

## Health and Hygiene Policy

Our policy has two aims; first to promote healthy practices and bodily awareness and second to outline the procedures we follow to provide a hygienic environment for the adults and children who use our setting.

### Healthy Eating

We aim to provide nutritious and balanced snacks and accessible drinking water, respecting any cultural or dietary requirements. The importance of keeping healthy is embedded in our practice and we talk to the children at every meaningful opportunity.

### Food Safety

We follow a Food Safety Management System, which looks at each of the critical control points in the process of providing snacks, serving packed lunches and cooking activities. This is displayed in the kitchen.

In addition to this:

We dispose of all food waste properly in the bin, which in turn is emptied each day and taken to the school bins.

We wash all cutlery, crockery and utensils thoroughly in clean, hot and soapy water, air dry where practically possible, use a clean tea towel if not and store appropriately.

We remind the children that although we share our toys at pre-school we cannot unfortunately share our food or drinks.

We ask the children not to pour unused drinks back into the jugs and we discard any food that falls on the floor.

We aim for all staff to hold an up to date level 2 Food Safety certificate.

### Self Care

We encourage the children to manage their own personal hygiene and talk to them about the importance of washing their hands before mealtimes, cooking activities and after going to the toilet. We demonstrate to the children the correct way to wash our hands: *wet, soap, rinse and dry*.

Tissues and a swing top bin are available and children are encouraged to blow their own noses, dispose of the tissues and cover their mouths when coughing.

### Toileting

We use paper towels in the toilets to prevent the risk of cross infection.

Adults only use the disabled toilet.

When assisting children with toileting staff must wear gloves and dispose of them in the allocated bin.

When nappy changing staff must wear gloves. After changing, the gloves, wipes and soiled nappy must be bagged securely and placed in the allocated bin. The changing mat then needs to be cleaned with a sanitiser and hands washed thoroughly.

Potty: the contents should be put down the toilet, loose debris and heavy soiling removed with toilet roll and flushed away. The potty should then be sprayed with sanitiser and cleaned and dried with toilet roll and also flushed away.

Toilet training seat: as above.

Spare, laundered clothes are available in case of accidents.

## **Cleaning**

Displayed in the Staff File in the kitchen is a cleaning schedule detailing what needs cleaning, how and when.

The kitchen, toilet area, playroom and cloakroom are cleaned daily. A list of daily jobs is displayed in the kitchen. A cleaner is employed to thoroughly clean the setting once a week and cleans items on a weekly, half termly, termly or annual basis. The cleaner has a copy and the other is kept in the kitchen. In addition, toys and resources are deep cleaned on a regular half termly, termly or annual schedule. This schedule is displayed in the Staff File and items are ticked as and when they are checked.

## **Illness and Hygiene**

Staff should wear gloves and aprons when dealing with bodily fluids such as urine, vomit or blood.

Contaminated areas should be cleaned immediately with paper towel and sanitiser to prevent cross contamination and the paper towel, aprons and gloves securely bagged and disposed of in the allocated bin. Disposable sick bowls are available at all times.

We follow government advice on infection control in schools and in addition advise parents and carers that the exclusion period for vomiting and diarrhoea is 48 hours after the last bout. However, it is not our policy to look after children who are not well and we will ask parents and carers to keep their children at home until they are well enough to attend.

We will inform parents if we become aware of infectious diseases within the pre-school.

If a child becomes ill during a session we will make them comfortable and contact the parent or carer immediately to collect them.

## **Appendix**

- Daily Jobs *displayed in Playroom*
- Cleaning & Checking Schedule *Staff File in Kitchen*
- Cleaner's Schedule *Cleaner's File in Kitchen*
- How to clean *displayed in Kitchen*
- Food Safety Management System *displayed in Kitchen*

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>