

## Health and Hygiene - Policy and Practice

- Health Information is collated on any health issues and a care plan put into place as and when necessary.
- Close supervision during lunchtimes will ensure swapping of food is avoided to prevent any allergic reactions some children may have.
- All allergies are documented and preventative measures are put in place to inform staff of which children need to be carefully supervised. Specific allergens such as nuts are avoided within the setting.
- Children will have the opportunity to play in the fresh air throughout the year.

### **Illness**

- Parents are asked to keep their children at home if they have any infection and to inform Pre-school as to the nature of the infection so that the pre-school can alert other parents and make careful observations of any child who seems unwell.
- Any member of staff suffering from an illness should remain away from the Pre-school until recovered to avoid passing illnesses on to the children and other staff.
- 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. Adults follow the same procedures.
- If a child is found to have Head lice whilst at Pre-school the parent/carer will be informed and advised on suitable treatment.
- If a child is found to have conjunctivitis whilst at Pre-school the parent/carer will be informed and advised to seek medical attention
- The settings staff will only administer medication to children that is in a prescribed bottle from a doctor with the child's name, name of medication, dosage and date printed on.
- If a child is on prescribed medication then where possible the child's parent will administer the medicine.
- If not, then medication must be clearly labelled with the child's name, dosage and any instructions along with written permission from the parent for a member of staff to administer medicine.
- Wherever possible the member of staff who was handed the medicine by the parent/carer should administer it to the child. If they are not available due to working hours the information should be passed to another member of staff and they should administer the medication.
- All medications will be kept in a named box with child's photo on, or in the fridge in a sealed, labelled bag out of the reach of the children.
- 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.
- A record will be kept of all medication given by the parent prior to arriving at pre-school.
- 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.

### Sun cream protection

The pre-school recognises the importance of protecting children against the sun's rays. To do this we keep a supply of hypoallergenic sun cream with a minimum factor 25 at the pre-school. All parents are requested to apply sun cream to their child before sending them into pre-school (when the weather is hot and sunny). A record of all children's allergies is kept with the sun cream to ensure none of them are allergic to any of the ingredients contained within the container. This enables us to protect the children at all times. The parents receive regular newsletters requesting the application of sun cream and making them aware of our procedure should their child need more cream on. Parents are also welcome to send their own cream into pre-school if they wish. Clever Cloggs adopts the Sun Safe Policy and all parents/carers are aware of the importance of protection from the sun and have agreed to support this.

### Information sources

- Parents will have the opportunity to discuss health issues with the 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 information and advice from the local Health Authority Information Services, local children's centres and/or other agencies.

### Hygiene

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

#### Personal Hygiene

- Cuts to be covered to avoid cross contamination such as blood born viruses.
- Hands washed after using the toilet and before handling food.
- Children with pierced ears will not be allowed to try on or share each other's earrings. Where possible ear jewellery should not be worn or kept to studs only.
- Boxes of tissues are available throughout the room and children encouraged blowing their own noses when necessary. Soiled tissues to be disposed of hygienically.
- Children encouraged to cover their mouths with their hand or tissue when coughing.
- Paper towels used and disposed of appropriately.
- Hygiene rules related to bodily fluid followed with particular care and all staff and volunteers aware how infections including HIV and Hepatitis C can be transmitted. Risk assessments and procedures are displayed within the bathroom area.

#### Cleaning and clearing

- Any spills of blood, vomit or excrement wiped up and flushed away down the toilet.
- Disposable aprons and gloves are always used when cleaning up spills of bodily fluids.
- Floors and other affected surfaces to be disinfected and fabrics thoroughly washed in hot water.

- Spare clothing is available in case of accidents and soiled clothes are securely tied in a blue striped plastic bag marked with the child's name.
- All surfaces cleaned daily with an appropriate cleaner and appropriate coloured disposable cloth.
- Different coloured buckets and mops are provided for the kitchen, bathroom and craft areas.

### Food

Adults will ensure they:

- Always wash hands thoroughly with soap before handling food and after using the toilet
- Separate kitchen apron is worn.
- Never smoke on the premises.
- Never cough or sneeze over food.
- Staff with long hair will ensure it is tied back and hat provided to be worn when preparing food or cooking with the children.
- Use different coloured cleaning cloths for cleaning the kitchen and wiping tables.
- Ensure tea towels are kept clean and washed regularly.
- Ensure all utensils are kept clean and stored in appropriate place.

### Diet - Policy and Practice

Snack time can play an important part in the social life of the pre-school as well as reinforcing children's understanding of the importance of healthy eating to do this the pre-school will ensure that:

- Snacks are provided routinely at regular intervals throughout the day. eg. Every morning and afternoon.
- Children are encouraged but not forced to participate in snack time.
- Snack time is organised by an adult supervising a small group of children at a time. Independence is encouraged by children making choices and pouring their own drinks.
- Snacks provided by the pre-school will avoid large quantities of fat, sugar, salt, additives, preservatives and colourings. Snack time will encourage healthy routines such as promoting a variety of fruit and vegetables for five a day.
- Children's medical and personal dietary requirements are respected to be supplied by the parent/carers.
- Children experience a range of food from other cultures through activities as well as mealtimes, giving them opportunities to try unfamiliar foods.
- Milk provided for children is semi-skimmed and pasteurised.
- Parents/Carers will be dissuaded from bringing items in their lunchboxes that could affect children with allergies. i.e. nut based.
- Healthy development is encouraged by requesting that sweets, chocolate and fizzy drinks are not put in lunch boxes.
- Drinks of water are made available at all times.
- Provide parents with lunch box ideas.
- All remains of sandwiches will be returned to parents via their child's lunch box so contents eaten can be monitored by parents.
- All uneaten opened yoghurts or carton drinks will be disposed of at lunch time.

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- Cooking activities are used to promote healthy eating and the experiences of making and trying different foods to share with families.
- Parents are invited to join in activities promoting healthy eating.