HEALTH AND HYGIENE POLICY.(see also safety policy, administration of medicines, allergy policy, Fire safety and Emergency Evacuation, outing procedures, food and drink policy and safeguarding and child protection policy)

Please also refer to

Notifiable diseases and causative organisms: how to report May 2010

https://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report

Statutory Framework

Early Years Foundation Stage Statutory Framework September 2026

Health Protection in education and childcare settings -1st April 2022

Health and Safety at Work Act 1974

Health and Safety (First Aid) Regulations (1981)

Control of Substances Hazardous to Health Regulations 2002(COSHH)

Food Hygiene (England) Regulations 2006

Manual Handling Operations Regulations 1992

Regulatory Reform (Fire Safety) Order 2005

RIDDOR Guidance and Reporting Form: www.hse.gov.uk/riddor

Reporting of injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

Food Safety Act 1990

Health Protection (Notification) Regulations 2010

Data Protection Act 2018/UK GDPR (accident and medical records)

Equality Act 2010

First Aid and Emergencies:

A correctly stocked first aid box will be available at all times. This will be regularly checked and any out of date or used items will be replaced immediately. A record will be kept of first-aid equipment checks, including the date of the check and any action taken.

We will ensure that:

- the required number of staff hold valid Paediatric First Aid qualifications;
- the Paediatric First Aid qualifications meet the EYFS requirements;
- at least one member of staff with a valid full Paediatric First Aid certificate is present whenever children are eating;
- appropriate first-aid arrangements are included in risk assessments and arrangements for outings.

Accidents and Incidents

Accidents, injuries and incidents involving children will be recorded appropriately.

Parents/carers will be informed of accidents, injuries and incidents involving their child in accordance with the seriousness and circumstances of the event and the setting's procedures.

Where a child sustains a head injury or significant injury, the parent/carer will be informed as soon as reasonably practicable and appropriate information will be provided regarding symptoms requiring further medical attention.

Where appropriate, parents/carers will be asked to acknowledge the record of the accident, injury or incident.

Records will be stored securely and handled in accordance with data protection requirements.

Serious accidents, injuries and illness

In the event of a serious accident, injury or illness:

1. Appropriate first aid will be administered.
2. Emergency medical assistance will be obtained where required.
3. The child's parent/carer will be contacted as soon as reasonably practicable.
4. The child will be appropriately supervised while awaiting collection or medical assistance.
5. A member of staff will accompany a child to hospital where this is necessary and appropriate, in accordance with the setting's emergency procedures.
6. The accident/incident will be recorded.
7. The manager will consider whether notification to Ofsted, RIDDOR, the local authority, UKHSA, safeguard

Reporting accidents and incidents

Ofsted notification

We will notify Ofsted as soon as reasonably practicable, and within the 14 days, of matters that the EYFS requires to be notified, including:

- the death of a child in the setting's care;
- a serious accident or injury to, or serious illness of, a child in the setting's care and the action taken in response;
- food poisoning affecting two or more children cared for on the premises.

Where notification is required, the setting will follow the current Ofsted notification requirements.

Local Child Protection Agencies

Local child protection agencies are informed of any serious accident or injury to a child, or the death of any child, while in our care and we act on any advice given by those agencies.

Environmental Health

Any food poisoning affecting two or more children or adults on our premises is reported to the local Environmental Health Department.

RIDDOR and HSE

We will comply with RIDDOR and current HSE guidance.

Where an accident, injury, occupational disease or dangerous occurrence meets the statutory RIDDOR reporting criteria, we will make the required report within the applicable timescale.

Incident Book and Emergency Incidents

We will have ready access to emergency contact numbers, including:

- emergency services;
- police;
- fire and rescue service;
- gas emergency service;
- electricity emergency service;
- relevant local authority and safeguarding contacts.

An incident record will be maintained for significant incidents and emergencies.

These incidents include:

A break in, burglary, or theft of personal or the setting's property;
An intruder gaining unauthorised access to the premises;
A fire, flood, gas leak or electrical failure;
An attack on member of staff or parent on the premises or nearby;
Any racist incident involving staff or family on the setting's premises;
A notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after on the premises;
The death of a child or adult,
A terrorist attack or threat of one.
Any other major incident requiring emergency action

The incident record will include, where appropriate:

- date and time;

- nature of the incident;
- people affected;
- action taken;
- agencies contacted;
- advice received;
- any reference or incident number;
- follow-up action;
- insurance information where relevant.

Terrorist attack or threat

In the unlikely event of a terrorist attack, we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our lockdown and Fire Safety and Emergency Evacuation Policy will be followed.

Children will be supervised and kept as safe as reasonably practicable.

Parents/carers will be contacted when it is safe and appropriate to do so.

The incident is recorded when the threat is averted.

Death on the premises

In the unlikely event of a child or adult dying on the premises, emergency services will be contacted immediately and their instructions followed.

We will make all required statutory notifications and safeguarding referrals.

Illness

Parents/carers are expected to inform the pre-school of any illness, medical condition, allergy or other factor that may affect their child's health, welfare or ability to participate safely in activities.

Children who are unwell should not attend the pre-school where their illness means that they are not well enough to participate normally or where attendance would create an infection-control risk.

We reserve the right to refuse attendance or request collection where a child is clearly unwell and cannot safely remain at pre-school.

Where there is uncertainty about a child's wellbeing, we may contact the parent/carer to obtain relevant information.

Any decision to refuse attendance will be based on the child's health, welfare, the risk of infection and relevant public health guidance rather than on arbitrary exclusion.

Diarrhoea and vomiting

Any child or member of staff suffering from diarrhoea and/or vomiting must remain away from the pre-school until at least 48 hours after the last episode.

This reflects current UKHSA public health exclusion guidance.

Antibiotics

A child who has been prescribed antibiotics may attend provided that:

- the child is well enough to attend;
- the illness does not require exclusion under current UKHSA guidance;
- any medication required at the pre-school can be administered safely and in accordance with the Administration of Medicines Policy.

Other infections and diseases

We will follow the current UKHSA public health exclusion guidance for infectious diseases and will seek advice from the local health protection team where appropriate.

The current UKHSA exclusion guidance will be used .

- https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/exclusion-table

Head lice

Parents/carers will be informed if head lice are identified.

Routine exclusion for head lice is not normally necessary.

Parents/carers are encouraged to check their children regularly and to arrange appropriate treatment where necessary.

Sick child awaiting collection

A child who becomes unwell while at pre-school will be kept away from the main group where reasonably practicable while remaining appropriately supervised by an adult.

Appropriate PPE will be used where necessary.

The area and any equipment or surfaces contaminated by bodily fluids will be cleaned appropriately after the child has left.

Reporting of 'notifiable diseases'

Some infectious diseases are legally notifiable.

Doctors and other registered medical practitioners have statutory responsibilities for notifying certain infectious diseases to the UK Health Security Agency.

Where the pre-school becomes aware that a child or member of staff has been diagnosed with a notifiable disease, the manager will:

- follow current UKHSA guidance;
- seek advice from the local health protection team where appropriate;
- follow any required exclusion or infection-control measures;
- make any notification required by the EYFS, Ofsted or other legislation;
- act on advice provided by UKHSA or other relevant authorities.

The preschool will not attempt to determine independently whether a disease is legally notifiable where professional advice is available.

Rest and Sleep

The Book Corner is a quiet, cosy area where children may go for some peace and quiet and/or to sleep.

Mats may be laid out to form a comfortable bed, and fleece blankets are available for extra warmth if required.

The area will be checked for hazardous items that could cause entanglement or suffocation.

Coats, hats and outdoor clothing will be removed before sleeping.

Staff in the preschool will position her/himself to be within sight and sound of the sleeping child/ren resting in the preschool area, and from where they can monitor the child/ren at sleep.

Sleeping child/ren will be checked at regular intervals (every 10 minutes) for warmth, breathing and general well being and this will be recorded in the sleep book.

If a child falls asleep in a buggy, car seat or on an adults lap they should be moved to a proper sleep surface.

Procedures for children with allergies (see also allergy policy)

We recognise that allergies can cause serious illness, including anaphylaxis, and will take reasonable and proportionate steps to reduce foreseeable risks.

Before a child starts at the pre-school, parents/carers will be asked to provide information about:

- diagnosed allergies;
- food allergies and intolerances;
- dietary requirements;
- medical conditions;
- prescribed medication;
- emergency medication;
- relevant health needs.

Information will be kept up to date through ongoing communication with parents/carers.

Where a child has a known allergy, we will work with parents/carers and, where appropriate, relevant health professionals to establish an individual allergy action plan or other appropriate written management plan.

The plan will contain sufficient information for staff to understand:

- the child's known allergy;
- likely symptoms;

- known triggers where relevant;
- measures to reduce exposure;
- what action to take if symptoms occur;
- what medication is prescribed;
- where medication is stored;
- how medication is administered;
- when emergency medical assistance must be obtained.

Information about children with allergies will be made available to staff who need it to keep the child safe, while maintaining appropriate confidentiality.

Food allergies

Staff involved in preparing or handling food will have access to current information about relevant food allergies and dietary requirements.

Before preparing and serving food, staff will check the relevant allergy information.

We will take reasonable steps to prevent cross-contamination and accidental exposure.

Where appropriate, a record will be maintained confirming that allergy information has been checked before food is served.

Food will not be served to a child where staff are uncertain whether it is safe for that child.

Where we cannot safely provide a particular food because of a child's allergy or dietary requirement, parents/carers will be consulted and an appropriate alternative arrangement agreed.

Emergency medication

Where a child has prescribed emergency medication, including an adrenaline auto-injector, we will follow our Administration of Medicines Policy and the child's individual medical/allergy plan.

Medication must be:

- prescribed for the child where required;
- in date;
- clearly labelled;

- stored safely but readily accessible to authorised staff in an emergency;
- accompanied by appropriate instructions;
- available when the child is on the premises and, where appropriate, on outings.

We will obtain the required written parental consent before administering medication.

Hygiene

Handwashing

Hand washing is one of the most important ways of controlling the spread of infections, especially those that cause diarrhoea and/or vomiting and respiratory infections.

We ensure that staff and children have access to liquid soap, warm water and paper towels.

Children will be taught age-appropriate handwashing routines and supported to develop independence with personal hygiene.

All staff and children should be advised to wash their hands:

Before

- Handling, preparing, serving or eating food, including preparing babies' bottles
- Giving medication to a child, or self
- Using a 'keyboard'

After

- Touching anything that may be contaminated, including soiled clothing
- Contact with blood or body fluids
- Using the toilet or helping a child on the toilet or potty
- Changing nappies (even when gloves are worn)

- During an outbreak of diarrhoea and/or vomiting in the setting
- Blowing or wiping runny noses
- Any cleaning procedure
- Handling pets, pet cages or related items
- Outdoor play activities
- After removing single use or other protective gloves
- Any activity where hands have become contaminated

All cuts and abrasions should be covered with a waterproof dressing. Activities such as preparing and serving food, play dough, clay, gloop, sand or water play should be avoided by staff and children if they have open wounds on their hands. Lesions caused by skin conditions such as eczema may be particularly aggravated by such activities.

Alcohol hand gel can be used if appropriate hand washing facilities are not available but should not replace washing hands particularly if hands are visibly soiled or where there are cases of gastroenteritis (diarrhoea and vomiting) in the pre-school. Alcohol hand gel is not effective against norovirus

Practitioners should aim to keep their nails short and clean. False nails should not be worn because they can harbour germs and may come off without being noticed, which could potentially contaminate food or become a choking hazard for young babies.

Respiratory and cough hygiene

Coughs and sneezes spread diseases. Covering the nose and mouth during sneezing and coughing can reduce the spread of infections.

Spitting should be discouraged.

Anyone with signs and symptoms of a respiratory infection, regardless of the cause, should follow respiratory hygiene and cough etiquette, specifically:

- cover nose and mouth with a tissue when coughing and sneezing, and dispose of used tissue in non-healthcare risk waste bin and perform hand hygiene
- cough or sneeze into the inner elbow (upper sleeve) if no tissues are available, rather than into the hand
- keep contaminated hands away from the mucous membranes of the eyes and nose
- carry out hand hygiene after contact with respiratory secretions and contaminated objects and materials

Where a child or adult has symptoms of a respiratory infection, the setting will follow current public health advice regarding attendance, hygiene and ventilation.

Toileting and personal care

Children must be monitored when using the toilet and hands must be washed after using the toilet. (No volunteers, students, visitors or Rota Parent/Carers are allowed into the toilet area with playgroup children).

We will consider children's privacy when changing nappies and toileting and balance this with safeguarding and support needs.

Soap or wipes, paper towels and a bin must be available at all times in the toilet area.

Toilets must be flushed after use and wiped as necessary.

Toilet seats, basins and surfaces must be disinfected daily.

If a child wets or soils themselves

- staff will use appropriate PPE;
- the child will be supported sensitively and respectfully;
- contaminated clothing will be placed in a suitable bag for return to parents/carers;
- contaminated areas will be cleaned appropriately; hands will be washed after the procedure.

Managing nappies

Children in nappies have a designated changing area in the toilet area of the pre-school which is away from play facilities and food and drink. Hand basins are available.

Staff should wash and dry their hands after every nappy change, before handling another child or leaving the nappy changing room.

Staff involved in managing nappies should:

- wrap soiled nappies in a plastic bag before disposal in the general playgroup waste
- clean children's skin with a disposable wipe (flannels should not be used)
- label nappy creams and lotions with the child's name and do not share with others
- wipe changing mats with soapy water or a mild detergent wipe after each use
- clean mats thoroughly with hot soapy water if visibly soiled and at the end of each day
- check mats weekly for tears and discard if the cover is damaged

The potties are cleaned in a designated potty cleaning bowl which is available in the toilet area. Disposable gloves should be worn to flush contents down the toilet. The potty should be washed in hot soapy water, dried and stored upside down.

Hands should be washed using soap and warm water and dried after removing disposable gloves.

Cleaning blood and body fluid spills

Any spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned immediately, wearing PPE. Use gloves and an apron if anticipate splashing and risk assess the need for eye protection.

Spillages must be cleaned using a product which combines detergent and disinfectant that is effective against both bacteria and viruses. Manufacturer's guidance should always be followed.

Use disposable paper towels or cloths to clean up blood and body fluid spills. These should be disposed of immediately and safely after use.

Managing cuts, bites, nose bleeds and bodily fluid spills including HIV/ AIDS/ Hepatitis procedure

HIV virus like other viruses such as Hepatitis A, B and C, are spread though body fluids.

Standard Infection Prevention and Control (SIPC) precautions should be used for everyone to reduce the risk of unknown (and known) disease transmission. These include:

- wearing gloves when in contact with any accident or injury (washing grazes, dressing wounds, cleaning up blood after an incident) and wearing a disposable plastic apron if possible
- carefully cleaning the wound under running water if possible or using a disposable container with water and wipes; carefully dab dry
- covering all exposed cuts and grazes with waterproof plasters
- keep the dressing clean by changing it as often as is necessary
- managing all spillages of blood or bodily fluids

If someone suffers a bite, scratch or puncture injury that may have introduced someone else's blood or experiences a splash of blood to the eye, area of broken skin or mouth, rinse well with water and seek medical advice.

Safe management of waste (including sharps)

We use a licensed waste management company to remove our waste.

Any used PPE and nappies should be placed in a refuse bag and disposed of as normal domestic waste. PPE should not be put in a recycling bin or dropped as litter.

Any clinical waste or sharps requiring specialist disposal will be dealt with through an appropriate waste-management arrangement.

Ventilation

Ventilation is the process of introducing fresh air into indoor spaces while removing stale air. Letting fresh air into indoor spaces can help remove air that contains virus particles and prevent the spread of COVID-19 and other respiratory infections.

We will keep occupied spaces well ventilated to help reduce the amount of respiratory germs by opening windows as necessary.

During periods of hot weather, the setting will follow current UKHSA heat-health advice and its Heatwave/Sun Protection procedures.

Cleaning

The pre-school seeks to prevent the spread of any infection by maintaining the cleanliness of the premises and equipment. This will be done by:

The Supervisor or the Deputy Supervisor will check that the playroom, toilet and kitchen areas are clean before the session starts.

There will be a cleaning schedule covering:

- playrooms;
- toilets;
- changing areas;
- kitchen and food-preparation areas;
- frequently touched surfaces;
- toys and equipment;
- soft furnishings;

- dressing-up clothes;
- aprons;
- other resources.

Cleaning will be carried out at an appropriate frequency and whenever contamination occurs.

Cleaning products will be stored safely and used in accordance with COSHH requirements and manufacturer instructions.

Where disinfection is necessary, the surface will first be appropriately cleaned and the disinfectant used in accordance with the manufacturer's instructions.

Resources that require sterilisation will be treated using a suitable method and product in accordance with manufacturer instructions.

Cleaning materials will be stored securely away from children.

Oral Health

We recognise that each year in Swindon and Wiltshire 1000 children have their teeth removed. Within Wiltshire 1 in 5 five year olds have some degree of dental decay. Teeth are needed to talk, eat smile and baby teeth are space maintainers for adult teeth

We will support oral health by:

- Encouraging parents to register with a dentist
- Giving information to parents about healthy food and drink choices.
- Encouraging children to brush their teeth twice a day through role play, stories and songs.
- Avoiding unnecessary sugary foods and drinks at pre-school

Sand Tray

Sand will be checked regularly for cleanliness and contamination.

Sand will be replaced when it becomes visibly dirty or otherwise unsuitable for use and at least in accordance with the setting's cleaning schedule.

Spilt sand that has become contaminated will not be returned to the sand tray.

Appropriate sand especially for use by children will be used and this will be checked with the manufacturer for meeting UK safety guidelines.

Children will be supervised appropriately during sand and sensory play.

Food Handling (see also food and drink policy)

Staff responsible for preparing or handling food will follow applicable food-safety requirements and our Food and Drink Policy.

We will maintain appropriate procedures for:

- food preparation;
- hand hygiene;
- food storage;
- prevention of cross-contamination;
- allergen management;
- cleaning;
- temperature control where applicable;
- safe disposal of food;
- children's dietary requirements.

Information about food allergies and dietary requirements will be checked before food is prepared and served.

Where food is provided for children with allergies or dietary requirements, staff will take reasonable steps to prevent cross-contamination.

We will follow current Food Standards Agency guidance where appropriate.

Temperature Control (See also sun protection policy for heatwave conditions and outdoor policy.)

We will maintain indoor temperatures appropriate for the children, activities and season.

Staff will monitor temperatures during periods of excessive heat or cold and will take appropriate action.

During hot weather, measures may include:

- increased ventilation;
- use of shaded areas;
- adapting outdoor activities;
- encouraging children to drink water;
- reducing exposure during the hottest periods;
- following current UKHSA heat-health advice.

Children will have access to suitable drinking water.

Children will wear suitable clothing and footwear for indoor and outdoor activities.

The setting will follow its Sun Protection and Heatwave procedures where applicable.

Where children are sleeping or resting, the setting will take account of safer-sleep requirements and avoid overheating.

Smoking and Vaping

We follow a strict no smoking and no vaping policy.

Smoking and vaping are prohibited on the premises and in areas where children are present or likely to be present.

Children must not be exposed to tobacco smoke or vapour.

Cigarettes, vaping products, lighters, matches and related materials must be kept securely away from children.