

Elephant and Castle Child Care Centre

Sickness, Health and Hygiene Policy and Procedure

Aim

We want our nursery to be a safe, healthy and hygienic environment for children and staff.

Procedures for safety

In order to avoid the risk of accidents we maintain safety by following these safety procedures.

- ◆ Children will always be supervised by a responsible member of staff and will be kept out of areas where hazardous materials are kept.
- ◆ The beginning and end of sessions will be closely monitored and children will be marked at the time they arrive and leave. Children will only leave with a known authorised adult whose name has been provided by the parents/carers and identification has been seen and approved.
- ◆ Visitors will be entered in the visitor's book.
- ◆ Safety checks will be carried out on the premises, indoors and outdoors before and at the end of every session.
- ◆ Fire extinguishers will be checked annually.
- ◆ The staff in the nursery will know procedures for fire/evacuation drills.
- ◆ Procedures for entrances and exits will be known by the staff involved and agreed procedures will always be followed.
- ◆ Fire doors will never be obstructed.
- ◆ Windows, sockets, radiators, potentially dangerous materials and layout of activities and equipment (indoors and outdoors) will be closely supervised to remove or minimise hazards.
- ◆ Fire drills will be carried out at least once every 12 weeks and a record of date, time taken and people involved will be kept.
- ◆ Equipment and activities available to children will take account of safety and the children's age and stage of development.
- ◆ At least one member of staff at each session will have first aid training for babies and children.
- ◆ Every staff member will know where the first aid box and accident book is kept, a notice stating where it is will be displayed.
- ◆ A named member of staff will be responsible for checking the contents of the first aid box every week.

The first aid box will contain the items listed at the end of this policy.

Procedures for health

In order to avoid risks to health we always follow these health procedures.

- ◆ Activities will take account of children's health needs - dietary and physical exercise.
- ◆ No smoking will be allowed on the premises.
- ◆ Parents/Carers will be required to keep children at home if they have an infectious disease or vomiting and diarrhea, this includes children of workers and volunteers. In all cases we will follow the guidance of the area health authority.
- ◆ Cuts and open sores will be covered with a plaster.
- ◆ If a child is affected with head lice only the parents/carers of the child must be informed. We will educate parents on how to detect and treat lice alerting them as necessary.

Policy on medicines

Prescribed medicines will be administered by parents/carers where possible. When the nursery is to administer medicines the following procedures will be followed.

Procedures

- ◆ Before a member of staff administers medicine they will gain the permission of the senior member of staff.
- ◆ All medicine will be stored in its original container, clearly labeled and inaccessible to children.
- ◆ Apart from Paracetamol, Ibuprofen and teething gel. Medication will only be administered if it has been prescribed by a doctor and treatment started at home.
- ◆ A prior consent form should be completed and signed by parents/carers.
- ◆ When medication is administered records will be kept which include dosage; name of medication, time of administration, person administering, and witness to procedure. Parents/Carers to sign the medication form when the child is collected.

Policy on ill children

When a child becomes ill at our nursery the child's needs will come first, our policy is to inform parents straight away and to request they contact their doctors for advice. The senior staff will decide if it is appropriate to continue to care for the child within the setting. We will send home children who may be infectious or have sickness and diarrhea. Children or adults with Gastroenteritis (diarrhea or vomiting) will be excluded for 72 hrs after they are symptom free. This is to protect other children and staff from the risk of infection.

Procedures

- ◆ Any member of staff suspecting a child is unwell or contagious must report this to a senior member of staff.
- ◆ The senior staff member will assess the situation and advise the team and the child's parents/carers as necessary.
- ◆ A member of staff will make sure the child is as comfortable and if required away from the other children.
- ◆ If the child needs to be sent home the person in charge will telephone the parents/carers first, if no answer other emergency contact number will be tried.
- ◆ If parents/carers or emergency contact numbers did not answer a member of staff will care for the child until end of session, during which time the person in charge will continue trying to contact parents/carers.
- ◆ In all cases parents/carers will be advised to seek the advice of a medical practitioner.
- ◆ Where staff are concerned about a child's condition deteriorating e.g. suspected meningitis, they will take the child directly to hospital and seek medical guidance.* SEE HEALTH & SAFETY POLICY INCLUDING HEALTH AND SAFETY AT WORK.

Procedures for hygiene

In order to avoid the spread of infection we maintain personal hygiene by following these hygiene procedures.

- ◆ Everyone washes his or her hands after using the toilet and before meals.
- ◆ Clean nappy changing mat, area and apron with antibacterial spray and wash hands after every nappy change.
- ◆ Disposable gloves must be worn when changing nappies and when cleaning children.
- ◆ Nappies must be disposed of in the allocated bin in two bags, the bin will be emptied at the end of each session.
- ◆ Own sheets must be used when babies are using the cots.
- ◆ Individual paper towels will be available and disposed of hygienically. Electric hand dryers are available in some hand washing facilities.

- ◆ Encouraging children by example and word to cover their hands over their mouths when coughing and to wash hands after.
- ◆ Tissues are available and used to blow noses, tissues will be disposed of hygienically.
- ◆ Open cuts and sores will be covered with waterproof dressings when appropriate.
- ◆ Always wash hands before preparing and serving food or bottles.
- ◆ Wash raw fruit or vegetables which are to be eaten.
- ◆ Not coughing or sneezing near food.
- ◆ Store food appropriately – raw and cooked separate, kept covered and refrigerated.
- ◆ Use different cleaning cloths for the appropriate areas.
- ◆ Keep utensils, crockery and pots clean and undamaged, ready for use.

If a child has an accident which results in bleeding or vomit, the following procedure will be followed.

- ◆ Wear disposable gloves.
- ◆ Wash the wound with water.
- ◆ Apply a suitable dressing.
- ◆ Wrap bloodstained tissues or waste paper in double bags and dispose of with nappies.
- ◆ Wash blood splashes of the skin with hot soapy water or out of eyes with water.
- ◆ Clean area affected by blood, vomit, urine or faeces with anti bacterial spray.
- ◆ Waste cleaning materials will be put in double bags and disposed of with the nappies.
- ◆ Clothes, soft toys or soft furnishings stained by body fluids will be washed by hand using hot water and detergent or in the hot wash cycle in a washing machine.

Special note re HIV/AIDS

All nurseries should follow the hygiene policy when dealing with accidents resulting in bleeding or vomiting or in cases of diarrhea and changing nappies.

No one has the right to know if another person is HIV positive or has AIDS.

Other parents/carers do not need to be told!

Procedures for staff being absent or needing to be sent home

All of the above applies equally to team members, students and volunteers. In addition, if a team member, student or volunteer becomes ill during a session the senior team member on duty should check the ratio of the children and call in additional staff if needed. In the short term, we are able to call on the owner and cook who have both been approved to provide cover.

This policy & procedures was adopted by the nursery in April 06 it will be reviewed annually and amended as necessary. Reviewed Mar 11. Reviewed and amended February 2013.

Signed on behalf of the setting.