Health and Hygiene policy and procedures

Little Lambs Preschool’s designated Health and safety Officer is **Lisa Stevens**

Little Lambs Preschool promotes a healthy lifestyle and a high standard of hygiene. Smoking on the premises is strictly prohibited.

We achieve this in the following way:

Health Information

Parents have the opportunity to discuss health issues with the preschool when their child starts and can arrange to make an appointment with a member of staff at any other time and will have access to information available to the preschool either on the notice board or in a letter form

Little Lambs Preschool will maintain links with health visitors and gather health information and advice from the local health authority information services or health agencies.

Food and Drink

Before a child starts to attend the setting, staff will discuss with the parents the child’s dietary needs,

Including any allergies and make appropriate arrangements to meet them. The dietary rules of religious groups and also of vegetarians, disclosed by the parents will be met in an appropriate way.

The sharing of refreshments can play an important part in their social life of preschool as well as reinforcing children’s understanding of the importance of healthy eating. During the sessions we offer a drink of milk or water and a healthy snack, that is nutritious, avoiding large quantities of fat, sugar salt additives and colourings.

When cooking with the children, healthy foods will be provided, taking into account religious and allergy considerations, promoting and extending the children’s understanding of a healthy diet.

In any case of food poisoning affecting two or more children in the setting, we will follow the infectious and notifiable disease procedure.

Outdoor Play

Children will have the opportunity to play in the fresh air throughout the year in the preschool’s own outside play area.

Sandpits are covered to prevent contamination and the sand is changed half termly.

Medication/first aid

If a child is on medication (prescribed or non-prescribed) the following procedures will be followed:

Where possible the child’s parents will administer any medicine. If this is not possible, then the medication must clearly labelled with the child’s name and dosage. Written instructions will be obtained from the parents as to how and when the medicine should be administered with permission for a member of staff to follow the instructions.

A medication form will be completed listing the name of the child receiving medication, times and date the medication was administered date and the signature of the person who administered each dose. This will be signed by the parent/carer upon collection of their child at the end of the session.

All medications will be kept in the kitchen ( in a high cupboard of in a sealed container in the fridge) inaccessible to children( this includes and medication being taken by staff)

With regard to the administration of life saving medication such as insulin/adrenaline injections or the use of nebulisers the position will be clarified by the reference to the preschool’s insurance company. If specialist knowledge is required, staff involved in administering the medication will receive training from a qualified health professional before the child attends the setting.

Any used or part used medication is returned to the parent/carer for their disposal in a suitable place if it becomes out of date, the child leaves the preschool or no longer requires the medication.

A correctly stocked first aid box is available at all times and checked weekly by the first Aid representative, Lisa Stevens. Fresh disposable gloves will be used by staff applying first aid to reduce the risk of cross contamination.

Illness/Infection control/accident

Parents are asked not to bring any child into preschool who has had symptoms of sickness, diarrhoea, temperature or infectious diseases within the previous 48 hours or who are displaying flu like symptoms.

Any child who is displaying coronavirus symptoms or who may be infected, or who lives with someone who is displaying symptoms or suspected to have coronavirus, should not to attend the setting.

If a child develops symptom whilst at the setting parents will need to immediately collect their child from the setting and staff to refer to covid guidelines.

Little Lambs Preschool reserves the right to refuse admissions in such cases.

In the case of a child being absent from preschool due to infection/ illness, parents are required to inform the preschool in line with our admissions policy, of the nature of the infection/illness so that we may alert other parents and observations can be made of any child who seems unwell.

If the children of staff are unwell, the children will not accompany their parents/carers to work at the preschool.

In addition to themselves, we require parents to supply a minimum of two named contacts and phone numbers. If a child should become unwell during session time, their parent/carer or named contact will be contacted and are required to collect them. While waiting for collection the child will be made comfortable in a quiet area that allows staff to monitor the child whilst reducing the possible spread of infection.

Sand, water play and play dough activities may be suspended during outbreaks of viral infections of flu to help reduce and or prevent the spread of infection.

Hygiene

Adults in the preschool will ensure that the following good practices are observed:

Personal hygiene

Hands washed after using the toilet

Paper towels are available and disposed of appropriately

Boxes of tissues will be available and the children will be encouraged to blow and wipe their noses when necessary. Soiled tissues will be disposed of hygienically.

Children will be encouraged to shield their mouths when coughing and sneezing

Hygiene rules relating to body fluids will be followed with particular care.

Personal care and sickness

Staff will wear fresh disposable gloves and aprons while dealing with each incident and will ensure that privacy and dignity are maintained during time taken to change a child.

Nappy changing will be undertaken by staff members using a daily rota, wipes will be used unless the child’s parent/carer has advised otherwise. The changing mat will be cleaned after each use.

Parents are asked to provide spare clothing for their children in case of personal are accidents or sickness. Little Lambs Preschool will also keep a supply of spare clothing together with polythene bags in which to wrap soiled garments.

Staff will wash their hands with hot soapy water immediately after each incident. If a child becomes unduly distressed whilst being changed, a member of staff will contact the child’s parent/carer.

If a staff member notices marks or injuries on a child during changing, our safeguarding and promoting children’s welfare and procedures will be followed.

Cleaning and clearing

Any spills of blood, vomit or excrement will be wiped up and flushed away down the toilet. Disposable gloves and aprons will always be used when cleaning up spills od body fluids. Floors and other affected surfaces will be disinfected using bleaches diluted according to the manufacturer’s instructions. Fabrics/ coverings contaminated with body fluids will be thoroughly washed in hot water. Floors, tables, toilets and kitchen area are cleaned on a daily basis with appropriate cleaning materials.

A cleaning schedule is followed to ensure all areas of Little Lambs Preschool including equipment are cleaned with appropriate cleaning materials. Different cleaning cloths, mops and buckets are used for the kitchen, main room and toilet area.

Food

Food hygiene forms part of Little Lambs preschool’s induction process for staff. Adults will:

Always wash hands under running water before handling food and after using the toilet.

Not be involved with the preparation of food if suffering from any infection, contagious illness or skin trouble.

Never cough or sneeze over food

Keep food covered and stored appropriately.

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

Tea towels will be kept clean, changed after each session and washed each week.

All utensils will be kept clean and stored in a dust-free place E.G closed cupboard or drawer

Cracked or chipped crockery will be safely disposed of and not used.