



Health and Hygiene Policy and Practice

- **Tiggywinkles Pre-School promotes the good health of the children, will take necessary steps to prevent the spread of infection, and take appropriate action when they are ill.**
- **Tiggywinkles Pre-School promotes a healthy lifestyle and a high standard of hygiene in its day-to-day work with children and adults.**

Medicines

- If a child is prescribed medication the following procedures will be followed:
- All medication will be kept out of the reach of children.
- All medication must be clearly labelled with child's name, dosage and instructions.
- Written information will be obtained from the parent giving clear instructions about dosage, administration of the medication, timings and a signature of consent to allow a member of staff to administer.
- Medications that are given to the said children are to be witnessed by another member of staff.
- The medication form is to be signed by the administrator and witness when each dosage is completed.
- At the end of each day a photocopy of the form will be give to the parent, so that they can see when the child last received medication.
- Parents that have children with long term medical needs will be asked to complete an action plan, giving detailed information on the child's needs, their medication and administration plus symptoms to look out for and actions to be taken in case of an emergency.
- Medicines will *only be administered if they have been prescribed for the specific child by a doctor, dentist, nurse or pharmacist*. Non-prescription medicine such as pain and fever relief or teething gel may be administered but only on prior consent of the parent.

Illnesses and Injuries

- The provider must notify Ofsted if any serious accident, illness or injury to, or death of, any child whilst in their care, and of the action taken in respect of it. Notification must be made as soon as reasonably practicable, but in any event within 48 hours of the incident occurring.
- The provider must notify local child protection agencies of any serious accident or injury to, or the death of, any child whilst in their care and act on any advice given.
- All practitioners working within the setting must have a valid paediatric first aid certificate.
- The setting will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until necessary. Parental consent will be asked before administering plasters.
- The setting will keep a record of all accidents and first aid treatment. Parents will be informed of any accidents or injuries sustained by the child whilst in the care of the providers and of any first aid treatment that was given. The parents must sign to say that they have read and understood the document.
- Parents are asked to keep their children at home if they have any infection and to inform the setting as to the nature of the infection so that other parents can be alerted.
- On enrolment it is explained to parents that if children are ill, they are not to attend the setting until at least 48 hours has elapsed since the last attack of vomiting or diarrhoea.
- For children that become ill whilst in the setting, they will be looked after by a member of staff in a quiet area, away from other children. The parents or adult designated by the

parent will be contacted for collection, the child will be unable to attend the setting for a further 24 hours unless sickness or vomiting where the above must be adhered to.

- If the children of staff are unwell they will not accompany their parents/ carers to the setting.
- If the setting genuinely believes that a child is unfit for their session, it has the right to refuse the child admission.
- If the provider has any reason to believe that any child is suffering from a notifiable disease identified as such in the Public Health Regulations 1988, they should inform Ofsted. Providers should act on any advice given by the Health Protection Agency and inform Ofsted of any action taken.

Food and Drink

- The provider is registered with the relevant Local Authority Environmental Health Department.
- All meals and snacks provided by the setting will be healthy, balanced and nutritious paying attention to children's particular dietary requirements.
- Allergies and dietary needs will be highlighted through notices displayed in each room, including the kitchen.
- Fresh drinking water is available at all times.
- Those responsible for the preparation and handling of food are competent to do so:
- Before handling food all hands will be thoroughly washed with soap and water.
- If a person is suffering from any infectious /contagious illnesses or suffering from skin trouble, they will not be involved in food preparation.
- Smoking is not allowed anywhere within the pre-school.
- No one will cough or sneeze over food.
- Raw and cooked foods will be prepared in separate areas.
- Food will be covered and either refrigerated or kept piping hot.
- Any food or drink that requires heating will be heated immediately prior to serving and not left standing. No food or drink will be reheated.
- Fruit and vegetables will be thoroughly washed before use.
- Cloths are colour co-ordinated to prevent cross contamination.
- Tea towels and cloths will be washed after each use ready for the next session.
- All utensils will be kept clean and stored in a dust free place.
- All surfaces will be cleaned and disinfected before use.

This is assured through inductions and on-the-job training. All staff dealing with food within the setting receives training in food hygiene and it is refreshed yearly.

- Providers must notify Ofsted if two or more children are affected by food poisoning, whilst on the premises. Notification must be made as soon as practicably possible, but in any event within fourteen days of the incident.

Healthy Environment

- The setting is a non-smoking environment.
- Children will have plenty of opportunity to play in the fresh air throughout the year, whatever the weather.
- The setting will promote the use of sun cream.
- The setting has a wide range of resources to encourage physical activity.
- There are areas within the setting for quiet times, as well as plenty of opportunity for circle games and large physical movement indoors, as well as outdoors.
- The setting will ensure that the hall is well ventilated, that the toys are sterilised regularly to prevent the spread of infection.
- Any spills of blood, vomit, urine or excrement will be wiped up and flushed away down the toilet. Rubber gloves will be always worn. Floors and the affected areas will be disinfected. If fabrics are contaminated they will be washed on a hot wash.
- Spare clothing are available in case of accidents and polythene bags are available in which to wrap soiled garments.
- Nappy area to be sterilised every time a child has their nappy changed.

- Toilets are checked and cleaned regularly throughout the day.
- The setting is cleaned daily; carpets are done on a regular basis, with spillages thoroughly cleaned as they occur.

Hygiene

- Practitioners are to be good role models; demonstrating the washing of hands after using the toilet or before the preparation and eating of food.
- Children are encouraged to wash hands before eating or cooking after using the toilet, touching animals and after playing outside and touching malleable substances such as sand, water, play dough etc. Explanations behind the requests are given.
- Soap, paper towels, water, tissues and toilet roll are always made available and children are taught how to use and dispose of them appropriately.
- Children are also encouraged to use the toilet independently, blow their own noses, and shield their mouths when coughing.
- Gloves and aprons must always be worn when changing nappies or clearing up body fluids and spillages. Staff have a good understanding of how infections can be transmitted.

Information Sources

- All illnesses as they occur will be displayed on the notice board for parents to see.
- Parents will have the opportunity to discuss health issues with staff and will have access to information available to the setting from the local health authority and or other health agencies.
- Parents will be informed during the seasons as to clothing to suit the outdoor environment.