

Health & Hygiene - Policy and Practice

Our pre-school aims to promote a healthy lifestyle and a high standard of hygiene in its day to day work with children and adults. We are registered with South Hams District Council's Environmental Health Department and undergo annual inspections to ensure we continue to comply with current legislation. In promoting good health and hygiene we are guided by the following legislation:

- The Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations 1992
- The Medicines Act (1968)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995)
- The Care of Substance Hazardous to Health Regulations 2002 (as amended 2204)
- The Health and Safety (First Aid) Regulations (1981)
- Regulation (EC) 852/2004 of European Parliament and the Council on the hygiene of foodstuffs
- Manual handling Operations Regulations 1992 (as amended)
- Health and Safety (Display Screen Equipment) Regulations 1992 (as amended)

We aim to promote good health by:

- Ensuring that all meals and snacks provided are nutritious and take into account individual children's particular dietary requirements.
- When cooking with children as an activity, we provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet.
- Ensuring that all children have the opportunity to use our outside play area on a daily basis throughout the year, regardless of the weather. Parents are asked to ensure that their children come to pre-school with the appropriate apparel for outside play, especially coats and Wellington boots. They are also asked to provide a spare set of clothes to change into should the need arise. Boots should be clearly named.
- Asking parents are to keep their children at home if they have any infection, and to inform the pre-school as to the nature of the infection. This allows the pre-school to alert the authorities and other parents if necessary and to make careful observations of any child who seems unwell.
- Asking parents not to bring into the pre-school any child who has been vomiting or had diarrhea until at least 48 hours have elapsed since the last attack.
- Ensuring that cuts or open sores, whether on adults or children, are covered with sticking plaster or other dressing.
- Where a child is on prescribed medication the following procedures are followed:
 - Where possible, the child's parents administer medicine. All medication must be stored in the original container and clearly labeled with child's name, dosage and any instructions.
 - Where parents are unable to administer medication themselves, written information must be given (using the appropriate form), giving clear instructions about the dosage, time when medication should be administered and permission for a member of staff to follow the instructions.
 - All medications are kept in the cupboard over the sink in the classroom, or in the lockable cabinet by the kitchen door, so as to be out of reach to children.
 - A medication book is available to log in: name of child receiving medication; date and time when medication was administered, the signature of the person who has administered each dose; the signature of a witness and the signature of the parent.

- Where the administration of life saving medication such as insulin / adrenalin injections or nebulisers may be necessary all pre-school staff attend relevant training from a qualified health professional so as to gain the necessary specialist knowledge. The pre-school's insurance company is kept informed of the existence of such children on the pre-school register and training is up dated each year.
- The pre-school manager ensures that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items are kept sealed in their packages until needed.
- There are always at least two qualified First Aiders on the premises (trained to administer first aid to children).
- The pre-school holds some information about health issues in the form of leaflets and books and parents are welcome to access this information if they so wish. Members of staff are also happy to discuss health issues with any parents who may have concerns.
- The pre-school maintains links with health visitors and keeps up to date with local health issues and changes in thinking by keeping in touch with officers from South Hams District Council's Environmental Health Department. We also encourage staff to attend available meetings and training provided by Devon County.

We aim to promote good hygiene and to prevent the spread of infection by:

- Ensuring that adults wash their hands using soap and running water after using the toilet, handling waste matter (including soiled tissues) and before handling food. We also teach children to do the same.
- Ensuring that children with pierced ears do not share each other's earrings.
- Teaching children to blow and wipe their own noses when necessary, to dispose of soiled tissues hygienically and to wash their hands after doing so.
- Using paper towels to dry hands and disposing of these in an appropriate manner.
- Ensuring that hygiene rules related to bodily fluids are followed with particular care and that all staff and volunteers are made aware of how infections, including HIV infection, can be transmitted.
- Employing a cleaner who is responsible for cleaning all floors, toilets, sinks and surfaces on a daily basis using an appropriate cleaning product.
- Ensuring that any spills of blood, vomit or excrement are wiped up and flushed away down the toilet. Disposable gloves are always used when cleaning up spills of body fluids. Floors and other affected surfaces are disinfected using chlorine or iodine bleach diluted according to the manufacturer's instructions. Fabrics contaminated with body fluids are taken home to be thoroughly washed in hot water.
- Providing spare laundered pants and other clothes for use in case of accidents, and using polythene bags to wrap soiled garments.
- Ensuring that members of staff avoid being involved in the preparation of food whilst suffering from any infectious / contagious illness or skin trouble.
- Ensuring that members of staff and volunteers use different cleaning cloths for toilet and craft areas, and only use disposable cloths in the kitchen area.
- Ensuring that raw and cooked foodstuffs are prepared in separate areas and that food is kept covered and refrigerated before use.

This policy was adopted at a meeting of the pre-school held on*(date)*

Signed on behalf of the pre-school