



Children and Families

# Hygiene Policy

## **Arrangements for Review:**

**Katy Gilley** is responsible for the implementation of this policy and conducting regular reviews. This policy was adopted in July 2011 and reviewed in:

September 2011  
September 2012  
October 2013  
November 2014  
November 2015  
October 2016

Next review date **October 2017**

## **Policy Context:**

Seashells and settings are committed to providing and promoting a clean and hygienic environment to safeguard the physical and emotional well-being of all children and families using the Centre. This means ensuring that all staff, parents, carers and volunteers are aware of and follow hygiene procedures, and that children are shown the importance of good hygiene practices.

## **Aims:**

Seashells and settings aim to:

- Safeguard the health and well-being of children and families using the centre by maintaining a hygienic environment, preventing unnecessary spread of infection, raising children's awareness of good hygiene practices, and preparing and handling food and bottles safely.
- Ensure that all families using the children's centre are aware of and have access to our hygiene policy and procedures.
- Ensure that all staff are aware of their responsibilities in relation to hygiene and that they have the relevant training and qualifications. All new staff will be made familiar with hygiene protocols in their induction.
- Ensure staff are kept up to date with the latest information and advice from local authority health services and/or other health agencies

## **Strategies for maintaining hygiene standards:**

### **Education:**

- Children will be shown good hygiene practices, and be told why they are important, for example when to wash hands, how to use toilets correctly, not to use utensils or eat food that has been dropped on the floor or handled by other children.
- All children will be encouraged to follow the basic hygiene rules independently when they are at an appropriate age.
- The centre will ensure parents/carers are aware of the hygiene policies and will provide appropriate information and advice concerning hygiene.

### **Personal hygiene:**

- Children will be shown how to use toilet correctly, and to wash and dry hands after using the toilet
- A tissue station with a large box of tissues is available and children are encouraged to blow and wipe their noses when necessary. Soiled tissues to be disposed of hygienically.
- Children are encouraged to shield their mouths when coughing or sneezing.
- Hygiene rules related to bodily fluids to be followed with particular care and all staff and volunteers aware of how infections, including Hepatitis B and HIV infections, can be transmitted.
- Any cuts or open wounds are appropriately cleaned, and dressed with a waterproof covering. Where possible, this should be carried out by staff with relevant first-aid certificates. Staff should always wear disposable gloves to do this.

- If it is a member of staff that is involved in food preparation all dressings must be bright blue in colour.
- Staff are instructed to wash hands:
  - before serving children's food,
  - after assisting children using the toilet,
  - after giving any first aid,
  - after wiping children's noses,
  - before and after changing soiled clothes.
  - After dealing with any spillages
  - Staff should use disposable gloves when coming into contact with bodily fluids.
  - On arrival at work and on departing for home.

### **Clean Environment:**

- A daily cleaning routine will be in place for the setting, carried out by named staff or contractors, to include all play areas, toilets, kitchens and nappy-changing areas.
- All cleaning equipment to be checked regularly to ensure it is clean and appropriate for use.
- All toys and outdoor play equipment will be cleaned and checked daily for defects by named staff.
- Sand / water play areas will be checked daily and sand/water is regularly changed
- All surfaces cleaned daily with an appropriate cleaner, and tables on which children eat to be wiped before and after use
- All rubbish will be disposed of safely to ensure that children do not have access to rubbish.
- Paper towels or hand drying machines should be used in toilet facilities.
- Any spills of bodily fluids wiped up and disposed of in either the appropriate clinical waste bins or sanitary bin. Disposable rubber gloves will always used when cleaning up spills of body fluids and disposed of in the appropriate clinical waste bins or sanitary bin. Floors and other affected surfaces disinfected using suitable cleaning products diluted according to the manufacturer's instructions. Fabrics contaminated with body fluids thoroughly washed in hot water.
- Spare laundered underwear, and other clothing, are available in the case of accidents and polythene bags available in which to wrap soiled garments.

### **Food Hygiene**

- All areas where food / bottles are prepared must be cleaned daily with appropriate disinfectants
- Fridge/microwaves to be cleaned weekly
- All adults and children are encouraged to wash their hands before preparing or eating food
- All tables to be wiped prior to children eating at them

- All staff involved in the preparation of food to be aware of and follow good hygiene practices (e.g. separate chopping boards, covering foods) and clear routines for food storage. Staff should hold relevant qualifications where appropriate.
- Bottles or milk are not to be reheated due to bacterial growth
- Food handling procedures are monitored and reviewed regularly
- All bottles / feeding equipment / dummies are appropriately stored, sterilised before use, are thoroughly cleaned if dropped on the floor, and are cleaned after use.

**Bathroom facilities:**

- Bathroom facilities to be checked and cleaned daily by named staff using appropriate disinfectants. Nappy change facilities to be cleaned after each use
- Signs in place to encourage adults / children to wash their hands after using the facilities
- All clinical waste – e.g. disposable nappies, wipes – will be disposed of in appropriate labelled bins and removed in a properly managed way (see also our Health and Safety policy).
- Potties are suitably cleaned with disinfectant after each use and appropriately stored
- When accessing a child care provision in the centre staff will ensure that children's nappies are regularly changed.

**Sickness:**

- The centre and settings have a Health, Illness & Emergency contact policy to set out appropriate guidelines to prevent the unnecessary spread of infection and illness.
- Parents and carers are made aware of the above policy and know when and how to notify the centre of illness, or when they should keep a child at home.
- This policy sets out the exclusion periods from Seashells and settings for children who are ill, including if they are infectious. The centre and settings take into consideration guidance from the Health Protection Agency with regards to exclusion periods for illnesses and infection control as well as the needs of the children and staff. A copy of this documentation is available on request.

**Policy Implementation:**

- All staff are made aware of this policy as part of their induction, reviews, and training.
- All parents/carers are made aware of this policy and are encouraged to follow the guidelines.
- Partner agencies are made aware of this policy and support its implementation where appropriate
- *This policy is linked to the Children and Families Ltd other policies including: First Aid, Food and Drink, Intimate Care, Sickness, and Partnership with Parents/Carers policies.*

**Arrangements for complaint:**

These are defined in the Children & Families Ltd Complaints Policy.