



Policy reviewed on 7.06.2017

Health and Hygiene Policy.

It is important to support young children in their understanding of how they can be involved with being healthy from an early age. At The Exwick Ark we want to contribute to giving children the best start in life; therefore we have achieved the Healthy Early Years Setting Award.

The health of the children and staff on the premises is maintained by having high standards of hygiene in order to prevent the spread of infection.

In the Exwick Ark preventing the spread of infection and maintaining the cleanliness of the premises and equipment is achieved by;

Staff training.

- All staff (except administrators) are required to complete a basic food hygiene certificate as part of their induction. Any staff involved in preparation of food or drinks will have already completed this certificate.
- All staff working directly with children are required to complete a paediatric first aid course as part of their induction. There will be at least one trained first aider on the premises at all times.
- The Exwick Ark is registered with the environmental health department and meet their recommendations.
- Notices, signs, posters and staff meetings promote good hygiene practices for staff and children.
- A copy of “The spotty book” is kept on the premises and staff are familiar with its contents.
- Staff induction programme includes Health and Hygiene issues.

Cleaning.

- The cleaner is responsible for the cleaning of the premises two or three times a week. There is a rota for members of staff to perform Opening Checks and Closing Checks of the premises inside and out, these are recorded when they have been completed.
- During the session staff will be expected to ensure that a high standard of cleanliness is maintained. This will include the toilet and nappy changing areas. Gloves and protective aprons will be provided.
- Toys, furnishings, dressing up clothes and other equipment will be cleaned on a termly rota system and more frequently if necessary.
- Toys, furnishings, dressing up clothes and other equipment for the under 2 years will be cleaned more regularly in a washing machine, dishwasher or by sterilising depending on the item.
- Sand pits are covered when not in use.
- Table surfaces are cleaned with hot soapy water between activities when they have become visibly dirty. Before cooking activities, snack and meal time’s



table surfaces are cleaned with hot soapy water and then an antibacterial spray or wipe.

- Kitchen work surfaces are cleaned before and after food preparation with hot soapy water and then an antibacterial spray or wipe.
- Any spills of blood, vomit or excrement will be cleaned up using disposable absorbent material and then put in the nappy bin. Staff will always wear protective gloves and a plastic apron when cleaning up such spills. Floors and other affected surfaces will be wiped down with a disinfectant cleaner diluted according to the manufacturer's instructions. Fabrics contaminated with bodily fluids will be tied up in a plastic bag until they can be washed more thoroughly.

Hygiene Practices.

- Staff should wear a disposable apron and a fresh pair of gloves when changing nappies and dealing with bodily fluids.
- Nappies are sealed in a nappy sack and placed in a nappy bin. The nappy bins are emptied daily or sooner if they become full. They are then removed from the premises. The nappy changer should be cleaned with an anti-bacterial wipe after each change.
- Soiled or wet nappies and clothing are changed. Spare sets of clothing are kept on the premises. Soiled clothing is sealed in a plastic bag and sent home with the child for laundering.
- Nappy cream will be applied if necessary from the child's named individual pot or, with parental consent, from the settings supply; these are kept out of reach of other children. A clean disposable glove is used to remove cream from the settings tub to prevent contamination.
- If potties are used, they are washed thoroughly with the specific jug, dried out with toilet roll, which is then flushed away. Potties are then sprayed with an antibacterial/ disinfectant spray. A specific mop and bucket is provided for use in the toilet area when necessary.
- Staff should wash their hands thoroughly with hot soapy water or use anti-bacterial alcohol hand sanitiser after each nappy change, when dealing with potties/toileting or wet/soiled clothing, and after wiping noses.
- A box/roll of tissues is always available in the playroom.
- Individual paper hand towels used by the children and staff to dry their hands. Individual wet wipes are used for cleaning babies/toddlers hands and faces.

Education of children with regards to hygiene:

- Children are taught to wash and dry their hands before meals or preparing food, after going to the toilet, after blowing their nose, after playing outside and after handling animals and their equipment.
- Children are supported in developing independence with nose wiping and toileting. Disposable tissues and wipes are used.
- Children are taught to cover their mouth when coughing or sneezing and then to wash their hands afterwards.
- Children are taught how to use the toilet correctly.



Animals.

- Dogs are not allowed onto the premises, except for guide dogs.
- If animals are brought into the Exwick Ark as part of a project they are carefully supervised whilst children are handling or caring for them. Children are taught to be sensitive to animals.
- Children are encouraged to wash hands after handling animals or their equipment.
- Factors such as allergies, religious beliefs and anxieties will be considered when planning to bring small animals on to the premises. A risk assessment will be carried out.

Smoking.

- Exwick Ark has a no smoking policy. Staff, parents and volunteers are not permitted to smoke anywhere on the Exwick Ark sites.
- We will comply with current government legislation regarding signs banning smoking in enclosed public areas.

Cleaning and sterilising infant bottle feeding equipment

It is very important that all equipment used for feeding and preparing feeds has been thoroughly cleaned and sterilised before use.

- Wash hands thoroughly before cleaning and sterilising feeding equipment
- Wash feeding and preparation equipment thoroughly in hot soapy water.
- Bottle and teat brushes should be used to scrub inside and outside of bottles and teats to ensure that all remaining feed is removed.
- After washing feeding equipment rinse it thoroughly under the tap.
- Place feeding equipment into steriliser and follow manufacturer's instructions.
- Wash hands thoroughly and clean the surface around the steriliser before removing equipment.
- It is best to remove the bottles just before they are used.
- If the bottles are not being used immediately, they should be fully assembled with the teat and lid in place to prevent the inside of the sterilised bottle and the inside and outside of the teat from being contaminated.
- When an infant has finished their feed any milk remaining will be discarded and the bottle will be washed immediately with hot soapy water.

Food handling.

The Exwick Ark has a responsibility to maintain acceptable levels of hygiene and health and safety with respect to food.

All employees, paid or voluntary, who handle food, have a responsibility to:

- Maintain a high standard of personal hygiene;



- Always wash hands with soap under running warm water before handling food and after going to the toilet.
- Not cough or sneeze over food.
- Refrain from handling food when they or anyone at home are suffering from an infectious disease or if the adult has boils, ulcers, cuts or rashes, diarrhoea, eye, ear or throat infection or any untoward discharge;
- Adhere to the Provision's Health and Safety Policy and health and hygiene Policy;
- Report shortcomings to the appropriate person, eg faulty or damaged storage, preparation and service equipment.

Principles of Safely Handling Food

Keep it Clean – Keep it Cool – Keep it Covered

- All foods must be checked to ensure that they are of the quality, substance and temperature required and that they are within their use-by-dates;
- All foods must be stored under conditions that will prevent their deterioration. Instructions on the label, if present, should be followed.
- Fruit and vegetables are washed thoroughly before use.
- Food and food only, must be stored in areas designated specifically for that purpose (refrigerators, cupboards etc.);
- Saucepan handles should not overhang stove or worktop edges;
- Any food or liquid spillage must be cleaned up immediately;
- When cooking food, recipes or packet instructions must always be followed;
- Colour coded chopping boards, knives and scissors are used for the preparation of food.
- Where appropriate a digital temperature probe is used for measuring the temperatures of food when cooking (79°) and reheating (86°). These temperatures are logged in the Cook Safe file.
- Food not eaten on the day it was prepared/issued must not be kept or offered for service at a later time. However a large batch may be cooked and split into smaller batches for meals on more than one day; only if it is cooked, cooled, stored and re-heated inline with the Food Standards Agency guidance; see the Safer Food Better Business or Cook Safe files for further detail.
- Safely cooked, cooled and stored food will only be reheated once before consumption. When reheated food should be piping hot all the way through, and reached at least 86°C. Then wait until the food is at a comfortable eating temperature, before giving it to children.
- Signs of any type of pest infestation must be reported immediately.
- Separate cleaning cloths and mops will be used for kitchen (yellow) and toilet (red) areas.
- A clean cloth will be used to clean food preparation and consumption areas.
- Waste will be disposed of properly and kept in a bin with a lid. However the kitchen bin does not need to have a lid. Staff will wash hands after handling the bin.
- Tea towels will be changed after each session, or earlier if required.
- All utensils and cookware will be kept clean and stored in a dust free place.



- The Exwick Ark will observe current legislation with regards to food hygiene registration and training. We use 'Safer Food, Better Business' and 'Cook Safe'.
- Anyone handling food will have their hair tied up, and wear an apron to help prevent contamination of food; used aprons are placed in the laundry bin at the end of each day or changed sooner if appropriate. The kitchen cook will also wear a hat.

Medicines & Sun cream

- The Exwick Ark will administer medication that is prescribed by a doctor and non-prescription medication e.g. for pain relief and teething gel. These are only to be administered with prior written permission from the child's parent. See Medication Policy for further detail.
- Any other medication needed must be administered by the parent/carer.
- We will administer invasive or life saving medication such as adrenaline/insulin in the case of emergencies. Any member of staff who may be called on to administer such medication will be given full training. A copy of a letter from the child's G.P. stating the child's condition and the treatment required, written consent from the child's parent to allow the staff to administer medication and proof of staff training in the administering of such medication by a qualified nurse or G.P. will be forwarded to our insurers to allow us to extend our cover, before the child will be admitted to the Exwick Ark.
- Children will be supervised in applying their own sun cream before going outside in the summer. Staff of the younger monkey room children will apply sun cream to these children. Parents may provide their own cream, labelled with their child's name if they do not wish to use the Exwick Ark supplied sun cream.
- Children's asthma inhalers and medication will be stored in a locked cupboard or the kitchen refrigerator, as appropriate; which are out of reach of children. Medication is stored in individually named bags.
- Staff medication will be kept in the locked staff room, which is inaccessible to children.

First Aid.

- All staff working directly with the children are required to complete a paediatric first aid course as part of their induction. There will always be at least one trained first aider on the premises.
- The main first aid box is kept out of reach to the children in the giraffe room / hall, the contents of which are cello-taped to the lid.
- Smaller first aid kits are kept in the monkey room, kitchen and staff house, out of reach to the children.
- A first aid kit is taken on all outings.
- Sarah Emerton is responsible for regularly checking the contents of this box matches with the list and replacing any equipment as needed.
- Parents give written permission for the administering of first aid as part of the registration process.



Accidents

A signed record of all accidents is kept on the premises. All accidents no matter how small are recorded. This record includes;

- Details of any existing injuries when a child arrives.
- The time date and nature of any accident.
- Details of the children/ adults affected.
- The type and location of any injury.
- The action taken, any subsequent action and by whom.
- The circumstances of the accident, any adults or children involved and any witnesses.
- The name of the member of staff who dealt with the incident, any witnesses and is counter signed by the child's parents when the child is collected.
- The accident forms are reviewed regularly by Sharon Parrot to identify any trends or recurring causes of injuries, and action is taken to avoid recurrences. Any area of concern identified from the accident book leads to an immediate review of procedures. Any procedure is changed immediately a weakness is identified.
- Near misses are also recorded.

Sick Children.

- If a child is unwell with an infectious disease they should not in general attend the Exwick Ark, although minor coughs and colds need not necessarily prevent a child from attending.
- A child with an infectious disease should not return to Exwick Ark until they are fully recovered. If the infectious disease is one listed in the table in section 8 of "The Spotty Book", they should not return until the required period has elapsed. For Sickness and Diarrhoea this is 48 hours after the last bout.
- Parents should notify the Exwick Ark if their child has an infectious illness.
- The Exwick Ark will notify all parents if there is a significant risk to other children and will aim to be aware of families which may be more susceptible to infectious diseases due to underlying illnesses, treatments or pregnancy.
- If a child becomes unwell during their time in the Exwick Ark, the child's parents must be informed and the child taken home if necessary. If the child's parents/carers are not contactable the emergency contacts on the child's registration forms will be telephoned.
- During the time between contacting the parent/carer and their arrival, the Exwick Ark will endeavour to keep the child away from the other children if they are thought to be suffering from an infectious disease. They will make the child as comfortable as possible and continue to reassure them. The child will never be left on their own.
- Any illnesses identified whilst a child is in the care of the Exwick Ark must be recorded on an accident form along with a note of any treatment given. The parent/carer must sign the form when they collect the child.
- The Exwick Ark keeps records of each child's G.P, medical and immunisation history as part of its registration form.
- OFSTED/ health protection agency will be informed about any diseases that are notifiable as appropriate (see Spotty book for Guidance).

Signed: