

EXPLORERS POLICY AND PROCEDURES

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Safety Legal Framework:

Health and Safety at Work Act 1974

Food Safety Act 1990

The Children Act 2004

Care Standards Act 2010

Food Hygiene Regulation 2006

Explorers promote a healthy lifestyle and a high standard of hygiene in its day to day work with children and adults.

This is achieved in the following ways:

1. Health

a. Food

All meals and snacks will be nutritious and accommodate children's particular dietary requirements. When cooking with children as an activity, we will endeavour to provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet. We actively promote water as a drink of choice.

Explorers will notify Ofsted of any food poisoning affecting two or more children looked after on the premises. Notification will be made as soon as reasonably practicable, but in any event within 14 days of the incident.

(See also Diet Policy)

All staff to have appropriate food hygiene certificates:

Name:

Anna Swinburn
Tracey Jones
Samantha Wilkins
Sara Parker
Angela Taylor
Annie Love

b. Outdoor play

Children attending Explorers will have the opportunity to play in the fresh air throughout the year, weather permitting.

c. Illness

- Parents/carers/guardians are asked to keep their children at home if they have any infection and to inform Explorers as to the nature of the infection so that the pre-school can alert other parents and make careful observations of any other child whom seems unwell.

- Parents/carers/guardians are asked not to bring any child to an Explorers session that has had vomiting and/or diarrhoea until 48 hours has elapsed since the last attack.
- For other illnesses, please refer to the infection control poster in the cloakroom.
- Covid-19 Policy & Procedure.
- Cuts or open sores on both adults and children must be covered with plasters or dressings to avoid infection or cross infection.

If a child has occasional, regular or emergency administration of medication, the following procedure will be followed in all cases

(See also Medication/Medical Treatment policy).

- The parent/carer/guardian of each child attending Explorers will provide details of any known medication allergies suffered by the child. Such details will be recorded by Explorers and consulted before any emergency administration of medicines or drugs.
- The drug or medicine must have been prescribed by the child's GP or Consultant.
- The drug or medicine must be kept in a secure place with access only by authorised persons.
- The medication should be clearly labelled with the child's name and dosage.
- A drug/medicine register must be kept showing:
 - *The child's name.
 - *The name /type of medication administered.
 - *The date and time administered.
 - *The dosage administered.
 - *Name and signature of the person administering the drug/medicine
 - *Name and signature of a witness.
 - *Time and notification to child's parent etc. when the administration of medication has been given in an emergency.

Where local regulations require it, guidance will be sought from Children Social Care before people other than parents agree to administer medication.

For the administration of oral medication or asthma inhalers, Explorers must have a letter of authorisation from the child's parent/carer/guardian, containing clear instructions for the administration of the medicine.

Alternatively, guidance may be sought from Explorers insurers (through P.L.A) services medical helpline, when emergency administration is necessary.

In cases where occasional emergency medication (related to a known condition) other than oral medication or asthma inhalers is required e.g. epi-pens or hypodermic injections, Explorers must

- Have a letter of authorisation from the child's parent/carer/guardian
- Have a letter from the child's GP or Consultant stating:
 - Whether the child is fit enough to attend Explorers.
 - The name of the medication and for what condition it is prescribed.
 - What training, if any, is required by staff.

If training is required, ensure that staff are trained by the child's GP, district or paediatric nurse and proof of training recorded.

- Any other relevant information

Any information about a child's medical condition will be treated with the strictest confidence.

Explorers will ensure that the First Aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed and thrown away if out of date.

d. Information

Parents will have the opportunity to discuss health issues with Explorers staff and will have access to information available to the pre-school.

Explorers will maintain links with health visitors and gather health information and advice from the local health authority, information and/or other health agencies.

2. Hygiene

To prevent the spread of infection, adults at Explorers will endeavour to ensure that the following good practices are observed:

i. Personal Hygiene

- Hands are to be washed when arriving at Explorers, after using the toilet and playing outside, before and after snack, before and after lunch, and after coughing or sneezing.
- Children with pierced ears are not allowed to try on or share each other's earrings.
- A large box of tissues will be available inside and outside, children will be encouraged to blow and wipe their noses when necessary. Soiled tissues are to be disposed of hygienically.
- Children are to be encouraged to shield their mouth when coughing.
- Children are taught to sneeze into their elbow.
- Paper towels are available for hand drying and are to be disposed of appropriately.
- Hygiene rules related to bodily fluids will be followed with particular care and all staff/volunteers be made aware of how infections can be transmitted.

ii. Cleaning and Clearing

- Any spills of blood, vomit or excrement should be wiped up immediately and flushed away down the toilet.
Rubber gloves and aprons should be used when cleaning up spills of bodily fluids.
- Floors and other affected surfaces should be disinfected using chlorine or iodine bleach diluted according to the manufacturer's instructions.
- Spare laundered clothes are available in case of accidents and polythene bags available in which to contain soiled garments.
- Parents to bring spare clothes in the child's bag.
- All surfaces are cleaned daily with an appropriate cleaner.
- See Covid-19 Policy.

iii. Food Hygiene

Explorers will observe current legislation regarding food hygiene, registration and training.

In particular staff/volunteers will:

- Always wash hands under running water before handling food and after using the toilet.

- Not handle food if suffering from any infections, contagious illness or skin problems.
- Never smoke in the kitchen or any room storing food (see also No Smoking Policy).
- Never cough or sneeze over food.
- Use different cleaning cloths for kitchen and toilet areas.
- Prepare raw and cooked foods in different areas.
- Keep food covered and either refrigerated or piping hot.
- Ensure that waste is disposed of properly and out of reach of children.
- Wash fresh fruit and vegetables thoroughly before use.
- Ensure that any food or drink that requires heating will be heated immediately prior to serving and not left standing.
- Ensure that no food or drink will be reheated.
- Ensure that tea towels will be scrupulously clean and washed between each session.
- Ensure that all utensils are kept clean and stored in a dust free place e.g. a closed cupboard or drawer.
- Remove all relevant jewellery before food preparation and distribution.

This policy was adopted at an Explorers committee meeting held on

Date: 15/07/2022

Approved by:

Kelly Groves – Chair Person

Anna Swinburn - Supervisor