

St. Paul's Church Nursery School

Health and Hygiene – Policy and Practice

Our Nursery promotes 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:

Health

Food

- All snacks provided will be nutritious and pay particular attention to children's particular dietary requirements.
- When cooking with children as an activity, the adults will provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet.

Outdoor Play

Children have the opportunity to play in the fresh air throughout the year in the garden area adjoining the Nursery hall.

Illness

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

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

Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing.

If a child is on 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 child's name, dosage and any instructions. Where local regulations require it, guidance will be sought from social services before people other than parents agree to administer medicines.

Written information will be obtained from the parent, giving clear instructions about the dosage, administration of the medication and permission for a member of staff to follow the instructions.

All medications will be kept in a lockable cupboard.

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

The Nursery will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their package until needed.

Information sources

Parents will have the opportunity to discuss health issues with the Nursery staff and will have access to information available in the Nursery.

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

Hygiene

Checks are made each day before the children arrive to make sure the setting is clean.

Toilets are checked regularly throughout the session by adults to maintain cleanliness.

There is a daily cleaning routine built in to each session for the premises.

To prevent the spread of all infection, adults in the group will ensure that the following good practices are observed:

Personal Hygiene

- Hands to be washed after using the toilet
- Jewellery is discouraged. Children with pierced ears should only wear earrings of a 'stud' variety and are not allowed to try on or share each other's earrings,

- A large box of tissues is available and children are encouraged to blow and wipe their noses when necessary. Soiled tissues disposed of hygienically.
- Children encouraged to shield their mouths when coughing.
- Individual towels are available or paper towels used and disposed of appropriately.
- Hygiene rules related to bodily fluids are followed and all staff and volunteers are aware of how infections, including HIV infection, can be transmitted.

Food

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

In particular, each adult will:

- Always wash hands under running water before handling food.
- 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.
- Never cough or sneeze over food.
- Use different cleaning cloths for kitchen, art 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 the reach of the children. Keep a lid on the dustbin and wash hands after using it.
- Wash fresh fruits and vegetables thoroughly 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.

Tea towels will be kept scrupulously clean.

All utensils will be kept clean and stored in a dust-free place, e.g. closed cupboard or drawer.

Cracked or chipped china will not be used.

This policy was adopted at a meeting of St. Paul's Church Nursery School Committee on 27th January 2004 and reviewed on a three year cycle in line with the School Development Plan.

Signed on behalf of the Management Committee _____

Signed on behalf of the Nursery _____ Date _____

Review Date _____