

# Health and Hygiene Policy



Burton Pre-School  
Playgroup

**Burton Pre-School Playgroup promotes a healthy lifestyle and a high standard of hygiene in its day to day practices with the children and adults.**

This is achieved in the following ways.

## **Health**

### **Food**

All meals and snacks provided will be nutritious and are suitable 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**

The children will have the opportunity to play in the fresh air throughout the year.

### **First Aid**

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

All playgroup staff have attended first aid courses.

Procedure to be followed in the event of an accident to a child or member of staff or public –

1. The Duty First Aider or alternative First Aider will take charge of the incident and deal with as necessary.
2. Other staff members will ensure that children are kept away from the area of the accident so they cannot see what is going on. If safe to do so move the patient to a place where children cannot see.
3. If an accident is of a serious nature, the parents of the child or the member of staff's nominated contact are to be informed.
4. If a child or staff member needs to go to hospital, then a staff member will accompany them. The name and address of the hospital will be passed on to the family.
5. Details of accident to be recorded in an accident book stating place, time, and how the accident happened and the nature of the injury.



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6. Further notes of treatment and witnesses should be recorded within the accident book.
7. Accident if necessary should be reported to the Health and Safety if required under RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
8. Contact to be made with parents as to the well being of the patient within 24 hours of the accident.
9. No admission of liability or comment is to be made whatsoever.

## Information Sources

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

The playgroup 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

### Personal Hygiene

- Hands are washed after using the toilet
- Children with pierced ears are not permitted to try on or share each other's earrings
- A large box of tissues will be available at all times and children are encouraged to blow and wipe their own noses when necessary. Soiled tissues to be disposed of hygienically in the tissue bin.
- Children are encouraged to cover their mouths when coughing.
- Paper towels when used to be disposed of appropriately.
- Hygiene rules related to bodily fluids are followed with particular care and all staff and volunteers are aware of how infections such as HIV infection are transmitted.

### Cleaning and clearing

Any spills of blood, vomit or excrement are wiped up and flushed down the toilet. Gloves are always used when clearing up spills of bodily fluids.

Floors and other affected surfaces are disinfected using chlorine or iodine bleach diluted according to manufacturer's instructions. Fabric contaminated with bodily fluids thoroughly washed in hot water.



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Spare laundered clothing in the case of a change of clothes being needed. Polythene bags are available in which to wrap up soiled garments.

All surfaces are cleaned daily with an appropriate cleaner.

Any animals or pets that visit – children are to wash their hands after touching them.

## Food

The playgroup will observe current legislation regarding food hygiene, registration and training. In particular, each adult will :

- Always wash hands under running water before handling food and after using the toilet.
- Not to be involved with the preparation of food if suffering from any infections or contagious illness or skin condition.
- Never smoke in any rooms on the premises. No smoking in the school site.
- Never cough or sneeze over food.
- Use different coloured cleaning cloths for cleaning tables and toilet areas.
- Ensure waste is disposed of properly and out of reach of children. Keep a lid on the dustbin and wash hands after using it.
- Wash fruit 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 are kept clean and washed regularly. All utensils will be kept clean and stored in a dust free place, eg, a closed cupboard or drawer. Cracked or chipped cutlery will not be used.

Within the kitchen area the playgroup staff have access to a kettle, microwave and a toaster. All of these items are safety checked regularly. The above items are stored out of reach of the children.