



HEALTH AND HYGIENE- POLICY AND PRACTICE

To prevent the spread of infection, adults in the group will ensure that the following good practices are observed:

Personal Hygiene

- Children need to use the toilets independently including flushing the toilet
- Hands must be washed after using the toilet and before handling food
- Children with pierced ears are not allowed to share earrings
- Children are encouraged to blow and wipe their noses and to dispose of soiled tissues hygienically. Washing their hands afterwards.
- Children are encouraged to cover their nose and mouths when coughing or sneezing.
- paper towels used and disposed of appropriately.
- Hygiene rules related to bodily fluids followed with particular care and all staff and volunteers aware of infections, including HIV infection, can be transmitted.
- Children are accepted into the Pre-School from the age of 3 months and not all are potty trained. We do accept children in nappies but ask that parents/carers to supply spare clothes, wipes and nappies. Nappies to be disposed of in nappy bin wrapped in a bag and tied first.
- Please see nappy changing procedure.

Cleaning and Clearing

- Rubber gloves will be worn at all times
- Any spills of blood, vomit or excrement will be cleared away promptly with red clothes provided and thrown away in the medical waste bin. Rubber gloves and aprons will always be used when cleaning up spills of bodily fluids. Clean away bodily fluids with anti-bacterial spray or disinfectant. Fabrics contaminated with body fluids place in a poly bag to take home. If a child has urinated these can be rinsed out and put into wash if this is available.
- Spare laundered pants and other clothing available only certain sizes available due to being donations, we ask parents/ carers to provide their children with their own spare clothes to every session.
- All surfaces cleaned daily with an appropriate cleaner.

Food

The Pre-School will observe current legislation regarding food hygiene, registration and training.

In particular each adult will:

- Always wash hands under running water before and after handling food and after using the toilet.
- Not be involved with the preparation of food if suffering from infectious/contagious illness or skin complaints.
- Never smoke in the kitchen or in any room storing food.
- Never cough or sneeze over food
- Use different cleaning cloths for kitchen and toilet areas or craft area
- Prepare raw and cooked food in separate areas.
- Keep food covered and either refrigerated or piping hot.

Cleaning of Equipment

This will be done during the daily sessions, equipment taken outdoors will be wiped over daily and cleaned and stored appropriately. Cleaning will also be done on a weekly basis and staff will follow rotas on staff notice board. This will prevent the spread of infection in children and staff.

This procedure adopted October 2019
Signed Director

Company Secretary

Woodcroft Pre-School and Wrap Around Care