

Health, Sickness, Infection Control, Medication and No Smoking Policy

Rationale

At Peasmarsh Flying Start Pre-School we are committed to maintaining high standards of hygiene. The continued good health and well-being of the children is of primary importance to us.

Implementation of the policy in Peasmarsh Flying Start Pre-School

The Supervisor must:

- Update and implement the latest Environmental Health Department and Health Authority requirements and recommendations relating to the premises, staff and children.
- Appoint a suitably-qualified, named member of staff who is responsible for updating the policy and keeping a list of notifiable diseases.
- Make sure that new members of staff, including students and volunteers, receive copies of this Policy, and that this is discussed with them during their induction meeting.
- Ensure that this Policy is made available to parents when they register their child at the Pre-School.
- Negotiate with any persons or agencies employed to carry out cleaning.
- Establish a cleaning routine for all areas within the premises.
- Ensure that the premises are clean and tidy before the children arrive.
- Ensure that the outside sandpit contains suitable sand that is cleaned and changed regularly, is free from foreign bodies and small animals, and that it has a cover.
- Ensure that the routine cleaning of the premises does not take place while children and parents are in the Pre-School building.
- Make sure all equipment and resources are kept clean.
- Provide protective clothing, such as plastic or disposable gloves and aprons.
- Provide hygienic, but safe, cleaning materials for emergencies (including spillages, accidents, water, vomit).
- Wash dressing up clothes/display drapes/tablewear/blankets/other bedding/curtains regularly.

- Provide sufficient and suitable hand washing and drying facilities.
- Provide an adequate selection of clothing to change children who have had accidents of any description.
- Provide cups, plates, bowls, cutlery.
- Provide an area where bins have lids and rubbish can be stored safely and hygienically.
- Ensure that soiled nappies are placed in sealed bags. Nappies are to be taken home by parents as we have no facilities to dispose of them.
- Actively promote good health and hygiene practice through newsletters and activities.
- Invite visiting speakers, for example, nurses, dentists, police, fire to talk to children and carers about healthy lifestyles.

Hygiene and infection control

Viruses and infections can easily be passed from person to person by breathing in air containing the virus which is produced when an infected person talks, coughs or sneezes. It can also spread through hand/face contact after touching a person or surface contaminated with bacteria/ viruses.

The best way to prevent a virus or infection from moving around the Pre-School environment is to maintain high hygiene standards in the Pre-School. To do this, staff do the following:

- We observe good practice in matters of hygiene at all times.
- We encourage children to use potties and toilet seats correctly and safely and ensure they are kept clean and fit for the purpose.
- We encourage children to use the toilet correctly.
- We check that toilets are clean, hygienic and flushed regularly. Toilets are cleaned at least daily.
- All potties and changing mats are cleaned and sterilised before and after each use.
- Staff will wear Personal Protective Equipment (PPE) when changing nappies, toileting children and dealing with any other body fluids. Staff are requested to dispose of these in the appropriate manner and wash their hands immediately.
- We encourage children to wash their hands regularly, especially before handling food, after using the toilet, handling animals, plants and insects, or playing in messy or dirty areas, particularly out of doors. Staff explain the reasons for this.
- We encourage children to place their hands over their mouths when they cough or sneeze.
- We ensure that all children use tissues when coughing and sneezing to catch all germs.

- We ensure that tissues are disposed of in a hygienic way and that all children and staff wash their hands once the tissue is disposed of.
- We encourage all children to do the above by discussing the need for good hygiene procedures in helping them to stay healthy.
- We teach children to respect the cultural differences that influence people's different attitudes to hygiene.
- We ensure stocks of tissues, hand washing equipment, cleaning materials and sterilising fluid are maintained at all times and increased during the winter months or when flu and cold germs are circulating.
- All toys, equipment and resources will be cleaned on a regular basis by following a comprehensive cleaning rota and using antibacterial cleanser or thorough washing in a washing machine.
- Periodically each room in the Pre-School will be deep cleaned including carpets and soft furnishings to ensure the spread of infection is limited. This will be implemented earlier if the need arises.
- We anti-bac surfaces and tables between activities.
- All equipment used by children within the setting will be washed or cleaned as and when they need it. This includes when the children have placed it in their mouth.
- If a dummy or bottle falls on the floor or is picked up by another child, this is cleaned immediately and sterilised where necessary.
- Dummies will be stored in the child's bag when not in use.
- We teach children hygiene awareness through planned and spontaneous discussion, routines, planned activities and topics.
- When children are ill, we follow the sickness policy detailed below to prevent the spread of infection in the Pre-School. Staff are also requested to stay at home if they are contagious.
- The Supervisor retains the right of refusal of all children, parents, staff and visitors who are deemed contagious and may impact on the welfare of the rest of the Pre-School.
- Parents will be made aware of the need for these procedures in order for them to follow these guidelines whilst in the Pre-School.

Handling food

- We offer staff who are involved in the preparation and handling of food appropriate training to comply with local environmental health department guidance and regulations. Two members of staff are trained.
- We monitor and assess food preparation and handling procedures in accordance with the Safer food, better business (SFBB) guidelines.
- We display rotas and staff responsibilities clearly.

- We keep food preparation areas clean and hygienic.
- We do not allow unsupervised children to enter the kitchen/food preparation areas.
- We encourage children to eat a healthy and well-balanced diet.

First Aid

- All keyworkers hold up to date first aid certificates.
- First Aid Boxes are clearly posted, identifiable and accessible to all staff.
- First Aid boxes are checked and replenished regularly.
- We only use supplies in sealed packages.
- We always use disposable gloves.
- We provide suitable bins for the disposal of soiled materials.
- We keep an up-to-date Accident Book for both staff and children which is available to parents. It includes details of the names of the child(ren), time, date, location of the injury and nature of the accident. It also includes details of the circumstances, any witnesses (and whether these are adults or children), what subsequent action was taken and by whom. The signature of the member of staff who was present is witnessed and signed by a second member of staff and countersigned by the parent when he or she arrives to collect the child.
- In the case of a serious emergency we will call an ambulance. See 'Transporting children to hospital' below.
- We will inform parents immediately if an accident occurs.
- We hold permission from all parents which includes the following information:
 - Child's name
 - Date of birth
 - Parents' or legal guardians' names
 - Emergency contact details
 - Details of past and present medical conditions
 - Allergies
 - Parental wishes
 - Consent signature of a parent to allow staff to make decisions regarding the child's welfare if the parents cannot be contacted.

Transporting children to hospital procedure

- If the sickness is severe, call for an ambulance immediately. DO NOT attempt to transport the sick child in your own vehicle.

- Whilst waiting for the ambulance, contact the parent and arrange to meet them at the hospital.
- A senior member of staff must accompany the child and collect together registration forms, relevant medication sheets, medication and the child's comforter. A member of the management team must also be informed immediately.
- Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance.
- Ofsted and the LADO will be informed.

Sick children and infection control

Children should not be left at nursery if they are unwell. If a child is unwell, then they will prefer to be at home with their parent(s) rather than at nursery with their peers. We will follow these procedures to ensure the welfare of all the children within the Pre-School.

- If a child becomes ill during the Pre-School day (including feeling unwell, being sick, having diarrhoea or showing any signs of an infectious disease) or has an accident, their parent will be contacted and asked to pick their child up as soon as possible. During this time, the child will be cared for in a quiet, calm area with their key worker.
- We isolate a child if we feel that other children or staff are at risk.
- We make every effort to care for the child in a sympathetic, caring and sensitive manner.
- We ring emergency contact numbers if the parent or carer cannot be reached.
- We respect the parents' right to confidentiality.
- Should a child have an infectious disease, such as an eye/ ear infection or sickness and diarrhoea, they should not return to Pre-School until they have been clear for at least 48 hours.
- It is vital that we follow the advice given to us by our registering authority and exclude specific contagious conditions, e.g. sickness and diarrhoea, conjunctivitis and chicken pox to protect other children in the Pre-School. Illnesses of this nature are very contagious and it is exceedingly unfair to expose other children to the risk of infection.
- If a contagious infection is identified in the Pre-School, parents will be informed to enable them to spot the early signs of this illness. All equipment and resources that may have come into contact with a contagious child will be cleaned and sterilised thoroughly to reduce the spread of infection.
- We expect parents to inform Pre-School if their child is suffering from any illness or disease that may put others at risk.
- It is important that children are not subjected to the rigours of Pre-School day, which requires socialising with other children and being part of a group setting, when they have first become ill and require a course of antibiotics. Our policy, therefore, is to exclude children on antibiotics for the first 48 hours of the course.

- The Pre-School has the right to refuse admission to a child who is unwell. The Pre-School also has the right to refuse a child that has had non-prescribed medication (for example Calpol). This decision will be taken by the manager on duty and is non-negotiable.
- Information about head lice is readily available and all parents are requested to regularly check their children's hair. If a parent finds that their child had head lice, we would be grateful if they could inform the Pre-School so that other parents can be alerted to check their child's hair.
- We make every effort to keep abreast of new information relating to infectious, notifiable and communicable diseases and local health issues.

Meningitis procedure

If a parent informs the Pre-School that their child has meningitis, the Supervisor should contact the Infection Control (IC) Nurse for their area, and other relevant agencies. The IC Nurse will give guidance and support in each individual case. If parents do not inform the Pre-School we will be contacted directly by the IC Nurse and the appropriate support will be given.

Administering of medicine

Peasmarsh Flying Start Pre-School recognise that children with medical needs have the same right to enjoy Pre-School as other children. For this reason, with parents' written consent, we will administer prescription medicines. This could include, for instance, a short term course of antibiotics. Some children may have longer term medical needs and require medicines on a longer term basis. Staff are trained how to use an epi pen and asthma inhalers. Prescription medicines will be accepted into Pre-School and administered by staff, if the following safety measures are in place.

- An agreement between the Pre-School and parent is made to enable a member of staff to administer the prescribed medicines. Non-prescribed medicines will not be administered
- The medicine must be in its original container, clearly labelled with the child's name, doses, expiry date, issue date and pharmacist details and any instructions. In exceptional circumstances, we may waive this requirement if it is necessary for parents to prepare the dose for a member of staff to administer, but only in the case of regular medication and where prior permission has been granted by the Supervisor.
- Parents must consult fully with a member of staff about their child's condition.
- After administration of the medicine, details must be logged.
- Parents must sign that they are aware that the medicine has been administered.
- If a child refuses to take the prescribed medicines despite encouragement, this will be recorded and parents notified as soon as possible.
- All medicines will either be stored in the fridge or a locked cupboard, inaccessible to children.

All staff will know how to call the emergency services and a member of staff will accompany a child taken to hospital by ambulance and stay with the child until the parent arrives.

Staff medication

Should a member of staff be taking medication, whether prescription or non-prescription, they must inform the supervisor. If the Supervisor is concerned that the medication may have an impact on the ability of the staff member to do their job, they will ask the staff member to provide further information/ evidence and to remain at home or in a non-child facing role until they have done this.

Sun safety

- We require children to bring hats to wear outside during periods of hot and sunny weather. We expect parents to provide high-factor sun block, and written permission for staff to apply it at regular intervals.
- Children will be encouraged to drink water at regular intervals.
- We promote sun safety through circle time and activities.
- For full details please see our separate policy Sun Safety Policy.

Animals

- Any animals or pets on the premises will be free from disease.
- They will have regular health checks.
- They will be cared for in a humane manner.
- They will be cleaned out regularly.
- They will have suitable and adequate housing, water, food, exercise and care routines.
- Their food bowls and litter trays will be cleaned regularly and will not be accessible to the children.
- We supervise the children at all times when they are handling animals.
- We teach the children to be caring, gentle and sensitive to animals and to be aware of their habits and behaviour patterns. We ask children to wash their hands after handling animals or their equipment.
- We clean up any area fouled by animals immediately.
- We keep parents informed about any animals on the premises.
- We expect parents to inform us if they find their child has an allergy to any of the pets in the Pre-School.

Smoking

- We have a no-smoking policy. We display notices and posters around the Pre-School Centre to inform staff and visitors of this policy.

- Anyone who smokes on the premises will be politely asked to leave.

RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

In addition to the reporting obligations outlined above, the Pre-School will also adhere to RIDDOR requirements regarding the reporting of injuries, diseases and dangerous occurrences. More information regarding these can be found at: <http://www.hse.gov.uk/riddor/>

This policy should be read in conjunction with the following Pre-School policies:

- Equal Opportunities Policy
- Child Protection and Safeguarding Children Policy and Procedures
- Safety Policy
- Special Needs Policy
- Organisation Policy
- Physical Environment Policy
- Suitable Person and Recruitment Policy
- Care, Learning and Play Policy
- Documentation Policy
- Food and Drink Policy
- Working in Partnership with Parents and Carers Policy
- Sun Safety Policy

Adoption of Policy

This policy was adopted at a meeting of the committee of Peasmarsh Flying Start Pre-School on Pre-School premises on:

Date:

Signed on behalf of the Pre-School:

Print name of signatory:

Witnessed by:

Print name of witness:

Agreement to adhere to policy by Pre-School staff

I confirm that I have read and understood this policy:

Name of staff member: Dawn Bull

Signature:

Date:

Name of staff member: Julie Stevens

Signature:

Date:

Name of staff member: Sarah Sturmer

Signature:

Date:

Name of staff member: Vonni Haydon

Signature:

Date:

Name of staff member: Rowena Tucker

Signature:

Date:

Name of Student/ Volunteer:

Signature:

Date: