

# Health & Hygiene

## 7.1 Health & Hygiene

The following guidelines are to promote safety awareness within the Pre-School and to actively encourage all staff and parents to work together in achieving highest standards of health and hygiene.

- No smoking on the premises at any time.
- Anyone suffering from an infectious disease will not be allowed into Pre-School. If a child becomes ill during a session parents will be contacted and asked to collect them.
- Medication will only be administered with written parental consent and by trained staff. This is described in more detail in policy 8.3 Medication
- Staff must wear disposable gloves when dealing with bodily fluids. Children must also wash their hands after any accidents involving bodily fluids and / or nappy changing.
- Each child to be helped to develop good hygiene routines by washing hands before any contact with food or drink and after using the toilet. We aim to develop children's understanding of why it is important to do this.
- Hot water, soap and paper towels must be available in the toilet area. Towels should not be shared.
- Emphasis must be given towards a healthy lifestyle. We will work in partnership with parents to promote and develop an understanding of healthy eating. Children must be given access to fresh drinking water at all times and be given opportunities to participate in physical exercise.
- All toys and equipment to be cleaned with washing up liquid as and when required by the cleaner. At the end of each term, parents will be asked to take home a box of toys for cleaning or the dressing up clothes for washing.
- No disinfectants to be used.
- Any hygiene issues to be reported to the Manager ASAP

## **7.2 Illness**

### **Illness**

Please do not send your child if they are ill. We do not have nurse facilities for sick children.

The following advice is from Social Services and gives the length of time that children should be kept at home:

- Chicken Pox – 5 days from onset of rash or other symptoms
- Conjunctivitis – until 24 hours of treatment is completed – very infectious
- German Measles – 5 days from onset of rash
- Measles – 5 days from onset of rash or other symptoms
- Mumps – until swelling subsides – 5 days minimum
- Whooping cough – 5 days from commencement of anti-biotic treatment
- Temperature – 24 hours after temperature returns to normal
- Sickness and diarrhoea – 48 hours after the illness has finished.
- Impetigo – Until sores are crusted or healed

We have a duty to all our families to keep germs at bay and maintain a healthy pre-school we therefore ask you to adhere to the above isolation times. Ill children and staff make an unhappy pre-school. As a general rule we would ask you not to send your child to Pre-School if they are under the weather or if they are not fully recovered after a bout of illness, as they will not enjoy the session and we are not able to administer medication unless in exceptional circumstances.

We also ask you to advise the Manager if you or any other person who has bought or collected your child from Pre-School have contracted German measles or if anyone in the immediate family has head lice.

Please advise us if your child is unwell and therefore unable to attend Pre-school on the first morning that your child will be absent.

Please ensure that the school has all the correct contact numbers so you can be accessed easily in the case of illness or accident.

Please be advised that under the Children Act Regulations, we must inform Ofsted of any communicable diseases as defined by the Health Protection Agency. For example: Tuberculosis, Measles, Meningitis, Mumps. We must also inform Ofsted if we have food poisoning affecting 2 or more children looked after on the premises.

## **7.3 Medication**

It is the policy of the Pre-School not to administer medication in normal circumstances. Only in the following exceptional circumstances will medication be administered. It is at the staff's discretion if a child on prescribed medication is well enough to attend Pre-School:

- Where the child has an ongoing medical condition that requires life saving medical treatment to be administered – conditions such as anaphylactic shock caused by a reaction to substances such as nuts, requiring an adrenaline injection. In such cases Pre-School staff will administer medication once the procedure below has been completed:

OR:

- Where a child has an ongoing medical condition, which is not life threatening, but where medication may need to be administered from time to time, such as inhalers and nebulisers for asthma conditions. In such cases the Pre-School staff will administer medication once the procedure below has been completed:

### **Medication Procedure**

- When the Pre-School staff, have undergone the necessary training in the administration of such medication.
- The Parent / Guardian has given written consent that the Pre-School staff can administer the medication and given them training if necessary. This should be signed for in the Medicine Administration book.
- The Pre-School staff will only administer medication that has been prescribed by a doctor.
- The Pre-School will not administer more than one dosage per session.
- Clear instructions are written on the medication as to how and when it should be administered. Parent should ensure that the expiry date of medicine has not elapsed.
- Any medications that are to be administered should be brought in a secure container clearly labelled with the child's name. Medicines, creams, inhalers of any kind must not be stored in bags on coat pegs. All medication should be handed to the Manager and stored in the locked filing cabinet. Any medication which needs storing in the fridge must be in a child-proof bottle (the type which can only be opened by adults).
- Inhalers should be stored safely in the room to allow for easy access.
- Any medication that has been administered during the Pre-School session will be entered in the Medication Administration book and the parent/guardian will be asked to sign at the end of the session to confirm they are aware the medication has been given.
- When we are happy that our insurance company covers us for the administration of such medication.
- It is the parents' duty to advise us of any medication given to your child before the start of the session or given during the night.

Please ensure that the school has all the correct contact numbers so you can be accessed easily in the case of illness or accident.

### **Allergies**

Allergic reactions are usually mild but in some cases can be life- threatening (termed 'anaphylaxis'). Parents are asked to provide the Pre-School with written documentation of their child's allergy on the registration form. This should include a list of 'banned' foods. The

most important thing is the avoidance of the recognised allergen (e.g. dairy, nuts, etc) and all carers will be vigilant of the content of foodstuffs.

All staff are asked to carefully read food labels, separate preparation of food and watch for 'swapping' of meals between children. Depending on severity, some children may have been prescribed antihistamines or a pen-like device containing adrenaline, called an 'Epipen'. This should be taken everywhere with the child and kept at a designated place at the Pre-School with written instructions for its use from a doctor.

If the Pre-School is looking after a child at risk of severe allergic reactions, training in the use of adrenaline for staff will be arranged through community paediatric nursing teams.

## **7.4 SunSmart Sun Protection**

At Broad Town Pre-School we want staff and children to enjoy the sun safely. We will work with staff and parents to achieve this through:

**Education** – these measures are in place from now on:

- Encourage all children to administer their own sun screen.
- Talk about health awareness of wearing sun screen and hats.
- Encourage the children to help each other.
- Parents and guardians will be sent a letter explaining what we are doing about sun protection and how they can help at the beginning of the summer term.

**Protection**

- Children will spend more time playing outside before 11 am and will be using shaded areas outside over lunchtime.
- We will encourage all children to wear a hat when playing outside from May of each year.
- We have some hats to give children who forget their own.

**Sunscreen**

- We will send letters home asking for permission for staff to supervise children applying sunscreen before lunchtime during the summer months.
- Children will need to bring in their own clearly labelled bottle of factor 15+ sunscreen.

## **7.5 Nappy Changing**

The staff will ensure that your child's nappy is changed during the session she/he attends. Nappy changing requires scrupulous hygiene procedures as it is an ideal opportunity for germs to be transmitted.

**Necessary Equipment:**

Disposable aprons and gloves  
Waterproof changing mat  
Nappy sacks  
Paper towels  
Antibacterial spray  
Wet wipes

**Nappy Changing Procedure**

- Ensure that nappies are always changed on the nappy changing mat in the toilet area.
- Ensure that you have all the equipment you need before you begin each nappy change.
- Wash hands thoroughly before and after each nappy change (including after disposal of nappy).
- Wear a disposable apron and gloves.
- Use the waterproof changing mat.
- Spray the changing mat with anti-bacterial spray before and again after each nappy change.
- Use wet wipes to clean the child.
- Cream will be administered if necessary.
- Clean all surfaces that are soiled or touched during nappy changing with an antibacterial spray and tissue paper which can be flushed away, then dry the surface with a paper towel.
- Record all nappy changes in the book which is kept in the cleaning cupboard.

**Nappy Disposal**

Each nappy should be individually wrapped in a nappy sack and disposed of in the wheelie bin.

**Nappy Rash**

Parents or carers should be informed of any rash that appears. If the rash fails to heal or deteriorates, advise the parent/carer to seek medical advice from their GP or Health Visitor, as it may need treatment.

**Parents' Role**

- Supply their own creams, nappies and wipes appropriate to their child's personal needs.
- Inform staff when their child was last changed.

**All staff have completed Child Protection training and can recognise the signs of any possible abuse and the appropriate action to take.**

## **7.6 Outdoor Play**

During the winter months when we have water play, your child will be protected with waterproof clothing and Wellington boots.