**Statement of Intent**

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

### Method

### Personal Hygiene

* Hands always to be washed after using the toilet.
* Children with pierced ears are not allowed to try on or share earrings with each other.
* A large box of tissues is available and children are encouraged to blow and wipe their own noses where necessary. Soiled tissues are disposed of hygienically.

* Individual paper hand towels are available and are to be disposed of appropriately.
* Hygiene rules related to bodily fluids are followed with particular care and all staff and volunteers are aware of how infections including HIV infections can be transmitted.

### Cleaning and Clearing

* Any spills of blood, vomit or excrement are to be wiped up and flushed down the toilet. Protective gloves and an apron are always to be used when changing nappies and cleaning up any bodily fluids. Any affected areas are to be cleaned and disinfected. Fabrics contaminated with bodily fluids will be thoroughly washed in hot water and sealed in a bag, a change of clothes will be offered if necessary.
* Spare laundered clothing is available in case of any accidents, soiled clothing to be placed into a polythene bag and labelled
* All surfaces and toilet areas are cleaned with an appropriate cleaner.
* See Continence Policy
* See Lunchtime Procedure

Our 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:-

* All snacks provided will be nutritious and pay due attention to any child’s particular dietary requirements.
* Fresh water is always available for the children to help themselves.
* 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.
* Allergies, intolerances, religious/cultural practices will be taken into account

### Outdoor Play

* Children will have the opportunity to play outside frequently weather permitting.
* Risk assessments will be carried out daily

### Illness

* Parents are asked to keep their child at home if they have any infections and to inform Pre-School as to the nature of the infection so that the Pre-School can alert other parents and make careful observations of any child who seems unwell.
* Parents are asked not to bring into the Pre-School any child who has been vomiting or has had a diarrhoea attack until at least 48 hours has elapsed since the last attack. If the children of the Pre-School staff are unwell, the children will not accompany their parents/carers to work in the Pre-School.

### Head lice

* If a child becomes infected with head lice the Pre-School asks for the child to be treated before the child returns to Pre-School.

**Medication**

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

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

* If possible the child’s parents will administer medicine. If not then the medication must be clearly labelled with the child’s name, dosage and any other instructions. Dosage will be checked and administered by 2 staff members.
* All parents/carers to fill in an administration of medicine form when joining the Pre-School.
* Where local Regulations require it guidance will be sought from Social Services before people other than parents/carers agree to administer medicines.
* Written information will be obtained from the parent/carer giving clear instructions about dosage administration of the medication and permission to a member of staff to follow the instructions. All medicines will be kept in a lockable cupboard or in the fridge which is not accessible to the children.
* With regard to the administration of life saving medication such as insulin/adrenalin injections or the use of nebulisers the position will be clarified by reference to the Pre-Schools Insurance Company.

### First Aid Training

There is always at least 1 member of staff attending each session that are trained in first aid and have a current certificate.

This policy was adopted by the committee at a meeting of TreeHouse Pre-school

Held on (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed on behalf of the committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This policy was adopted by all staff

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