



# HUMPTY DUMPTY PRE-SCHOOL

All Saints Centre, New Road, Hackbridge, Surrey CR4 4JN

## HEALTH & HYGIENE – POLICY AND PRACTICE

Staff/Parents Pack

Here at Humpty Dumpty Pre-school we promote a healthy lifestyle and a high standard of hygiene in our day to day work with the children and adults. This is achieved in the following ways:

### HEALTH

#### FOOD

Humpty Dumpty Pre-school will observe current legislation regarding food hygiene, registration and training.

When cooking with the children as an activity, we will always promote and extend the children's understanding of a healthy diet.

All preparation surfaces and equipment will be cleaned both prior to and after use. All food products shall be kept and store in clean containers. Any out of date food will be discarded.

In particular, each adult will:

- Not be involved with the preparation of food if suffering from infectious/contagious illness or skin trouble.
- Never smoke in the kitchen or any room storing food.
- Use different cleaning cloths for kitchen and toilet areas.
- Prepare raw and cooked foods in separate areas, keep food covered and either refrigerated or piping hot.
- Ensure waste is disposed of properly and out of reach of the children
- Keep a lid on the dustbin and wash hands before use.

- Any food or drink that requires heating will be heated immediately prior to serving and not left standing. No food or drink will be reheated.
- All utensils will be kept clean and stored in a dust free place such as a closed cupboard or drawer.
- Always wash hands well with soap from a soap dispenser and rinse under running water before and after handling food and after using the toilet.
- Broken and cracked china will be disposed of.

### **Outdoor Play**

Children will have the opportunity to play in the fresh air throughout the year (either in the group's own outside play area or on outings to the parks or other community play spaces)

### **Illness**

A medication form will be available to fill in; name of child receiving medication, times that the medication should be administered, date and time when medication is administered together with the signature of the person who has administered each dose.

Parents are asked to keep their children at home if they have any infections, and to inform the Pre-school as to the nature of the infection so that the Pre-school can alert other parents, and make careful observations of any child who seems unwell.

With regards to the administration of life saving medication such as insulin/adrenaline injections or the use of nebulisers, the position will be clarified by reference to the pre-school's insurance company (in the case of pre-schools insured with Sun Alliance, this will be through the Insurance Officer at Pre-school Learning Alliance National Centre)

Parents are asked not to bring into Pre-school any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.

If the children of staff are unwell, the children will not accompany their parents/carers to work in the Pre-school.

The Pre-school 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.

Cuts or open sores, whether on adults or a child, will be covered using sticking plaster or another type of dressing.

If a child is on prescribed medication the following procedures will be followed; if possible, the child's parents will administer medicine. If not then medication must be clearly labelled with the child's name, dosage and any instructions. Where local regulations require it, guidance will be sought from social services before people other than the parents agree to administer medicines.

The group will maintain links with health visitors and gather health information advice for the local health authority information services and/or other health agencies.

All medications will be kept in a lockable cupboard.

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

### **Hygiene**

To prevent the spread of all infections, adults in the Pre-school will ensure that the following good practices are observed:

- Hands washed with soap from a soap dispenser after using the toilet.
- Hands washed with soap from a soap dispenser before and after using food.
- Children with pierced ears not allowed to try on, or share each other's earrings.
- Paper towels are disposed of appropriately.
- Hygiene rules related to bodily fluids followed with particular care and all staff and volunteers aware of how infections including HIV infection, can be transmitted.

### **Cleaning and clearing**

Any spills of blood, vomit or excrement wiped up and flushed away down the toilet. Rubber gloves always used when cleaning up spills or body fluids. Floors and other affected surfaces disinfected using chlorine or iodine bleach diluted according to the manufacturer's instructions. Fabrics contaminated with body fluids thoroughly washed in hot water.

Spare laundered pants, and other clothing, available in case of accidents and polythene bags available in which to wrap soiled garments.

All surfaces cleaned daily with an appropriate cleaner.

This policy was renewed and updated in September 2020  
It will be reviewed annually.