



# Health and Hygiene Policy

## 2024-2025

Enchanted Wood Preschool promotes a healthy lifestyle and has the highest standards of hygiene. We achieve this by having several designated Health and Safety Officer at each site. They have overall responsibility for daily risk assessment, kitchen checks and fire warden training.

Smoking and the use of e-cigarettes on the premises and the grounds is strictly prohibited.

### Health Information Sources

Enchanted Wood Preschool will maintain links with health visitors and gather health information and advice from the local health authority information services and/or health agencies. We will use information from the World Health Organisation (WHO), NHS England and other governing bodies.

### Food & Drink

Before a child starts to attend the setting, staff will discuss with the parents the child's dietary needs, including any allergies and make appropriate arrangements to meet them. The dietary rules of religious groups and also of vegetarians, disclosed by parents, will be met in the appropriate ways.

The sharing of refreshments can play an important part in the social life of the Preschool as well as reinforcing children's understanding of the importance of healthy eating. During the session we offer a drink of semi-skimmed milk or water and a healthy snack; that is nutritious, avoiding large quantities of fat, sugar, salt, additives, preservatives and colourings.

The Food Information Regulation, which comes into force in December 2014 ensures all 14 allergens are clearly labelled on foods, and we have a copy displayed in the kitchen and will provide information about snacks being served at the preschool.

When cooking with the children, healthy, wholesome food will be provided, considering religious and allergy considerations, promoting and extending the children's understanding of a healthy diet.

In the case of a serious illness/infectious Notifiable disease, food poisoning or death of a child whilst in the Preschool's care, we will inform Ofsted (0300 1231231), Local Authority Designated Officer for Early Years & Childcare settings.

### Outdoor Play

Children will have the opportunity to play in the fresh air throughout the year in the Preschool's own outside play area.

Sandpits are covered to prevent contamination and sand is changed as frequently as needed.

### First Aid

All staff at Enchanted Wood Preschool are First Aid trained and can perform emergency first aid if necessary. A correctly stocked first aid box is always available and checked weekly by the Health and Safety officer. Fresh disposable gloves will be used by staff applying first aid to reduce the risk of cross contamination.

All accidents are logged on an accident form and a description of the incident is logged, and any follow information up will be provided. In the event of a head injury a 'bumped head' sticker will be given to the child, so all staff members and parents upon collection can observe for concussion. A phone call is always made home for head injuries and serious injuries.

If the accident is serious enough to warrant a visit to the hospital, the parent's will be phoned immediately, and decision made whether the parent's take them to hospital or the preschool phone an ambulance. If the parent is unable to be there the preschool manager or child's keyworker will accompany them to the hospital, meeting the parent there.

All hospital visits will be reported to Ofsted and RIDDOR. An accident audit will happen termly to ensure accident hotspots are acted upon and risk assessed to ensure safe practice is observed.

In the case of a serious injury or death of a child whilst in the Pre-School's care, we will inform Ofsted (0300 1231231), Local Authority Designated Officer for Early Years & Childcare settings.



### **Illness/Infection control in the environment**

Sand, water play, and sensory activities may be suspended during outbreaks of viral infections or flu to help reduce and/or prevent the spread of infection.

Dressing up clothes and soft furnishing will all be washed regularly and immediately after an outbreak of hand, foot and mouth; impetigo other highly contagious illnesses and will be removed during Covid-19 pandemic.

All toys are sterilised at least once a half term and mouthed toys in the baby room are sterilised daily.

### **Hygiene**

Adults attending the preschool will ensure that the following good practices are observed:

- Personal hygiene
- Hands are washed when entering the building and frequently throughout the day.
- Hands washed after using the toilet.
- Paper towels and hand dryers are available and disposed of appropriately.
- Freshly cleaned clothes should also be worn daily.

Children should not wear jewellery to preschool.

Boxes of tissues will be available, and the children will be encouraged to blow and wipe their noses, when necessary, immediately thrown in the bin and hands washed after. Soiled tissues will be disposed of hygienically.

Children will be encouraged to shield their mouths when coughing and sneezing.

Hygiene rules relating to body fluids will be followed with particular care, see the 'cleaning and clearing' section of this Policy for further information.

### **Personal care and sickness**

Staff will wear fresh disposable gloves while dealing with each incident and will ensure that privacy and dignity are maintained during the time taken to change a child.

Nappy changing will be undertaken by the child's key person or another member of staff. Wipes will be used unless the child's parent/carer has advised otherwise. The changing mat will be cleaned after each use.

Parents are asked to provide spare clothing for their children in case of personal care accidents or sickness.

Enchanted Wood Preschool will also keep a supply of spare items together with polythene bags in which to wrap soiled garments, please be aware at times our clothes may run out due to parents not returning clothes, it is important to pack, socks, pants, bottoms and t-shirt and jumper .

Soiled garments will be given to parent/carer for cleaning or thrown away.

Staff will wash their hands with hot soapy water immediately after each incident.

If a child becomes unduly distressed whilst being changed, a member of staff will contact the child's parent/carer.

If a staff member notices marks or injuries on a child during changing, we will refer to our Child Protection Policy and Procedures.

### **Cleaning and Clearing**

Any spills of blood, vomit or excrement will be wiped up and flushed away down the toilet. Disposable gloves will always be used when cleaning up spills of body fluids. Floors and other affected surfaces will be disinfected using Dettol manufacturer's instructions. Fabrics/coverings contaminated with body fluids will be thoroughly washed in hot water.

Floors, food preparation chopping boards, tables, toilets, sinks, and kitchen area are cleaned on a daily basis with Dettol spray following manufacturer's instructions.

A cleaning schedule is followed to ensure all areas of Enchanted Wood Preschool including equipment are cleaned with appropriate cleaning materials such as Milton and Dettol spray. Separate buckets mops are used for the kitchen, main rooms, toilet area, and bodily fluid.



### Food

All staff hold a Food Hygiene Certificate, Food Hygiene forms part of Enchanted Wood Preschool's induction process for staff. Adults will:

- Always wash hands under warm running water with soap before handling food and after using the toilet.
- Not be involved with the preparation of food if suffering from any infection, contagious illness or skin trouble.
- Will not be allowed to return to work until 48 hours after a sickness/ diarrhoea infection.
- Keep food covered and stored appropriately.
- Ensure waste is disposed of properly and out of reach of the children, keep a lid on the dustbin and wash hands after using it.
- Can use kitchen rolls to clean kitchen chopping boards or can use daily disposable clothes to wipe tables.
- All utensils will be kept clean and stored in a dust-free place, e.g. closed cupboard, or drawer.
- Cracked or chipped crockery will be safely disposed of and not used.
- Daily fridge temperature to be taken daily, (if not reading between 3-5 degrees) dial must be adjusted.
- Take off your watch and jewellery
- Tie hair back
- Avoid touching your face, coughing or sneezing over food
- Cover cuts with a brightly coloured waterproof dressing
- No eating or drinking

### When to wash hands

- Before touching or handling any food, especially ready-to-eat food
- After going to the toilet
- After every break
- After touching raw meat, poultry, fish, eggs, unwashed vegetables or fruit/salads
- After touching a cut or changing a dressing
- After touching or emptying bins
- After any cleaning
- After touching phones, light switches, door handles, cash reg