

Health and Hygiene - Policy and Practice

Offwell Under Fives 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 meals and snacks provided will be nutritious and take account of children's particular dietary requirements. Seasonal fruit will be offered when available.
- During any cooking activity, the adults will ensure that the food is healthy and wholesome and that they help to develop children's awareness and understanding of a healthy diet. Cakes and biscuits may be made when relating to a particular topic.

Outdoor play

- Children will have the opportunity to play in the fresh air throughout the year. This will take place either in the hall's car park, playing field or on short walks.
- Hats and gloves will be worn in winter. During sunny months children will wear sun hats and sun cream will be applied to exposed areas (prior consent having been given by parent/carer.)
- Children will also embark on at least one physical activity session per week (in addition to normal "playtime") to help promote agility, balance and co-ordination. (For example ; parachute ,team games or "Take Ten" activities. During inclement weather ,all physical activity will take place in the main hall.

Illness

- Parents/carers are asked to keep their child at home if they have any infection. If appropriate, they should give details to the pre-school so that other families can be alerted. Parents should inform preschool of their child's absence by phone with a reason for said absence.
- Parents/carers are asked not to bring into the pre-school any child who has been vomiting or had diarrhoea until at least 24 hours has elapsed since the last attack .If a child is in pull-ups or nappies they must remain at home for 48 hours after the symptoms have ceased(see red spotty book)
- Children of pre-school staff should not accompany their parent/carer to work if the child is unwell.
- Cuts or open sores, on adults or children, will be covered with sticking plaster or other dressing.

- If a child is on prescribed medication the following procedures will be followed:
 - If possible, the child's parents/carers will administer medicine. If not, then medication must be clearly labelled with child's name, dosage any instructions and level of medicine in bottle when handed over. Where local regulations require it, guidance will be sought from social services before people other than parents/carers agree to administer medicines.
 - Written information will be obtained from the parent/carer, giving clear instructions about the dosage, administration of the medication and permission for a member of staff to follow the instructions.
 - All medications will be kept in a lockable cupboard or in a safe place if immediate access is required for emergency administration.
 - A medication book will be available to log in: name of child receiving medication, time of last dosage given by parent/carer, 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 will add their signature on collection of the child and returning of the medicine. This will be kept in the black log file in the filing cabinet.
- 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 pre-school's insurance company. (In the case of pre-schools insured with Sun Alliance, this will be through the Insurance Officer at Pre-school Learning Alliance National Centre.)
- The pre-school will ensure that appropriate ratios of staff on site are trained in any such matters.
- 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.

Information sources

- Parents/carers 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.

HYGIENE

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

Personal Hygiene

- Hands washed after using the toilet
- Children with pierced ears not allowed to try on or share each other's earrings.
- A large box of tissues available and children encouraged to blow and wipe their noses when necessary. Soiled tissues disposed of hygienically.
- Children encouraged to cover their mouths when coughing.
- Paper towels used and disposed of appropriately.
- Hygiene rules related to bodily fluids followed with particular care and all staff and volunteers aware of how infections, including HIV infection, can be transmitted.

Cleaning and clearing

- Any spills of blood, vomit or excrement wiped up and flushed away down the toilet. Rubber gloves always used when cleaning up spills of body fluids. Floors and other affected surfaces disinfected using chlorine or iodine bleach diluted according to the manufacturer's instructions. Fabrics contaminated with body fluids thoroughly washed in hot water. Soiled or stained clothing will be sent home in a sealed plastic bag.
- Spare laundered clothing available in case of accidents and polythene bags available in which to wrap soiled garments.
- All surfaces cleaned daily with an appropriate cleaner.

Food

Offwell Under Fives will observe current legislation regarding food hygiene, registration and training.

In particular each adult will:

- Always wash hands under running water with an antibacterial soap before handling food and after using the toilet.
- Not be involved with the preparation of food if suffering from any infectious/contagious illness or skin trouble.
- Observe the non-smoking policy for hall users.
- Never cough or sneeze over food.
- Use different cleaning cloths for kitchen and toilet areas.
- Prepare raw and cooked food in separate areas.
- Keep food covered and either refrigerated or piping hot.
- Ensure waste is disposed of properly and out of reach of the children. Keep a lid on the dustbin and wash hands after using it.
- Wash fresh fruit and vegetables before use.
- Any food or drink that requires heating will be heated immediately prior to serving and not left standing. No food or drink will be reheated.
- Tea towels will be kept clean and a fresh one used for each session, or as necessary.
- All utensils will be kept clean and stored in a dust-free place, eg closed cupboard or drawer.
- Cracked or chipped china will not be used.

GUIDANCE ON HYGIENE AND FOOD HANDLING

These notes are produced to help you to follow the Pre-school's procedures when preparing snack or drinks and clearing away food or craft items. Please read them carefully and should you have any questions ask the Pre-school staff for clarification. Thank you for your help.

1. Please ensure you first wash your hands with the anti-bacterial soap available (marked OU5s). All OU5s cleaning products are kept in the left hand cupboard under the sink. There is a blue towel for you to dry your hands on.
2. The Pre-school operates a system whereby the craft washing up is kept separate to the food washing up items.
3. When washing up CRAFT pots/brushes or wiping down craft tables, please use the bowl marked CRAFT and the sponges.
4. Please use the other bowl and appropriate cloths for washing up anything to do with food and drinks, for example, cups, plates, chopping boards.
5. Before beginning to prepare any food substances please wipe down the work-surfaces and chopping board with the antibacterial spray and kitchen roll/cloth.
6. The cupboard marked Offwell Under Fives houses all of our cups, mugs, plates, chopping boards, etc. Knives and spoons can be found in the drawer under the sink.
7. Whilst the children visit the bathroom before snack-time please clear away the toys and wipe the table with the anti-bacterial spray and a sponge.
8. At snack-time the children have a few pieces of fruit each, e.g. two pieces of chopped apple, a piece of chopped banana, some grapes. Any fruit which will not be peeled must be washed under the cold tap, e.g. apples, grapes. Please check what is available in the fridge and if you are unsure which to use ask the Pre-school staff. Please note that the bananas should not be kept in the fridge – they will go black, please leave them on the side table. The fruit should be placed on a plate, from which the children will select their snack. There are green and pink plastic plates for the children to use for their food.
9. The children also have a half piece of toast. The bread, spread, jam and marmite are all kept in the fridge.
10. Please provide a jug of milk and some plastic beakers for the children's drinks. There will be a jug of water already in the hall available for those children who do not like milk. Please take in the green and blue plastic beakers.
11. When snack time is over please wipe clean the table in the hall and take all items for cleaning into the kitchen. Washing up of food items should be done in the bowl provided and using a cloth. There are clean tea towels provided, please use a clean one each day. Leave out the wet towel for the Pre-school staff to take home to clean. Please remember to clean down all work surfaces and leave the kitchen clean and tidy for other user groups.
12. Please remember to switch off the toaster and kettle plug sockets and the water

heater switch when packing up at the end of the session.

Thank you!

