



Health and Hygiene Policy, including first aid and administering medicines

Links to Key Legislation and Guidance

- Children's Act 1989 & 2004
- Children and Families Act 2014
- Statutory Framework for the Early Years Foundation Stage DfE 2021
- Working Together to Safeguard Children DfE 2018
- Keeping Children Safe in Education DfE 2021
- The Health and Safety at Work Act 1974
- The Food Standards Act 1999
- DfE Guidance on the use of emergency salbutamol inhalers 2015

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, as well as the occasional treat.
- Busy Bees has a separate healthy eating policy which highlights how we aim to promote this.

- 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 our local HPT if we have a notifiable illness within the setting, see infection control list for such illnesses.

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, all of which encourage physical development. 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 reason to believe that a child is suffering from a notifiable disease, identified in our infection control policy we would contact our local health protection team <https://www.gov.uk/health-protection-team>.
- We refer to 'Advised Minimum Exclusion Periods' attached to infection control policy, when children or staff are unwell.
- If we had an outbreak of an infectious illness, we would follow our cleaning policy, and conduct a risk assessment detailing how we could minimise further spread.

- We email all our parents to inform them of the nature of any 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 and first aid

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 existing injury form, which the parent must sign. Forms to be found in the accident folder.
- Any accident or injury occurred during the child's session at Busy Bees will be recorded on an accident form. This will be followed up with an explanation to the parents and a signature needed.
- Cuts or open sores, 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 from a bite from a child to a staff or other children, the wound must be washed thoroughly using sterile water. Parents to be telephoned and suggest seeking medical advice.
- 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.
- 1st aid equipment checked and replenished monthly.
- When a child has a bump to the head a letter will be written for the child's family detailing what to look out for, but the practitioner will ensure they make contact

with the family and know that they have received the message. The method of contact will be recorded on the head bump form.

- **All Busy Bees staff will receive up to date full paediatric first aid training and one member of staff will hold the full first aid at work qualification.**
- First aid training will be reviewed annually and training provided where needed.

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. **Childs name and date must be on medicine.**
- Non-prescribed medicines, for example pain relief or teething gel may be administered providing there is written consent.
- 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.
- Any children with long term health concerns will be issued with an individual health care plan, which all staff will receive training on. These will be developed with the child's parents and where possible medical advice sought.

Emergency Medicines

If a child becomes unwell during their time at busy bees, we will store emergency medicines on premises. All parents will be asked for prior consent to use these medicines in an emergency, and where possible we will telephone prior to administering. These will include,

- calpol to be administered for minor illness such as temperatures and colds.

- piriton if we suspect the child is having an allergic reaction.
- salbutamol inhaler **for use by children who have diagnosed asthma or have been prescribed an inhaler as reliever medication** when theirs in not present. All manufacturing information and instructions shall be followed when using the emergency asthma inhaler kit, and dosages used will continue to follow the child's individual care plan.

If emergency medicines are administered, parents must be informed as soon as possible and signature obtained upon collection of the child.

All medicines will be clearly labelled in first aid cupboard.

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 advice if and when needed.
- All health information will only be shared between the nursery, parent and other health care professionals.

Hygiene

To prevent the spread of infections, Busy Bees staff will ensure the following practices are maintained and our infection control policy is followed at all times:

- 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.

- Individual paper towels will be available at all times for hand drying 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 a food hygiene procedure in place and a cleaning procedure.
- Bed mats are to be cleaned after each use.
- All flannels, towels, clothes and tea towels are to be washed on the highest temperature of 90°C.
- Separate mops to be used for kitchen and bathrooms, mop heads to be washed daily on 90°C cycle.

Bodily fluid spillage

- Any spillages from blood, soiled or vomited will be cleaned up by using kitchen roll, toilet 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.