



## Health, Hygiene and Medical Care Policy

### Health & Hygiene

- All staff and volunteers will be made aware of good hygiene practice during their induction period and where possible training will be given. They will also be expected to encourage children to maintain their own personal hygiene including the washing of hands after using the toilet and before eating.
  - Toilets will always have running water, soap and clean towels available
  - Tissues will be used and disposed of hygienically
  - Disposable rubber gloves will be available for clearing up after spills of bodily fluids
  - Floors and other surfaces will be disinfected
  - Spare laundered clothes will be available in case of emergencies
  - Staff will ensure that children receive food and drink which complies with dietetic/ religious/healthy eating requirements as specified by parents on the child details and parental contract.
  - Premises, including toilets, and equipment such as tables will be cleaned on a daily basis. Other equipment i.e. toys will be cleaned routinely as well as according to need.
  - No smoking is allowed on the premises.
  - The temperature will be maintained at not less than 65F degrees (18C degrees).
  - We endeavour to provide opportunities for safe, stimulating outdoor activities. Children will be encouraged to make use of outdoor space/ activities available.
  - Simple physical activities will be incorporated into the activity programme to help maintain children's health and fitness levels.
  - Activities will also be built into the programme that increase children's awareness of health and hygiene issues i.e. cooking and healthy eating
  - We will suspend all communal play (ie. sand/water/ play dough/cookery.) if there is an outbreak of a gastrointestinal illness.

### Waste Management

All waste produced at the setting will be disposed of according to type:

Nappies and soiled materials - will be double wrapped and put into the nappy bin then disposed of as per the policy (see Nappy Changing policy)

General waste - will be put in black sacks which are then placed in Green Council refuse sacks and collected fortnightly. (These are stored in a locked outside shed between collections)

Recycling - the children and staff are encouraged to recycle as much as possible. The waste is put into bins that have the appropriately coloured bags (issued by the council) which are then put out for collection weekly.

Food waste is collected daily and placed in the council food waste bin (kept in locked outside shed) for collection by council weekly.

## **Non-Smoking**

Usk Nursery operates a strict Non-Smoking Policy.

Smoking is not permitted on -

- Nursery Premises
- During Nursery hours
- During preparation time
- During clearing up time
- At staff training days
- At staff meetings

The No Smoking Policy applies to staff, visitors and parents/guardians.

We believe that this is in the best interest of staff and children.

## **First Aid**

All accidents will be recorded in an accident book, dated and signed by the first aider and parent or carer. A copy will be given to the parent/carers with a second copy being kept on the premises in a secure file until the child's 21<sup>st</sup> birthday when it will be destroyed.

The Nursery will have a first aid box, which will be kept out of the reach of children. It will be the responsibility of the nominated, qualified first aider (Mrs Alison Janik) within the nursery to maintain the contents of the first aid box. This will include checking that items are not out of date, packaging of sterile items is intact and replacing any items that are used or found to be unusable. A smaller portable first aid box will also be available for use during outings. Items must be kept in an easily identifiable waterproof box and contain the following:

- 40 Adhesive sterilised dressings (assorted sizes)
- 4 Medium sterile dressings
- 1 Large sterile dressings
- 2 Triangular bandages
- Eye pads x 2
- Small universal shears
- Nitrile gloves x6
- Sterile saline wipes x20
- 6 Safety pins
- Microporous tape (2.5x 5m)
- Sterile finger dressing with adhesive fixing
- Mouth to mouth resuscitation face shield with valve

- Foil blanket
- Hydrogel burn dressing
- Conforming bandage x1
- Guidance leaflet
- First Aid Manual - approved by recognised First Aid Agencies

### **BS-8599-1 compliant first aid kit**

Parents will be required to give written permission to staff to administer First Aid in an emergency. This permission is given as a part of the parent's contract signed when a child first registers with the nursery.

At least half the members of staff on the premises will hold a current First aid Certificate relevant to working with children (or on an outing at any one time).

### **Medical Care**

**PLEASE NOTE: If your child has been prescribed antibiotics please keep them at home for at least the first 48hrs in order to allow the medication to start taking effect.**

Parents will be required to give written consent to staff to be able to authorise medical care being given by doctors in an emergency. This will only occur where waiting for parental consent be considered by the doctors to endanger the child's health and safety. This permission is given as a part of the parent's contract signed when a child first registers with the nursery.

Nursery staff will administer prescribed medicine to children provided that written consent and clear directions have been given by the parents. Information and written consent will be kept on file for those children who have ongoing long term medication. For those children who require occasional medication to be administered written consent along with clear directions, details of possible side effects and details of the last dosage administered will need to be given by parents on each occasion. Parents will also be expected to discuss the child's illness and needs with staff prior to any medication being administered.

The administration of medicine will be recorded on the nursery's record sheet. This requires a second member of staff to witness the medicine being administered. It also requires the parents to sign at the end of each day to show that they have been made aware of the dosages administered and the state of the child's health.

Medication will be kept in a locked / secure place away from the reach of children. Medicines must be kept in their original packaging and will be clearly labelled with the child's name & instructions for use. They must also be current and not out of date.

Where the administration of medicine requires specialist knowledge then training will be given to all members of staff by a qualified health professional (NMSOSC) i.e. the use of an epipen.

## **ILLNESS**

Staff should be aware of any child's special health conditions and appropriate care can then be made available (in consultation with the relevant parent)

Please do not send your child to nursery if you are aware that he or she is unwell.

If a child is not feeling well, it will be our policy to provide a quiet place to sit or lie down. The child will be observed for any worsening symptoms. Their parent/carer will be notified by telephone.

If a child's condition worsens to such an extent that the staff are seriously concerned, and suspects urgent medical treatment is required, then the parent/carer will be notified immediately, and if necessary call for an ambulance to take the child for such treatment.

If a child is exposed to a communicable disease, it will be our policy to contact the parents in writing, likewise we appreciate the parents co-operation if their child comes down with or is exposed to an infectious disease, so that the appropriate steps can be taken to notify other nursery users if necessary

## **COVID-19**

Oct'22 The Covid-19 pandemic has moved on to an endemic and has become something we need to carry on living with. It has not gone away and will remain with us globally. For this reason, we must carry on putting procedures in place to help minimise the risk and help reduce the spread of the virus. There is no requirement for a Covid 19 risk assessment, however, we will carry on with these procedures in place.

### **Pre-cautionary measures in place**

1. Increased hand-washing practices within the setting and awareness of cross-contamination, focusing on "Catch it, Kill it, Bin it"
2. Introducing age appropriate information relating to health and hygiene and practicing good hand-washing.
3. Asking all visitors to sanitise hands on entry to the setting. Disinfecting high contact areas such as door handles at regular intervals throughout the day.
4. The setting will be kept well ventilated at all times.
5. Children will be encouraged to be outside as much as possible, weather conditions allowing.
6. The setting will follow the Welsh Governments most up to date guidance regarding self-isolation and COVID.
7. Cleaning procedures will be strictly followed at all times.

Exclusion periods - Please see attached

## **Major Accidents**

- Apply first aid
- Call an ambulance providing details of the injury, the location of the nursery and the name of the child
- Call the child's parent or carer

- If the child's parent or carer has not arrived at the nursery by the time the ambulance is ready to leave, then a staff member must accompany the child to hospital
- Reporting in accordance with RIDDOR (F2508) will be undertaken when necessary. Forms can be obtained from The Health and Safety Executive
- An incident report form should be completed as soon as possible after the accident and given to the Nursery Owner

**It is the responsibility of the management (Mrs Jan Henstridge & Mrs Alison Janik) to ensure that all members of staff follow the guidelines in this policy. It is their responsibility to ensure that the Health and Hygiene of the setting is maintained to the highest possible standards and that all staff have the necessary training and qualifications.**