Health and Hygiene Policy and Practice

Links to Key Legislation and Guidance
- Children Act 1989 and 2004
- International Children's Emergency Fund 1989
- Every Child Matters 2004
- Early years Foundation Stage 2014
- The Health and Safety at Work Act 1974
- The Management of Health and Safety regulations 1992
- Public Health Act 1988 &1989
- Health Protection Agency 2004
- The Food Safety Regulations 1995
- The Food safety Act 1990

Policy Statement
Busy Bees Nursery and Pre-School 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
- All meals and snacks provided are healthy, balanced and nutritious. We also pay close attention to detail with each child’s individual dietary requirements and will offer alternative foods and milk if needed.
- Fresh drinking water is available at all times.
- When cooking with children as an activity, the adults will provide a variety of recipes to ensure that promoting a healthy, wholesome diet is also achieved.
- Busy Bees must notify Ofsted if we suspect a food poisoning incident affecting two or more of our children and inform our local environmental health officer: 01432261761
- Busy Bees must notify Ofsted and the Hereford Health Protection Team on 03442253560 or out of hours 01384679031, if we have a notifiable illness within the setting, see infection control list for such illness.

Outdoor Play
Busy bees is situated in a very rural community, therefore we have a wealth of outdoor spaces for our children to explore, play and enjoy. We run forest school sessions and use one if not all of our 3 gardens daily.
Illness

- Parents are asked to keep their children at home if they are unwell, we also ask that parents inform us of the nature of their infection to ensure we can alert other parents and make careful observations of any other children who may seem unwell.
- Parents are asked to inform Busy Bees if their child/ren have not had up to date vaccinations.
- Staff are also asked to inform management if they have not had their up to date vaccinations.
- If Busy Bees has a reason to believe that any child is suffering from a notifiable disease, identified as such in the Public Health Regulations 2014 (page 5-8, any * illnesses), for example German measles, measles or scarlet fever, Busy Bees would notify Ofsted and contact the public health on: 02076548000 for advice and would follow any instructions given.
- Please refer to ‘Advised Minimum Exclusion Periods’ attached to policies, Busy Bees follows this document for exclusion periods for all staff and child illnesses.
- If we had an outbreak of an infectious illness, we would follow our cleaning policy attached at least once a day, and our risk assessment for ‘gross cross contamination’ would become active.
- We would also email all our parents and put a sign up to inform them of the nature of the illness, signs and symptoms and where to find help. Advise on whether to stay off nursery if they have not had their vaccinations or if pregnant.
- Staff would be notified of the illness and advised of any cleaning procedures needed or to not come into work if they have not had their vaccinations or are pregnant.
- If a child becomes unwell whilst in the care of Busy Bees, the parent/carer or nominated person would be contacted immediately to come and collect their child.

Injury

Busy Bees must notify Ofsted, Riddor and local child protection agencies of any serious accident, injury or death to a child whilst in the care of the nursery.

- Any child who arrives at Busy Bees with an existing injury, sustained outside of nursery, will be asked to fill out an incident/existing injury form, which the parent must sign. Forms to be found in the accident folder, located in the office.
- Any accident or injury occurred during the child's session at Busy Bees will be recorded in the accident book, located in kitchen in first aid cupboard. This will be followed up with an explanation to the parents and a signature needed.
- Cuts or open sore, whether adult or child are to be covered with a sterile adhesive dressing, which are individually wrapped and stored in the first aid box, located in the marked cupboard in the kitchen. When allergies prevent the use of an adhesive dressing, an alternative will be sought with the parents consent.
- If the skin is broken by a bite from a child to an staff or other children, the wound must be washed thoroughly using sterile water. Contact local doctors or go to A & E immediately.
Busy bees will ensure all first aid equipment is kept clean, replenished and replaced if necessary. Sterile items will be kept in their packages until needed.

All Busy Bees staff will receive up to date full paediatric first aid training.

Medication

- Any medical or health concerns of a child are recorded on admission forms. If a child has a long term medical plan, then training will be provided for all staff.
- Medicines should not usually be administered unless they have been prescribed by the child’s doctor, dentist, nurse or pharmacist. Written consent from the parent must also be sought.
- Non-prescribed medicines, for example pain relief or teething gel may be administered providing there is written consent.
- If a child becomes unwell during their time at busy bees, such as a temperature, emergency sachet calpol will be kept in the medical cupboard and verbal consent from the parent needed, then the written consent when the parent comes to collect the child.
- All medication will be stored strictly in accordance with the products instructions and in the original container.
- All records of medication administered will be kept in the medical file and reviewed regularly.
- The medical forms will clearly state the child’s name, reason for medication, date, name of medication, dosage required and when required.
- All administering of medication will be witnessed by another member of staff.

Information Sharing

- Parents will always have the opportunity to discuss health issues with Busy Bees staff.
- Busy Bees will maintain links with health professionals and obtain advise if and when needed.
- All health information will only be shared between the nursery, parent and other health care professionals, including social services.

Hygiene

To prevent the spread of infections, Busy bees staff will ensure the following practices are maintained:

- Hand washing is essential at all times for adults and children. After toileting, before eating or preparing food, after blowing noses or coughing.
- Where hand washing is not available, such as when outside, antibacterial hand gel will be used until a thorough hand wash is able.
- Tissues will be present in all rooms, and children will be encourage to blow their own noses and dispose of the tissue immediately.
- Children will be encouraged to cover their mouths and noses when sneezing or coughing and then taken to wash hands.
- Children's own wipes are to be used to clean faces and disposed off immediately.
- Individual paper towels will be available at all times and disposed off immediately after use.
- Staff are trained on infection control and informed of the risks involved with poor hygiene.
- There is a nappy changing procedure in place for all staff to follow.
- There is also a food hygiene procedure in place and a cleaning procedure.

**Bodily fluid spillage**

- Any spillages from blood, soiled or vomited will be cleaned up by using blue roll or paper towels. All will be wrapped in nappy sacks and disposed of in the nappy bin.
- Disposable rubber gloves and disposable aprons must be worn at all times and changed if gross contaminated, and disposed in the same way as above.
- All areas will be cleaned using antibacterial wipes and floors cleaned thoroughly with Milton or bleach.
- Any clothes contaminated will be wrapped in plastic bags.