



## **HEALTH AND HYGIENE POLICY AND PRACTICE**

*KEYfs 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**

#### **FOOD**

- *All snacks provided pay due attention to children's particular dietary requirements.*
- *When cooking with children as an activity, the adults will provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet.*

#### **OUTDOOR PLAY**

- *Children will have the opportunity to play in the fresh air throughout the year in KEYfs grounds and at our Forest School site in Kinsham.*

*ILLNESS – Keyfs follows the guidance set out by Public Health England regarding infection control.*

- *Parents are asked to keep their children at home if they have any infection, and to inform KEYfs as to the nature of the infection so that KEYfs can alert other parents, and make careful observations of any child who seems unwell.*
- *Parents are asked not to bring into KEYfs any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.*
- *The two points above apply to the children of KEYfs staff, and will not accompany their parents to work at KEYfs.*
- *Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing.*
- *Nebulisers and other lifesaving medication will be administered by child's parent/carer or staff with a paediatric first aid qualification or any other required training.*
- *Inhalers will be stored out of reach from children but easily accessible by adults. They will be taken on all outings in the emergency bag to ensure they are always readily available if needed.*
- *Children that have been prescribed lifesaving medication such as inhalers or epipens must bring them every day that they attend the setting and if possible have designated equipment that can be left at the setting to avoid incidences where the equipment could be forgotten. It should be clearly labelled with the child's name, instructions and be in date.*
- *KEYfs will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed.*
- *There will always be at least one member of staff present who has been trained in Emergency First Aid and the setting will endeavour to train all staff in this.*
- *All children will be encouraged to wear appropriate clothing, i.e. hats in summer, coats in cold weather.*



- *In hot weather sun cream should will be administered to the children by the parents/carers before the start of the session. Permission to apply the child's own, named sun-cream will also be sought.*
- *Shade will be provided in outside areas during times of hot weather or children will be invited to play inside.*

### **PRESCRIBED MEDICATION**

*If a child is on prescribed medication the following procedures will be followed:-*

1. *If possible, the children's parents will administer medicine before the start of the session. If not, the medication must be clearly labelled with the child's name, dosage and any instructions. Written information will be obtained from the parent, giving clear instruction about the dosage administration of the medicine and giving written permission for a member of staff to follow the instructions in the medicines administration book.*
2. *A medical log will be kept, with the child's name, times that the medication should be administered, together with date, time and signature when the dosage is given. Parents must sign the Medications Administrations book when instructions are given and at the end of the session when the child is picked up so that there is no confusion over dosage.*
3. *All medication will be kept out of reach of the children either in the fridge if required or the cupboard*

### **NON-PRSCRIBED MEDICATION**

*If a child has required fever/pain relief medication prior to attending the setting they are deemed to not be well enough to attend and will be asked to stay home until they are better. Anti-histamine (Piriton) and emergency fever relief (Calpol) will be kept on the premises but will only be used in extreme circumstances where a child has had an allergic reaction or a sudden high temperature that cannot be brought down through other cooling methods. Parental consent must have been given at the time of registration and verbal consent will also be sought over the phone.*

*Parents will always be notified straight away and asked to collect their child from the setting if they have required non-prescribed medication.*

### **HYGIENE**

*To prevent the spread of all infection, adults in the group will ensure that the following good practices are observed:*

#### **PERSONAL HYGIENE**

- *Hands washed after using the toilet.*



- *Children with pierced ears are not allowed to try on or share each other's earrings.*
- *A large box of tissues is always available and children are encouraged to blow and wipe their noses when necessary. Soiled tissues will be disposed of hygienically.*
- *Children are encouraged to shield their mouth when coughing.*
- *Staff blowing children's' noses must wash or gel their hands after disposing of used tissues.*
- *Hygiene rules relating to body fluids is followed with particular care and all staff and volunteers are aware of how infections, including HIV infection, can be transmitted.*
- *Plastic gloves must always be worn for nappy changes and the clearing up of any bodily fluids*



## CLEANING AND CLEARING

- Any spills of blood, vomit or excrement will be wiped up and flushed away down the toilet. Rubber/plastic gloves must always be used when cleaning up spills of body fluids. Floors and other affected surfaces will be disinfected using Milton solution. Soiled garments will be bagged and returned to parents,
- Spare laundered clothes will be brought to the setting by parents in case of accidents, plus bags for soiled garments.
- Surfaces are cleaned daily with an antibacterial disinfectant or Milton.
- Separate colour coded cloths are used for cleaning surfaces and washing up.
- Anti-bacterial hand-wash must be used by staff before and after handling food or dealing with a child who has soiled themselves.

## FOOD

The adults in KEYfs will:

- Always wash hands under running water before handling food and after using the toilet.
- Not be involved in food preparation if suffering from an infectious/contagious illness or skin trouble.
- Use different colour coded cleaning cloths for different tasks.
- Ensure waste is disposed of properly and out of reach of children. Keep lid on dustbin and wash hands after using.
- Wash fruit and vegetables thoroughly before use.
- Ensure that any food or drink that requires heating will be immediately consumed after heating and not left standing. No food or drink is to be re-heated.
- Tea towels and hand towels to be washed after daily use. A rota system for washing is in place.
- Staff preparing and handling food will have completed Food Hygiene Training

This policy was updated at a meeting of KEYfs held in October 2016. Reviewed Jan 2019  
Reviewed again Jan 2022.

Signed on behalf of KEYfs:-

.....  ..... Deb J Manns (Owl)