



Registered Charity No: 1128799

Hollies Pre-school

Health Policy

Last reviewed August 2011
To be reviewed August 2012

Statement of Intent
Smoking
Hygiene policy
Food handling and hygiene
Sick child policy
Special note re HIV/AIDS
Spillage and soiling
Administration of medicine
First aid
Sun cream
Animals

Statement of Intent.

It is our aim to ensure that the setting is a safe and healthy place for children, parents, staff and visitors/volunteers visiting the pre-school. We will ensure staff are kept up to date with relevant information regarding any health issues. Staff will be supervised to ensure policies and routines are adhered to.

Smoking

No smoking is allowed on the premises. Staff are not permitted to smoke off the premises when wearing their Hollies uniform.

Hygiene policy.

We have a daily routine to ensure the building is kept clean at all times.

The following practices are followed:

- Cleaning tables/work surfaces between activities, using a fresh cloth and anti-bacterial spray before preparing snack and for tables being used for food e.g. lunch time
- Morning and afternoon checks/cleaning are in place in the kitchen and surfaces/equipment are cleaned thoroughly between tasks
- Toilets are cleaned at lunch time and at the end of the day, or in between if needed
- Door handles are wiped using anti-bacterial wipes when toilets are cleaned
- The changing mat is cleaned after use and soiled nappies are stored in a nappy bin
- Protective clothing is used and changed between changing children
- We provide clean clothes for adults and children if needed
- Any soiled clothes are placed in a bag on the child's peg/in their bag. If underwear is very soiled it is bagged and disposed of in the nappy bin.

- Staff provide good role models regarding hand washing and remind children to wash hands before lunch/snack and after using the toilet.
- Protective clothing is used when dealing with a child that has vomited or who is bleeding

At the end of the day the floor is brushed and mopped using cleaner and disinfectant. The carpets are hovered and the windows cleaned. On Friday both fridges and the microwave are cleaned.

We have termly cleaning days to carry out a full clean of the building to include walls, underneath units etc.

Food and drink

We are very much aware of the importance of establishing healthy eating habits at the Hollies. Our aim is to reduce the intake of food and drink containing sugar and to encourage the children to eat healthily. We offer whole milk or water at snack time and vary the snack offering food such as toast, crackers, breadsticks, raisins or various types of fruit and vegetables.

Water is available at all times.

Before a child starts attending the Hollies the parent supplies any information regarding allergies and dietary needs and a record is kept in the kitchen so staff can easily refer to it. Parents must inform us if any allergies are detected whilst they attend the setting.

Food handling and hygiene.

Guidelines from 'Safer food, better business' are adhered to and all staff must read and sign the pack during their induction.

The following rules are in place:

- Aprons must be worn and changed daily
- Good levels of personal hygiene must be maintained and staff preparing food must have hair tied back
- Any wounds must be covered using blue plasters provided
- Any staff illness must be reported to the supervisor and appropriate action taken

- The hand wash basin in the kitchen must be used for hand washing and paper towels used to dry hands
- A pedal bin is provided in the kitchen
- Food is protected and stored correctly, rotating to ensure food does not go out of date – any food that does go out of date must be disposed of
- Rubbish is disposed of daily to protect against pests and contamination
- Bins are cleaned daily
- Any used towels and aprons are placed in the washing bin, which is cleaned when emptied
- Towels and aprons are washed at 60°
- Used dishcloths are soaked overnight in bleach solution
- The fridge temperature is checked daily and recorded weekly on Monday morning – ideally 5°c, maximum 8°c
- Lunch boxes are stored in the fridge until lunchtime
- Hot meals are provided by the school and are brought over to Hollies in appropriate containers (risk assessment is at the back of the SFBB pack)
- When reheating food supplied by parents a food probe is used to ensure the correct temperature of 75°c is reached
- During baking activities children are supervised and taught good hygiene practice, such as washing hands, not putting fingers in their mouth etc

Sick child policy.

The wellbeing and health is our primary concern at the Hollies. We ensure all staff are aware of signs and symptoms of early childhood illnesses and display guidance on infection control in the office.

The children should only come to the Hollies if they are fit and well to do so. Exclusion is necessary for the following common symptoms and illnesses: diarrhoea, vomiting, high temperature, chickenpox, measles, mumps, meningitis, head lice, scabies, etc, for the necessary exclusion period. Children should NOT come into pre-school until they have been clear for 48 hours after any sickness/diarrhoea/high temperature illness. If parents are unsure they are asked to consult their doctor.

On other occasions the exclusion of a child will be at the discretion of the supervisor in charge.

If a child becomes ill whilst at Hollies they will be kept comfortable with an adult in attendance. A change of clothes will be provided if needed. A sick bowl and nose bleed bowl are kept in the disabled toilet. The child's temperature will be checked regularly and appropriate action taken if needed – e.g. cold compress

The parents will be notified and asked to collect the child as soon as possible. If we are unable to contact parents we will contact authorised persons on the child's list of contacts.

Parents should update the Hollies on their child's health and absence.

If an illness is contagious a notice will be displayed in the entrance to inform parents and information will be sent out to all parents. The Hollies will take advice from the Health Protection Agency in certain circumstances.

OFSTED and RIDDOR guidelines will be followed regarding notification.

If a child attends the Hollies with a medical condition which requires ongoing treatment, such as asthma, the medicine can only be administered by the Supervisor with written instruction by the parents. The parent will also be asked to countersign the record of any staff administration of medication.

Special note re HIV/AIDS

All staff follow the hygiene policy when dealing with accidents resulting in bleeding or vomiting or in cases of diarrhoea.

No one has the right to know if another person is HIV positive or has AIDS.

Any information received about a child's or adults HIV status will not be shared with anyone else without the permission of the person concerned.

Spillage and soiling

Any spillage or soiling is dealt with quickly, effectively and hygienically.

The following procedures should be followed.

Bodily fluids:

- Isolate area ensuring children are directed away from spillage (staff member to supervise)
- One member of staff to attend to the child, following safe procedures
- One member of staff to fetch appropriate cleaning materials and equipment and clean area thoroughly, following safe procedures and ensuring children do not access any cleaning materials being used
- Soiled clothing should be placed in bag ready for collection with the child's belongings
- Any gloves, wipes etc used should be disposed of in the nappy bin
- If sick bowl/nose bleed bowl have been used disinfect and clean thoroughly
- Wear gloves when cleaning wounds

Food and drink:

Spillages should be wiped using the kitchen cloth and paper towels.

Nappy changing:

Children should not be left unattended at any time.

- Talk to the child to make them feel comfortable and reassure them
- Ensure clean gloves are worn at every nappy change and the mat is cleaned using antibacterial spray between nappy changes
- Undo the child's nappy and clean the child using baby wipes (front to back)
- Place a clean nappy on the child and remove them from the changing mat
- Soiled nappies, gloves, wipes and aprons should be disposed of in the nappy bin, turning the handle to ensure it is sealed

- (see instructions located on the wall near bin), and the lid closed and sealed. DO NOT place any wipes down the toilet.
- When the bin is full the bag containing the nappies is removed and the bin cleaned before replacing the bag and lid
 - Staff should wash their hands before and after each nappy change with the antibacterial hand wash provided

Toilet training

We work with parents to support each individual child during this process, discussing progress and ways of encouraging the child. Children are reminded regularly and encouraged to use the toilet independently. Parents are asked to bring spare clothes, although we do have some spare if needed.

We have a potty available if needed, or children can use the toilet.

When the potty is in use it should be emptied down the toilet and cleaned using antibacterial wipes, which should be disposed of in the nappy bin. Wipes must NOT be flushed down the toilet.

Administration of medicine

We will administer medication when required.

- All children must have an individual form
- Each form must have the child's name on. No abbreviations or initials to be used
- A red card must be completed and placed in the relevant box to be placed with the child's belongings at the end of the session, to remind parents to sign the form before they leave with the child
- The parent or guardian of the child, under the guidance of a supervisor, must complete each form
- Each form must be completed in full detail, no abbreviations to be used
- Once the parent has completed the medication form, the supervisor and parent must read through the form together checking the details are correct. The parent should then sign the form if both are satisfied

- Any medication brought in by a parent must state on the bottle the child's full name and must be checked by the supervisor and the form initialed
- A **supervisor** and a **permanent member of staff** should administer the medicine. No parent helper or temporary member of staff may administer medicines. No two pre-school assistants may administer medicine without a supervisor
- When administering medicine first check the name on the bottle and sign to say the name has been checked
- Both parties must check the dosage against the dosage prescribed by the parent and the dosage prescribed on the bottle. If there is any doubt **DO NOT ADMINISTER THE MEDICINE**
- Before administering the medicine ensure that it is given to the correct child. Both supervisor and staff member must be content that this is the correct child
- Both supervisor and staff member must sign the form, stating the time that it was given
- Any member of staff has the right not to administer medication if they do not wish to

We reserve the right to send children home if we think they are not well enough to be at Hollies.

Supervisors have epipen training, which is repeated when necessary. If children are on permanent medication such as ventolin inhalers that need only be administered when required, parents must provide written permission that will be kept in the office. A medication form will be used if the medication is administered and a red card completed.

First Aid

See main Health and Safety policy regarding procedures for recording.

Comfort the child/person and assess the severity of the injury. Clean the wound with water and apply a plaster if needed. In case of a severe cut a first aider should treat the injury. If a child has a head

injury they should be monitored to ensure any change is noticed e.g. sleepy, vomiting etc

The child can return to play when the injury has been treated. If the injury is severe parents/cares must be informed immediately.

Sun cream

We feel that it is important to teach the children sun safety and encourage them to wear sun hats on sunny days. We will apply a high factor children's sun cream, unless the child has an allergy and requires their own. We ask parents to apply cream before their child arrives at Hollies in the morning and we will re-apply it at lunchtime. Parents must sign the consent on their child's agreement form and inform us if they have any allergy to sun cream.

The bottle of sun cream will be labeled so that staff are aware of children with an allergy, that need to use their own cream.

To prevent any accidents (spraying in eyes etc), we ask that parents do not send sun cream in their child's bag.

Animals.

Parents must not bring pets onto the school site – for example leaving them tied to the fence in the car park. They must be secured on the fence on Hazelbadge road opposite the school.

When animals are visiting the setting a risk assessment must be carried out. Staff must supervise children at all times and ensure they wash their hands using antibacterial wash after handling the animals. Any animals visiting the setting must be free from disease and safe to be with children.