



Procedures

HEALTH & HYGIENE PROCEDURE

Hatch Warren Under Fives and Kempshott Under Fives Preschool, will hereafter be referred to as the “Preschool”

The health and hygiene of everyone at the preschool is paramount. This procedure explains what steps, in line with our Health & Hygiene Policy, we take to ensure that everyone understands what is required.

1. All equipment (including furniture and play equipment) is to be cleaned on a regular basis.
2. Any ‘accidents’ will be cleared away immediately:-
 - (i) Bodily fluids such as urine or excrement:
 - All staff must wear protective gloves.
 - The area of the accident needs to be sectioned off.
 - A member of staff needs to remove the child and clean them up and double bag all clothing that is removed.
 - The area needs to be cleaned with antibacterial liquid and hot water.
 - If ‘accident’ is on cushions/carpet area the items to be removed and washed at a high temperature and returned clean/dry.
 - If it is diarrhoea, parents to be called to collect child.
 - (ii) Bodily fluids such as vomit:
 - The child removed from the area and made comfortable, cleaned up as necessary, given a bucket just in case and parents called to collect.
 - The area of vomit needs to be sectioned off and the antibacterial powder applied to the vomit in accordance with the instructions on the packet.
3. **Medicines**
 - No medicines needing cold storage will be left overnight in the centre.
 - All other medicines will be stored in accordance with manufacturers instructions on the packet.
 - All medicines must be in the original container and clearly labelled with the child’s name and what it is for. Expiry dates and dosage must be looked at and recorded.
4. **Accidents**
 - All accidents and any first aid prescribed will be recorded in the Accident folder and signed by the person collecting the child

OR

Notifications of accidents/ incidents and first aid will be uploaded to Tapestry and a text sent to the parent to alert them to the accident/incident/first aid.

- Any head injury will always be followed up with an immediate telephone call to parents. Children will then have a "I have bumped my head" wrist band applied.
- Accidents to be recorded by the First Aider who dealt with the incident.

5. First Aid Box

- The First Aid Box is regularly checked and stocked.

6. First Aid Training. Every staff member is first aid trained. There is always a First Aider on site, or on outings, who deals with first aid.

7. Unwell Children

- All children who appear unwell will have their parents notified.
- We follow recommendations from the Public Health Agency. A poster titled 'Guidance on Infection Control in Schools and Other Childcare Settings' is displayed within the preschool for reference.
- Should your child need to remain absent from preschool in accordance with the above you will be informed.
- Should a child be waiting for collection they will be with an adult and sat quietly (normally book corner), and comforted.

8. Food

- All food is prepared with utmost concern for Health & Hygiene.
- Staff members that prepare food will hold a Level 2 qualification in Food Hygiene and Catering.
- Hands are always washed prior to preparation. If a staff member is wearing nail polish hands will be covered with gloves when preparing food.
- All children wash hands prior to cooking activities.
- Food prepared for the children's snack times are prepared on appropriately coloured boards in kitchen i.e. green board for fruit/veg.
- Only dried foods are stored in cupboards.
- Foods needing to be chilled are kept in the fridge.

9 HYGIENE

The health and hygiene of staff and children is very important to stop the spread of virus infections and diseases.

- Ensure all children wash hands after toilet. Children must also dry their hands.
- Ensure all children wash hands before snack. Children must also dry their hands.
- All staff will wash and dry hands before preparing snack.
- Protective gloves to be used when dealing with any form of bodily fluid (vomit/blood, changing nappies or soiled clothes).
- All use by dates on milk and other food items to be checked prior to use.
- Specific coloured chopping boards to be used as specified i.e. green for fruit & vegetables.

- All allergies/dietary requirements to be checked prior to snacks/cooking activities.
- Children must not be forced to eat or drink but gently encouraged
- All drinking water to be obtained from the 'Drinking Water Tap'.
- Water to be available at all times for both staff and children.
- Children encouraged to deal with own personal hygiene.

10 HEALTH

- No child is permitted into preschool if sickness or diarrhoea has happened within the previous 48 hours.
- A medical risk assessment may be carried out for staff and children should a condition arise that needs attention. We will look at all of the areas within preschool and what may be affected by the condition, and what alterations can the preschool make to ensure health and safety of the individual.
- In the event of "Nits" the eggs/ "Head Lice" the insects, or chickenpox the parents notification sign will be displayed outside the main door.
- Any child with health issues i.e. Diabetes, Asthma, Eczema, allergies involving the use of Epi pens, will be dealt with on an individual basis as external trainers may need to be sought.

11 SAFETY

Safety – The Children

- Yearly risk assessment
- The doors are to be locked and or alarmed at all times
- Any person who has not had a DBS check will not take any child to the toilet or be left alone with any child/children.
- Valid DBS Enhanced certificates must be seen prior to the allowing of toilet runs.
- Should a child need to be collected from preschool by someone other than the designated persons a password will be required. This must be agreed with a manager beforehand and a record will be taken.
- In the event of a child going missing the guidelines in the 'Lost Child' policy **MUST** be followed – delay is not an option!

Safety – The Equipment

- Yearly risk assessment
- All trolleys have lockable wheels and must be locked whilst in the room
- No large chairs to be stacked more than 4 high, small chairs 10 high
- All collapsible tables to be fully opened when in use
- All toys and equipment checked for breakages and damage when put out. Any breakages, damage to be reported to the Preschool Manager immediately
- Equipment that needs building i.e. climbing frame, must be checked by another staff member to ensure correct and safe erection and must be surrounded by safety mats where appropriate / necessary.

This policy was adopted at a meeting of the Preschool held on:

Signed on behalf of the Preschool _____