



Health and hygiene policy and procedure

(To be read in conjunction with the health and safety policy.)

It is the policy of *Teifi Tots Nursery* to promote a healthy lifestyle and a high standard of hygiene in our day-to-day work with children and adults.

We do this by:

- Developing and maintaining professional links with *local, regional, national* healthcare professionals and information services to obtain relevant and current professional knowledge and practice.
- Meeting requirements made by the Food Standards Agency.
- Providing opportunities for parents/carers to discuss health issues with staff when their child starts attending or at any time during operational hours, either informally or formally.
- Providing training opportunities for staff and parents/carers in first aid and food preparation safety that meet or exceed regulatory requirements.
- Using domestic-strength cleaning fluids and storing them safely in line with our risk assessment.
- Operating an effective policy about children who are ill and have infectious illnesses.
- Providing opportunities and activities in day-to-day practice that encourage children in our care to discuss and learn about the benefits of healthy lifestyle choices.
- Maintaining an ethos that encourages and enables staff members to model healthy lifestyle choices.
- Providing food and snacks that are healthy and wholesome, promoting and extending the children's understanding of a healthy diet.

- Planning all meals and snacks in advance, taking account of all dietary requirements including those for medical, cultural, religious reasons and parental choice.
- Encouraging children to become independent in dealing with their personal needs.
- Maintaining a safe and healthy approach for animals we care for and children's involvement.

The following procedures are in place to limit the spread of infection:

- A box of tissues is available for children to blow and wipe their noses as necessary. Soiled tissues are disposed of hygienically.
- Children are encouraged to shield their mouths when coughing and sneezing.
- Toilet facilities meet or exceed regulatory requirements and potties, trainer seats for toilets, steps, nappy changing facilities and disposable nappies are available as needed.
- Hands are washed after using the toilet and before handling food.
- Individual hand drying facilities are provided and disposal of paper towels is appropriate.
- Arrangements for nappy changing and disposal meet environmental health requirements.
- Staff wear disposable aprons and gloves (which are disposed of appropriately) when changing children.
- Staff and any volunteers are aware of how infections (including HIV) are transmitted and training is provided to deal with spillages and bodily fluids.
- Personal items such as toothbrushes and face cloths are not shared.
- Children with head lice are not excluded; advice about treatment for the whole family is given to all parents/carers.
 - Tables and work surfaces are cleaned and wiped with an antibacterial product before meals and prior to cooking activities.
 - Disposable latex gloves and aprons are always used when cleaning spills of body fluids.

Teifi Tots Limited: 8567164

- Any spillage of blood, vomit or excrement is wiped up and flushed down the toilet and the surface disinfected. (It is recommended that bleach is not used.)
- Any fabric contaminated with body fluids are washed in hot water (minimum temperature 60 degrees).
- Spare clothing is available in case of accidents. Plastic bags are available in which to wrap soiled garments.

Food hygiene

Teifi Tots Nursery ensures the practice of storing, preparing and serving food meets (or exceeds) regulations for a food provider.

We do this by:

- Requiring identified members of staff to attend food hygiene training.
- Following recommendations in Welsh Government Food and Health Guidelines for Early Years and Childcare Settings (2009)
<http://wales.gov.uk/topics/health/improvement/index/guidelines/?lang=en>
- Ensuring staff wear appropriate clean clothing and wash their hands before handling food.
- Providing separate sinks for food preparation and hand washing in line with Food Standards Agency requirements.
 - Ensuring the kitchen area is free from contamination such as infestation of rodents, flies, etc.
 - Maintaining separate cleaning materials for kitchen and toilet areas.
 - Ensuring appropriate hygienic handling and disposal of waste in covered bins that are not within reach of children.
 - Keeping tea towels and hand towels for kitchen use separate, and washed between sessions.
 - Cleaning kitchen utensils after use and storing them in a dust-free place such as a closed cupboard or drawer.

- Including kitchen usage in the premises and equipment risk assessment so that damaged work surfaces cracked or chipped china are not used.
- Preparing raw and cooked food in separate areas.
- Keeping food and drink covered and at the appropriate temperature.
- Asking parents/carers to supply any food and drinks in appropriate containers so that it can be stored until use at appropriate temperatures.
- Serving food and drink at a temperature and consistency that is safe and suitable for consumption.
- Serving any food and drink that requires heating immediately so that it is not left standing. No food or drink is reheated.
- Washing fresh fruit and vegetables thoroughly before use.
- Providing a separate area for preparation and storage of baby foods.
- Providing a separate fridge and preparation area for babies' bottled feeds.

Food as an activity

When cooking or handling food as an activity *Teifi Tots Nursery* takes full account of the above.

Toileting

- Children who are in nappies are checked regularly and changed immediately if required.
- Children have access to toilet facilities at all times. Where appropriate children's seats, potties, steps, etc are available. Help and assistance is given where needed.
- Independence is encouraged and privacy is respected.
- Children are accompanied to the toilet as soon as they indicate their need.
- Personal care is delivered only by fully checked members of staff.
- Children are taught good hygiene practice in relation to their own personal care as they grow to independence.

- Warm water and soap are available for children to wash their hands.
- Water temperature is controlled.
- Toilets, potties, etc are checked regularly and cleaned/disinfected daily (or according to need).
- Changing mats and related equipment are disinfected after each child.

Illness (see admissions and medication policies)

- Parents/carers are asked to keep their children at home if they have any infection.
- Parents/carers are asked to inform the provision about any infection so that prompt attention can be given to other children who may appear unwell.
- Information about exclusion periods for the more common communicable diseases is made available to parents/carers.
- Parents/carers of a child who has been vomiting or had diarrhoea are asked not to bring their child in to the provision until at least 48 hours has elapsed since the last attack.
- Parents/carers are informed of any outbreak of a significant infectious disease within the provision (in a confidential manner).
- Members of staff whose children are unwell are not permitted bring their child to the provision.
- All minor injuries, such as cuts or open sores, are covered.
- Sticking plasters are not used unless supplied by a parent/carer in case of a child's allergic reaction.
- *Teifi Tots's* designated first aider ensures that the first aid equipment is kept clean, replenished and replaced as necessary.

Outdoor play and sun safety

Teifi Tots Limited: 8567164

- Children have the opportunity to play in the fresh air throughout the year, either in *Teifi Tots's* own outside area or on outings to parks or other community play spaces.
- The outside area is checked thoroughly prior to use and all undesirable objects removed to ensure the health and safety of children and adults.
- Appropriate clothing is worn for all outdoor activities.
- Outdoor activities are arranged to avoid sun around midday.
- Parents/carers are asked to supply high factor sun lotion for use by their child.
- Sheltered places are available for use outdoors during sunny days.
- Sunhats are worn by both adults and children.