

LITTLE SPARROWS NURSERY SCHOOL



Health, Hygiene and Safety Policy and Procedure

Little Sparrows Nursery 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

Snacks provided will 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.

Children will have the opportunity to play in the fresh air throughout the year.

If the children of pre-school staff are unwell, the children will not accompany their parents/carers to work in the pre-school.

COVID -19

If a child displays symptoms whilst at Little Sparrows, their parent or carer should be asked to collect them immediately. Details of this should be recorded and stored in the Accident and Incident record box. Whilst awaiting collection, they should be moved to the hallway and supervised by a member of staff who must wear PPE. (Face mask, gloves, apron and face shield). A PPE pack can be found in the staff bathroom and the kitchen. If the child needs to go to the bathroom while waiting to be collected, they should be taken to the bathroom between the changing rooms which should be thoroughly disinfected afterwards. Refer to 'covid policy' for what to do next.

Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing.

Little Sparrows nursery will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. This includes PPE packs for Covid.

Little Sparrows nursery will maintain links with health visitors and gather health information and advice from the local health authority information service.

Hygiene

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

- Hands washed after using the toilet, before snack and lunch.
- Tissues are made available and children encouraged to blow and wipe their noses when necessary. Soiled tissues disposed of hygienically.
- Children are encouraged to shield their mouths when coughing
- Hygiene rules related to bodily fluids are followed with particular care and all staff and volunteers aware of how infections including HIV infection, can be transmitted.

ENHANCED CLEANING REQUIREMENTS COVID-19

Staff and children will be reminded about the importance of the correct hand-washing procedure and sufficient provisions will be provided to ensure this is carried out

Additionally:

- Posters displayed in nursery near all sinks
- Staff and children to watch video [Coronavirus - how to wash your hands in 20 seconds](#)
- Children must clean their hands when they arrive at the setting
- Before **and after eating** and using the bathroom
- On moving from inside to outside
- After sneezing, coughing or wiping their nose
- After playing with sand, dough or other sensory materials
- Catch it, Bin it, Kill it approach will be promoted throughout the setting
- Cleaning will be generally enhanced, cleaning frequently touched surfaces more often than normal, such as
 - Door handles
 - Handrails
 - Table tops
 - Play equipment
 - Toys
 - Electronic devices
 - Kitchen and toilet areas.
- A rota will be established for cleaning within the setting.

Cleaning and Clearing

- Any spills of blood, vomit or excrement wiped up and flushed away down the toilet. Rubber gloves are always used when cleaning up spills of body fluids. Floors and other affected surfaces will be disinfected and fabrics contaminated with body fluids thoroughly washed in hot water.
- Spare laundered pants, and other clothing are available in case of accidents and polythene bags available in which to wrap soiled garments.
- All surfaces are cleaned daily with an appropriate cleaner.

COVID 19- Additional requirements

Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):

- Should be put in a plastic rubbish bag and tied when full
- The plastic bag should then be placed in a second bin bag and tied
- This should be put in a suitable and secure place and marked for storage until the individual's test results are known

This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.

If the individual tests negative, this can be put indisposed of immediately with the normal waste.

If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.

If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:

- keep it separate from your other waste
- arrange for collection by a specialist contractor as hazardous waste

There will be a charge for this service.

Other household waste can be disposed of as normal

Nappy Changing and Disposal of nappies

- Always wear gloves when changing and disposing of nappies, clearing up toilet accidents or performing first aid. Always use nappy sacks and then **immediately** place soiled nappies in bin provided just inside the cupboard in the bathroom. Hands should be washed after each event.

Potties

- In the event it is felt that using a potty will support a child's toilet training, the parent should provide us with a named potty. This must be kept for the named child in the cupboard in the bathroom and brought out when necessary. They should be emptied into the toilet and then sprayed and wiped clean with disinfectant after use.

Food

- Adults will always wash hands under running water before handling food and after using the toilet.
- Adults will not be involved with the preparation of food if suffering from infectious illness or skin trouble.
- Never smoke in the kitchen or any room storing food.
- Never cough or sneeze over food
- Use different cleaning equipment for kitchen and toilet areas
- Prepare raw and cooked food in separate areas.
- Ensure waste is disposed of properly and out of reach of the children. At the end of the day waste should be placed in the appropriate refuse bin in the car park.
- Wash fresh fruit and vegetables thoroughly before use.

Tea towels will be kept scrupulously clean and washed between each session.

All utensils will be kept clean and stored in a dust-free place and cracked or chipped china will not be used.

Ofsted will be notified of any case of food poisoning or infectious diseases affecting 2 or more children at the nursery within 14 days.

Safety

The safety of young children is of paramount importance. In order to ensure the safety of both children and adults, the pre-school will ensure that

- The children are supervised by adults at all times except when privacy is required when using the toilet.
- A book is available at each session for the reporting of any accident /incident.
- All adults are aware of the system in operation for children's arrivals and departures and an adult will be at the door during these periods.
- Children will leave the group only with authorised adults
- Safety checks on premises, both outdoors and indoors are made before every session.
- Outdoor space is securely fenced.
- Equipment is checked regularly and any dangerous items repaired.
- The layout and space ratios allow children and adults to move safely and freely between activities.
- Fire doors are never obstructed.
- Fires/heaters/electric points/wires and leads are adequately guarded.
- All dangerous materials, including medicines and cleaning materials, are stored out of reach of children.
- Children do not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches.
- Adults do not walk about with hot drinks or place hot drinks within reach of children.
- Fire drills are held at least twice per term.

- Fire extinguishers are checked annually and staff know how to use them.
- The premises are checked before locking up at the end of the day.
- On outings, there will be sufficient adult to child ratios according to the type of outing organised (This is left up to the discretion of the Manager). If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.

Ofsted will be informed of any serious accident, illness or injury to, or death of any child whilst in the care of the nursery, and of the action taken. This will happen as soon as possible, but always within 14 days.

Signed: Gill Thom

Dated: Aug 2020