

Health and Hygiene Policy

Carousel Nursery School adheres to high levels of health and hygiene at all times which ensures the safety of the children and adults. The following areas are considered in regards to health and hygiene for both adults and children.

For more information on COVID-19 in relation to the operation of the nursery and procedures for symptoms see COVID-19 Reopening Plan.

RIDDOR for Staff and Children

Reporting of injuries, diseases and dangerous occurrences (RIDDOR) regulations 1995 is a legal requirement to report work related accidents, diseases and dangerous occurrences. This relates to employees and children in our care. A report may need to be made on any of these incidents and it will need to include:

- The date and method of reporting
- The date, time and place of the event
- Personal details of those involved
- A brief description of the nature of the event

A record of any RIDDOR will need to be kept for three years from the date of which it happened, and this must be kept confidential from other staff. Reports are made either to the incident contact centre or the environmental health department of the local authority and if it is a report about a child then OFSTED will need to be informed. There is more information in the RIDDOR booklet and many other booklets, in the health and safety folder located in the office.

Useful numbers:

Ofsted: 03001231231

RIDDOR: Report online – www.hse.gov.uk/riddor/ or 03453009923 – for reporting fatal/specified incidents only.

Local Health Protection Unit (HPU): 03442253861 (options 1 to 4 depending on area) / out of hours number for professionals only: 08449670082.

Notifiable Diseases

According to the Public Health (Control of Disease) Act 1984 it is law to follow the procedure for reporting notifiable diseases. The Notifiable Diseases Statement and Guidance on Infection Control in Schools and other childcare settings, shows all diseases which need to be reported immediately to the local health authority, Carousel staff follow this guidance.

If a child has a notifiable disease, staff will need to check that the child's GP has reported the notifiable disease to the Local Health Protection Unit. If the disease has already been reported by the doctor/hospital etc then it must not be reported again. If not the nursery management will report the notifiable disease to the Local Health Protection Unit. When reporting the diseases staff must include the details as follows:

- Patient name, age and sex.
- Nursery address
- The disease, or poisoning, which the patient is suffering
- The date (if not approximate) of onset of illness.

Diseases notifiable (to Local Authority Proper Officers) under the Health Protection (Notification) Regulations 2010:

- Acute encephalitis
- Acute meningitis
- Acute poliomyelitis

- Acute infectious hepatitis
- Anthrax
- Botulism
- Brucellosis
- Cholera
- Diphtheria
- Enteric fever (typhoid or paratyphoid fever)
- Food poisoning
- Haemolytic uraemic syndrome (HUS)
- Infectious bloody diarrhoea
- Invasive group A streptococcal disease
- Scarlet fever
- Legionnaires' disease
- Leprosy
- Malaria
- Measles
- Meningococcal septicaemia
- Mumps
- Plague
- Rabies
- Rubella
- SARS
- Smallpox
- Tetanus
- Tuberculosis
- Typhus
- Viral haemorrhagic fever (VHF)
- Whooping cough
- Yellow fever

As of April 2010, it is no longer a requirement to notify the following diseases: dysentery, ophthalmia neonatorum, leptospirosis, and relapsing fever.

Sun and Weather Safety

In order for the children to play safely in the outdoor area and for them to attend regular outings, we ask all parents to supply the following items:

- For summer: Sun cream (clearly labelled and within one year of being opened); sun hat (clearly labelled). To keep at nursery.
- For winter/wet weather: winter coat, scarves, hats and gloves raincoat and wellingtons.

Parents must apply suncream to their child/ren before coming to nursery. Staff will reapply suncream after lunch for the children that are in all day. Staff will notify parents when sun cream is running low so that it can be replaced. Similarly staff will ensure children wear their own wet weather gear or if available wear nursery wet weather clothing.

Please note: It is parent's responsibility to supply sun cream for their child as Carousel Nursery School will not take any responsibility for skin complaints gained as a result of this.

In cases where sun cream is not supplied, the child may not be able to take part in a full range of activities; the same will occur if wet weather gear and winter coats are not provided.

Sick Child/Exclusion Procedure

At Carousel Nursery School we try to minimise the amount of absences of the children. However due to infections and childhood illnesses your child may be unable to attend. It is of great importance that children who are ill or have infections are kept away from the nursery to help reduce the risk of spreading the infection or illness. Carousel Nursery School may request that a child is sent home for a

number of reasons but please remember that we have a responsibility to keep all the children safe from illness and infection. Whilst it may be inconvenient to you - your child's health and welfare and the welfare of others in our care, is our first priority.

We follow the guidelines for illnesses and infection control set out by the Health Protection Agency. In the event of infection or illness, staff at Carousel Nursery School will adhere to following procedure to prevent the illness/infection from spreading.

- When the child is not their usual self, (e.g. inactive, crying excessively) the child's temperature will be taken.
- If their temperature is normal the child will be taken to a quiet room to rest and we will notify parents and them updated and will have their temperature taken at regular intervals (15 mins).
- If at any point, the child's temperature exceeds 38 degrees, a member of staff will monitor the child and make him/her as comfortable as possible. In the meantime another member of staff will contact the parent/carer explaining the situation and (if the parent has already supplied calpol to stay at nursery) requesting that the child is collected from nursery as soon as possible.

Other circumstances that may require the child to be collected are:

- Sickness and diarrhoea (teething or any other reason) – one case of sickness or three consecutive loose nappies or stools. Please note – in cases where an infection has already been reported within the nursery this may be subject to change. Dehydration can affect babies severely within 4 hours.
- Leakage of any bodily fluid – ear fluid, runny eyes etc. If there is an ongoing medical reason then we will require proof from the doctor/specialist.
- Displaying unusual behaviour – crying excessively, being inconsolable, being inactive.
- High Temperature – above 38 degrees.
- Headlice – If a member of staff can visibly see the presence of headlice in children(s) hair.

If your child is sent home from nursery it is recommended that you seek medical advice from your Doctor. If your child is diagnosed with any infection or illness please notify the nursery as soon as possible. **Please note – If you are asked to collect your child from nursery but fail to make any reasonable attempt to do so Social Care will be informed.**

Your child will be allowed back at Nursery when:

- Your child has gone 48 hours since the last bout of diarrhoea or sickness.
- Temperature has decreased.
- Have been prescribed antibiotics or steroids and have taken them for 24 hours at home.
- Children who have had a disease or illness must have a written Doctor's note saying that the child is no longer contagious at manager's discretion.
- Has had headlice treated with a medicated shampoo or lotion.
- Is acting as normal and seems to have recovered.

Children with broken limbs and have a cast on are able to attend nursery as long as they are able to access necessities only on the advice of their doctor, and staff may need to risk assess this. Children with sprains/strains are also allowed to attend nursery but this may not be advisable, again staff may need to risk assess this. Staff will record all illnesses such as sickness and diarrhoea on an incident form, which must be signed by the parents.

Children's injuries and illnesses are all logged in their personal file and monitored regularly.

Nappy Changing Policy

Children wearing nappies will be changed as and when needed according to their individual needs in addition to the scheduled nappy changing times in the daily routine for each group.

Staff at Carousel will follow the following procedures:

- Disposable gloves are worn, separate for each child, and disposable aprons are worn.
- Nappy bins are used for disposing nappies.
- Nappies are wrapped in a nappy bag then in a bin liner and when full or giving bad odour put in the bin outside.
- Nappy mats are disinfected after each child.

- Wet and soiled under garments are removed and put into a nappy bag ready for their parents to collect. Clean garments from the child's basket or bag are put on the child.
- Carousel Nursery School will endeavour to dress a child appropriately with spare nursery clothes in the event of their own spare clothes not being provided.
- Parents supply nappies and baby wipes. A note will go in the child's bag, Xplor app or on the nappy chart on the main room door when nappies and wipes are low.
- Parents are asked to supply nappy cream if needed and will be stored in children's basket.

Only staff with a DBS and other suitable checks carried out by management will be able to change nappies. Students on long time placements with a DBS Check can change nappies at managers discretion but will be supervised.

NB- Parents are welcome to view the nappy books at any time they wish. Any unusual nappies i.e. a different colour, it will be written on the Xplor app and a member of management will be verbally informed.

Hygiene Policy

To prevent the spread of all infections, staff members ensure the following practices are observed:

- Hands washed before preparing food and washed after using the toilet and/or changing nappies
- Children with pierced ears do not share each others earrings.
- Children are encouraged to wipe their own noses and dispose them hygienically.
- Towels or paper towels are available and disposed of or cleaned appropriately daily.
- Staff must wear protective clothing including two gloves and disposable apron whilst changing nappies, cleaning toilets and emptying potties.
- Children over the age of two are encouraged to wash their hands after toileting and before snacks and meal times. Children under the age of two have their hands wiped with a flannel instead.
- Children are allocated a cot/bed sheet and stored in their baskets, these are washed regularly.

Cleaning and Clearing

Any spills of blood, vomit or excrement are wiped up using the blue flannels or the yellow mop and bucket if needed, if possible the blue flannels will be put straight in the washing machine to be washed, if not able to do this straight away they will be put into a nappy sack and put in the washing machine as soon as possible. Whilst wearing protective clothing as previously explained. Floors and other affected areas including clothes and toys are disinfected with diluted cleaning products and hot water (yellow mop and bucket). Spare clothing is available in case of these accidents and soiled garments are wrapped in a nappy sack and sent home with the child. All surfaces are cleaned daily.

During half term toys and room equipment are sterilised using a sterilising solution and are soaked for 30 minutes and then dried.

Sterilising Procedures

We have a steriliser in the babyroom. This is so toys and feeding equipment can be sterilised easily and quickly when needed in the room. Play resources and equipment in all rooms are sterilised as required. However this procedure is carried out throughout the year as toys are rotated. Nappy changing units are sprayed with a disinfectant solution after each use, to ensure that germs and infections are not spread. Work surfaces are cleaned at the end of the day and before and after food preparation.

Food Safety

The nursery rules are underpinned by government regulations and to ensure this management and staff seek training and review policies regularly. Under the new law ([Food information regulations 2014](#)) the nursery must display or verbally inform parents about what food we provide the children (which ensures that we provide information about the **14 allergens** and know all children who have allergies so that foods containing allergens can be excluded for these children). This includes snacks (on and off premises), foods prepared by children as part of activities and foods provided by others

such as party food or treats brought in by parents or special treats provided by the nursery such as the ice cream van.

To ensure Carousel adhere to government regulations we will:

- Carousel Nursery School staff will be given training if needed.
- Staff must always wash their hands under running water using soap before preparing food and after using the toilet/changing nappies/potties/cleaning. Staff must not be involved in preparing food if they had/have an infectious illness or skin trouble.
- Never smoke in the same room where food is being prepared (Carousel Nursery School commit to a no smoking policy in the nursery grounds).
- Never cough or sneeze over food.
- Use different cleaning cloths for kitchens and toilet areas.
- Prepare raw and cooked foods in separate areas.
- Keep food covered and/or refrigerated. The refrigerator temperature is recorded in the morning and afternoon.
- Food can only be heated via the microwave, Carousel Nursery School will not heat up food via the oven, food brought in that is only able to be heated by the oven will be sent home and parents will be contacted to arrange other food for the child to have. When heating food it must reach the temperature of 85 degrees or above (a temperature probe will be used and the temperature will be recorded).

Feeding Policy

Staff at Carousel Nursery School will aim to provide snacks and meals in a safe and hygienic environment for all ages of children in our care.

The following points regarding meals apply:

- Breakfast is provided for children that arrive at the Nursery between 6:30 and 8:30 am. Breakfast consists of a variety of cereals which are whole grain and nutritious and milk is also supplied. (for children over one years of age)
- Packed lunch can include a hot meal which we can reheat using a microwave for babies and toddler groups only.
- We do ask for parents not to provide their child with frozen meals.
- We do not re-heat rice and we only ask for the microwavable rice pouches and ask that parents not provide grapes at the risk of choking, these will be sent home if brought in.
- Lunchtime starts at approximately 11:30am for babies and toddlers and 12pm for preschool.
- Teatime starts at approximately 3:30pm for babies and toddlers and 4pm preschool.
- Children's lunch boxes must be labelled and stored on the lunch box trolleys. Parents must provide a cool pack to go in the lunch box.
- When your child starts at Carousel Nursery School you will be ask to disclose any allergies or dietary requirements to the nursery staff. Allergies will be displayed in food preparation areas to avoid contamination.

Lunchboxes

We ask parents to provide healthy lunchboxes/meals, such as providing fruit and vegetables and not too many treats. We ask parents to provide water bottles for children to drink with just water, carousel drinking bottles are provided for all the preschool children and are to stay at nursery.

All feeding equipment and lunchboxes must be fully labelled with child's name. To ensure that health and hygiene standards remain high with in the nursery:

- Children are asked to wash their hands before each snack and meal time.
- Feeding areas are cleaned thoroughly before and after use.
- Staff members preparing snacks and meals wear a plastic apron and wash their hands before handling any food items.

Snack

The sharing of refreshments can play an important part in the social life of children at the nursery as well as reinforcing the importance of healthy eating. In addition, snack time provides children with an

opportunity to develop exploration skills through experiencing food that they have not seen or tasted before. Carousel Nursery School will ensure that:

- All snacks provided are nutritious, avoiding large quantities of fat, salt, sugar, additives and preservatives.
- Snack offered at around 9.30am - 10.00am and 1.30pm - 2.00pm
- Children over 1 year are offered 1/3 of a pint of milk per day.
- We endeavour to provide a selection of fruit combined with something to engage the children's interest, eg, an exotic fruit like a coconut or mango, and something like a naan bread or different type of cheese. We often plan snacks around a particular topic, so if we were looking at a country for a week we would endeavour to provide food from that country for the child to try and experience.
- Ensure that the children's water bottles are freely available at all times during the day,
- Staff write about how the child has eaten via the Xplor app and any uneaten food is sent home.

Baby Bottles

All bottles should be provided by parents and brought to nursery when the child begins their session or kept at nursery. All baby bottles are heated by standing the bottle in a jug of boiling water. Feeding times will be agreed by parents and the child's key person during the settling in process. Babies that are bottle-fed will be held by a member of staff to be given their bottle. This provides the child with secure and comforting environment whilst helping to create a bond with the staff. As the baby develops, and with consultation with parents, the child will gradually be encouraged to feed themselves depending on their level of development. When the child begins weaning on to foods they are sat in a highchair at feeding times. All of these developmental stages are discussed between staff and parents to ensure that the nursery adheres to parents' wishes. Staff are able to advise parents and carers about bottle feeding and weaning and parents are also signposted to their Health Visitor or Local Family Hubs .

Please note staff encourage parents to allow us to make up baby milk with parental and manufactures guidance fresh each time.

Breastfeeding

We welcome children who are breastfed and we can provide a private space appropriate for feeding. We can also accept expressed breast milk when needed. Breast milk is heated or prepared as requested by the parent.

Medication Policy and Procedure

At Carousel Nursery School we liaise with parents on a daily basis to ensure children who have medication do so appropriately. To ensure the correct dosage etc is given to the child, staff at Carousel will follow the following procedure:

All medication needs to be agreed by a member of management

- On arrival parents must sign the medicine form, completing the details of the medicine, child's details, expiry date, dosage and times as well as the reason for the medication. Parents must sign to give permission.
- Medicine forms are kept filed away in the office in the child's personal files. Only qualified staff may administer medication. Expiry dates must always be checked and will not be administered if out of date.
- Carousel Nursery School will only accept prescribed medication and the child must have one days dosage of medication at home before attending nursery, for example: if the medication instructions says 3 x a day, this means they must have those 3 dosages before coming back into the nursery.
- The only un-prescribed medication Carousel Nursery School accepts is paracetamol suspension, (calpol) however this is not a long term solution and if the staff/managements concern for the child's health increases then parents will be called to collect their child and seek medical advice - this is to help staff safeguard the children.
- All medication will be stored appropriately, following the instructions on the bottle. All medication must be labelled with the child's name.

- Once medication has been administered, staff will then record this in the medicine form, sign and also a witness will sign to confirm the dosage and time given. Later the parent will be informed during pick up time and will be asked to sign the medicine form.
- All medication must be signed in at the start of the day when the child arrives and at the end of the day when the parent/carer collects. This is so staff know that the medication needs to be administered and the parents are aware what time and dosage has been administered to the child.
- Children less than two years of age should be sat in a secure seat e.g. high chair or bumbo, so that medicines can be administered safely.
- Children over the age of two should be sat on a chair out of the vicinity of other children and administered the medicine.
- A witness should be present at all times.
- It is staff's responsibility to sign the medicine form immediately after giving medicines and to store the medicines correctly before and after use.
- All medical conditions will be logged and a plan put in place for each child.
- Medications used in emergency such as an inhaler or an epi pen will be kept in the room where the child is in case of an emergency.

No Smoking Rules

Carousel Nursery School operates a strictly no smoking policy. This applies to any persons accessing the nursery at any time including parents and staff, and all areas surrounding the building. This is in compliance with the No Smoking Legislation 2007. There are 'no smoking' signs displayed throughout the building and entrance and exits. All users of the premises must comply with this policy. When staff are on breaks they must either take off their uniform or cover it with clothing which is not worn with the children when smoking and ensure their hands are washed and staff must freshen up when arriving back in the building.