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 including having a suspected case of Covod-19 will not be allowed into Pre-School. If a child becomes ill during a session parents will be contacted and asked to collect them. They will also work in line with the Wiltshire Council’s Internal Action Card, which is displayed in the office and classroom
* 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 or a suspected Covid-19 case They will also work in line with the Wiltshire Council’s Internal Action Card, which is displayed in the office and classroom. 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. We are washing hands more regularly due to Covid-19.
* 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.
* Children are given plenty of opportunity to play in the fresh air throughout the year, whatever the weather.
* There are areas within our setting that allow children to experience quiet times as well as plenty of opportunity for circle games and large movement activities indoors as well as outdoors.
* We ensure the building is well ventilated at all times
* Our setting is cleaned on a daily basis.
* All toys and equipment to be cleaned with washing up liquid and anti-bac solution regularly by the staff.
* A more detailed cleaning regime is now in place to help minimise the risk of spreading Covid-19. All touch points, surfaces, chairs and on top and underneath tables are carried out daily by our cleaner.
* Any hygiene issues to be reported to the Manager ASAP.

**7.2 Illness and Injury**

**Illness**

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

Please do not send your child if they have a suspected case of Covid-19. Please arrange a test and follow the latest isolating guidelines which can be found at <www.gov.uk>

Please do not send your child if a member of your household has tested positive for Covid-19, but inform us immediately so that we can take any action required.

If your child does have to be tested, please inform us immediately of the results so that we can act accordingly

The following advice is from Social Services on recommended time off due to illness 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 Pre-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.

* All Practitioners working within the setting have a valid paediatric first aid certificate.
* We ensure that all first aid equipment is kept clean, replenished and replaced as necessary. All sterile items are kept in a sealed package until necessary.
* We keep a record of all accidents and first aid treatment administered. Parents will be informed pf any accidents or injuries and the first aid that was administered. Parents are required to sign the accident form.

**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.
* All medication that is given to the child will be witnessed by another member of staff.

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.

All allergies known to the Pre-School staff are displayed discretely on the back of the cupboard door next to the Fridge.

**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**

**We do promote stand up nappy changing for the following reasons;**

* **First and foremost, it shows respect for the**dignity of the child
* **It allows a child to be more aware of what is happening during the process.**
* **It promotes toilet learning by allowing a child to associate the ‘change’ process with the environment and dynamics of using the toilet.**
* Making a mobile toddler lie on their back for a nappy change renders them artificially immobile and can regress them to a previous stage of development**.**
* 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.

Children have access to our outdoor area all year round, whatever the weather. Please make sure your child is dressed appropriately for the weather!

**7.7 Oral Health**

Oral health refers to the health of people’s teeth, gums, supporting bone and soft tissue of the mouth, tongue and lips. Having good oral health is the ability to eat, speak and socialise with active disease, discomfort or embarrassment. Good oral health has a significant part of play in maintaining good oral health and well-being.

Within the statutory guidance 2021 welfare requirement, as a setting we are required to promote good oral health of children following the Public Health England research that suggest 1 in 5 children aged 5 have experience tooth decay.

Within our Pre-school we aim to promote good oral health by actively talking to the children about the effects of eating too may sweet things. We discuss and promote regular toothbrushing (twice a day for 2 minutes each time) We also encourage children to regularly – It is recommended that children visit the dentist every 6 months. We also aim to encourage our parents to promote good oral health at home.

Staff at Broad Town Pre-School are all highly trained and experienced in supporting all the children that attend our setting. If we notice tooth decay or discomfort with a child we will have an informal chat with their parent/carer to highlight this. This will then be documented within our records. There is an expectation that the parent/carer will then seek the necessary medical treatment within a timely manner for the child including attending or registering with a dentist. If this does not occur we have a duty of care to follow this up, following our safeguarding procedure to support the wellbeing of the child.

**Covid-19 Update – Refer to latest Covid Policy and Risk Assessment**

Children and staff are encouraged to wash their hands regularly throughout the day for a minimum of 20 seconds.

All children, staff and visitors are asked to wash their hands at the start of the day and wear facemasks where appropriate.