

Health and Hygiene Policy (updated Mar '23)

Healthy Eating Policy:

Snack time at Little Acorns Pre-School is fun. The children are made aware of healthy eating and socially acceptable behaviour. We provide snacks that are healthy, with individual dietary requirements being taken into account. A list of allergies and medication taken by children and staff is in the kitchen.

Children have a choice of milk or water at snack times and bring a bottle of drinking water daily which they always have accessible on the drinks trolley. During lunchtimes children are encouraged to eat their savoury foods first, and no food swapping is permitted in case of allergies etc.

Hygiene:

The children are encouraged to wash their hands after using the toilet and to shield their mouths when coughing. Tissues are available and children are encouraged to blow/wipe their noses when necessary, and to dispose of tissues hygienically. Children are asked to wash their hands before snack and before/after certain activities (e.g. cooking, clay, painting, or playing in the garden). Adults will wash their hands before handling food. Different colour chopping boards are used when preparing food. All surfaces and are cleaned daily with an appropriate cleaner, as are the toilets. We aim to have at least one member of staff trained in Food Hygiene Level 2, who then cascades training to the staff team. We are regularly checked by the Environmental Health and follow their good practice guidance. We have a record keeping system in the kitchen with a daily check list that is filled in. In the unlikely event of a case of food poisoning effecting two or more children, Ofsted will be notified immediately.

Smoking is prohibited on the premises.

Illness:

Parents are asked to keep their child at home if they have an infection and to inform the Pre-School as to the nature of the infection, so that we can alert other parents and make careful observations of any other child who seems unwell. Parents are also asked to keep their child at home if they are taking medication for a temperature such as paracetamol. For advice on illnesses please refer to the webpage <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/managing-specific-infectious-diseases-a-to-z>

Please note that children and staff are expected to be kept away from Pre-School for a **minimum of 48 hours** after the last bout of sickness or diarrhoea. Parents are asked to ring in and discuss other exclusion issues with a staff member.

Staff will contact the parent/carer if a child develops symptoms of being unwell while at Pre-School. This will be logged on a Medical Form, including monitoring of temperature, and the time a child leaves preschool due to illness. If a child has been ill in the Pre-School environment, correct cleaning procedures of toys and equipment etc are applied.

The Pre-School will ensure that the First Aid equipment is kept clean, replenished and replaced as necessary. Staff should be informed of any allergies a child may have. If a child of the staff is unwell, that child will not accompany them to work in the pre-school.

Administering Medication:

If a child is on medication and it needs to be administered at Pre-School, whether a prescription drug or not, it should be in the original packaging and with the prescription label (if prescribed). Written information will be obtained from the parent giving clear instructions about the dosage, administration of the medication and permission for a member of staff to follow the instructions. Staff are witnessed when administering medication. Staff will sign a medication form to say they

have administered/witnessed, and Parents will be asked to sign the form at the end of the session. All medication will be kept out of reach of the children.

Emergency Paracetamol Suspension and Anti-Histamine:

It is now recommended, within our paediatric first aid training, that Early Years Settings keep paracetamol oral suspension and anti-histamine on the premises. This is for emergency use only, for example when awaiting collection/medical aid due to a very high temperature, or allergic reaction. All attempts to contact the parent/carer first prior to giving either of these medications will be made first. Consent for administration of these medicines is given by parents/carers on their child's registration form.

Intimate Care:

We welcome all children irrespective of their toileting stage and needs. We have size-appropriate toilets and sinks to aid the toileting process. We understand that all children have a right to safety, privacy and dignity. Our changing area is a private area for the children. When a child needs to be changed—the staff member involved makes sure other staff are aware and gives an explanation to the child as to what is happening.

If a care plan is in place we consult with parents if any variation in the plan is necessary. When staff are dealing with intimate care, gloves are worn. Any wet or soiled clothes are bagged up and put in an appropriate place ready to go home. Children are changed into their spare clothes from home, or into our spares should they not be available (which can be washed and returned). Parents are required to bring in spare nappies for those not yet in pants, although we do keep some spare nappies.

Staff are always there to respectfully support parents and their child through the toileting process and will work at the pace they are at; offering advice and guidance if required.

Head Lice:

In the event that your child has head lice, we would appreciate parents dealing with the issue by using the wet combing method, or treating with appropriate chemicals from the pharmacy, before they return to Pre-School. More information on this subject is available upon request. We would appreciate being notified of any treatment given for head lice so that we may warn other parents to check their child's head. If your Child is seen to have head lice at Pre-School we will contact you for your child to go home and have treatment. This is to stop the spread of head lice within the group as it is something that can spread rapidly.