

## **Health and hygiene policy and procedure**

**(To be read in conjunction with the health and safety policy and the food, drinks and healthy eating policy. Please also see our Statement of Purpose)**

**It is the policy of *Wenvoe Playgroup* to promote a healthy lifestyle and a high standard of hygiene in our day-to-day work with children and adults.**

### **We do this by:**

- Meeting requirements made by the Food Standards Agency.
- Providing opportunities for parents/carers to discuss health issues with staff when their child starts attending or at any time during operational hours, either informally or formally.
- Providing training opportunities for staff and parents/carers in first aid and food preparation safety that meet or exceed regulatory requirements.
- Using domestic-strength cleaning fluids and storing them safely in line with our risk assessment.
- Operating an effective policy about children who are ill and have infectious illnesses.
- Providing opportunities and activities in practice that encourage children in our care to discuss and learn about the benefits of healthy lifestyle choices.
- Providing food and snacks that are healthy and wholesome, promoting and extending the children's understanding of a healthy diet.
- Planning all snacks in advance, taking account of all dietary requirements including those for medical, cultural, religious reasons and parental choice.
- Encouraging children to become independent in dealing with their personal needs.

### **The following procedures are in place to limit the spread of infection:**

A box of tissues is available for children to blow and wipe their noses as necessary. Soiled tissues are disposed of hygienically.

- Children are encouraged to shield their mouths when coughing and sneezing.
- Toilet facilities meet or exceed regulatory requirements and steps and nappy changing facilities are available as needed.
- Hands are washed after using the toilet, before handling food, after petting animals visiting the group and playing with soil, sand and creatures in the outside area.

- Individual hand drying facilities are provided and disposal of paper towels is appropriate.
- Arrangements for nappy changing and disposal meet environmental health requirements.
- Staff wear disposable aprons and gloves (which are disposed of appropriately) when changing children.
- Children with head lice are not excluded; advice about treatment for the whole family is given to all parents/carers.
- Tables and work surfaces are cleaned and wiped with an antibacterial product before meals and prior to cooking activities.
- Disposable nitrile gloves and aprons are always used when cleaning spills of body fluids.
- Any spillage of blood, vomit or excrement is cleaned up and disposed of safely with the use of a spill kit/pack and the surface disinfected.
- Please provide your child with spare clothes in their bag incase of accidents or for use after water/messy play. Please remember to include underwear and socks. Please hang them on your Childs coat peg and for safety transport their bags each day. The hall is used by others daily and no responsibility can be accepted by the group for the loss of personal items.

## **Food hygiene**

**Wenvoe Playgroup ensures the practice of storing, preparing and serving food meets (or exceeds) regulations for a food provider.**

### **We do this by:**

- Requiring identified members of staff to attend food hygiene training.
- Following recommendations in Welsh Government Food and Health Guidelines for Early Years and Childcare Settings (2009)
- Ensuring staff wear appropriate clean clothing and wash their hands before handling food.
- Providing separate sinks for food preparation and hand washing in line with Food Standards Agency requirements.
- Ensuring the kitchen area is free from contamination such as infestation of rodents, flies, etc.
- Maintaining separate cleaning materials for kitchen and toilet areas.

- Ensuring appropriate hygienic handling and disposal of waste in covered bins
- Ensuring tea towels are washed between sessions.
- Cleaning kitchen utensils after use and storing them in a dust-free place such as a closed cupboard or drawer.
- Including kitchen usage in the premises and equipment risk assessment so that damaged work surfaces cracked or chipped china are not used.
- Preparing raw and cooked food in separate areas.
- Asking parents/carers to supply any food and drinks in appropriate containers so that it can be stored until use at appropriate temperatures.
- Serving food and drink at a temperature and consistency that is safe and suitable for consumption.
- Serving any food and drink that requires heating immediately ,so that it is not left standing. No food or drink is reheated.
- Washing fresh fruit and vegetables thoroughly before use.

### **Food as an activity**

When cooking or handling food as an activity *Wenvoe Playgroup* takes full account of the above.

### **Toileting**

- Children who are in nappies are checked regularly and changed immediately if required.
- Children have access to toilet facilities at all times. Where appropriate children's steps are available. Help and assistance is given where needed.
- Independence is encouraged and privacy is respected.
- Children are accompanied to the toilet as soon as they indicate their need.
- Personal care is delivered only by fully checked members of staff.
- Children are taught good hygiene practice in relation to their own personal care as they grow to independence.
- Warm water and soap are available for children to wash their hands.

- Water temperature is controlled in the toilet area by a thermostatic valve. The water temperature is set to a safe temperature of 38 degrees.
- Toilets are checked regularly and cleaned daily (or according to need).
- Changing mats and related equipment are disinfected after each child.

### **Illness (see admissions and medication policies)**

- Parents/carers are asked to keep their children at home if they have any infection.
- Parents/carers are asked to inform the provision about any infection so that prompt attention can be given to other children who may appear unwell.
- A form is to be completed on return to playgroup with regard to your child's illness/absence
- Information about exclusion periods for the more common communicable diseases is made available to parents/carers (notice board).
- Parents/carers of a child who has been vomiting or had diarrhoea are asked not to bring their child in to the provision until at least **48 hours** has elapsed since the last attack.
- Parents/carers are informed of any outbreak of a significant infectious disease within the provision (in a confidential manner).
- Parents are asked to adhere to a doctor's advice with regard to illness. Doctors may advise a **minimum** timescale for some illnesses, however, we ask that you do not return your child to the provision until you feel they are well enough to do so.
- Members of staff whose children are unwell are not permitted to bring their child to the provision.
- All minor injuries, such as cuts or open sores, are covered.
- Sticking plasters may be used, unless specified by a parent/carer of a child's allergic reaction.
- *Kimberley Morgan is responsible for contacting F.A.S.T. who supply and check* first aid equipment is kept clean, replenished and replaced on an annual basis or when necessary. Items used will be recorded and replaced immediately. It is everyone's responsibility to advise Kim when equipment has been used.

## Outdoor play and sun safety

### To be read in conjunction with our Outdoor Policy & Procedure

- Children have the opportunity to play in the fresh air throughout the year, in Wenvoe Playgroup's own outside area.
- The outside area is checked thoroughly prior to use and all undesirable objects removed to ensure the health and safety of children and adults.
- Appropriate clothing is worn for all outdoor activities.
- Outdoor activities are arranged to avoid full sun. When the weather is particularly hot and sunny, the children may be limited to times in the garden area.
- Parents/carers are asked to apply high factor sun lotion to their child, prior to daily commencement. Do not leave sun lotion in your child's bag on their coat peg. If someone other than yourself is to collect your child and you wish them to have sun lotion, then please pass the lotion to a member of staff, labeled with the child's name, to store out of reach of the children.
- Sunhats are to be worn by children.

This **health and hygiene** policy and procedure was passed for use in Wenvoe Playgroup

On: 20.09.2017

By: Sandra Morgan      Position: Registered Leader