are cleaned daily with an appropriate cleaner.

## **Food**

Nutkins observes 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.
- Use aprons provided.
- Not be involved with the preparation of food if suffering from any infectious/contagious illness or skin trouble.
- Refrain from smoking as Nutkins Pre-School is in a no- smoking building.
- Will never cough or sneeze over or near food.
- Will use different cleaning cloths for kitchen and toilet areas
- Clean cloths and towels will be used each session.
- Prepare raw and cooked food in separate areas, washing and drying fresh fruit and vegetables before preparation.
- Keep food covered and either refrigerated or piping hot.

*This policy was adopted at a meeting of Nutkins Pre-School held on.....*

*Signed on behalf of Nutkins Pre-School by .....*

.