

JACK … *where children can explore, create and discover the colour of dreams*

***Health & Hygiene Policy:***

At Jack & Jill we promote a healthy lifestyle & a high standard of hygiene within our day-to-day work with both children & adults.

This is achieved in the following ways:

* All snacks provide will be nutritious & have regard for children’s particular dietary requirements.
* When cooking with the children the adults will provide healthy, wholesome food, promoting & extending the children’s understanding of a healthy diet.
* Children will have an opportunity to play in the fresh air throughout each session all year round. As a rule of thumb if your child is well enough to be in the setting then they are well enough to take part in outdoor play
* Parents are asked to keep their children at home if they have any infection, & to inform us as to the nature so that we can alert other parents & make careful observations of any child that seems to be unwell.
* Parents are asked to keep at home any child who has been vomiting or had diarrhoea until at least 48 hours have elapsed since the last attack.
* Cuts or open sores on adults & children will be covered with a dressing
* Parents are asked to keep at home any child with Conjunctivitis, until 48 hours after the commencement of treatment.
* Parents are asked to keep children who are unwell and have a high temperature at home until they no longer have a high temperature and are well enough to attend.
* Parents are asked to keep children with respiratory infections and a high temperature or who feel unwell at home until they no longer have a high temperature and feel well enough to resume normal activities.
* Children with a positive Covid-19 test result are asked to stay at home for a period of at least 3 days.
* If a child is on prescribed medication the following procedures will be followed:

Where possible the child’s parents will administer the medication, if this is not possible then medication must be clearly labelled with the prescription details. Written information will be obtained from the parent & may be sought from the child’s GP, giving clear instructions about the dosage, administration of the medication & permission for a member of staff to follow the instructions. Staff will not administer the first dose of any medication. Where appropriate a personal healthcare plan will be drawn up & implemented. A log will be kept giving details of dates & times that medication is administered; each entry will be signed by the person administering the medication.

Staff will not normally administer non-prescribed medication.

* We will clarify with our insurers & take necessary training, where there is a need to administer life saving medication such as insulin, adrenaline or the use of nebulisers.
* We will ensure that first aid equipment is kept clean, replenished & replaced as necessary. Sterile items will be kept sealed in their packages until needed.
* Staff receive first aid training which is updated every three years.
* Parents will have an opportunity to discuss health issues with the staff & will have access to information available to the setting.
* We will gather health information from the local health authority & other relevant agencies.

See Administration of Medication Policy for further information

Whilst not wishing to alarm parents, it is possible for a child to have an accident which leaves them in need of urgent professional attention by a doctor, dentist or at a hospital. If this should occur, we will:

* Make every effort to contact the parent(s) or a named contact on the child’s details record.
* In the unlikely event that no-one can be contacted, we ask parents to give prior permission for the staff to act appropriately in the best interest of the child.
* The staff member(s) in question will act upon the advice of the professionals involved.

To prevent the spread of infection, we will ensure that the following good practice is observed:

* Hands are washed after using the toilet
* Hands are washed on arrival in the setting
* Tissues will be available & the children encouraged to use them when necessary. Soiled tissues will be disposed of hygienically, and then hands will be washed
* Children will be encouraged to shield their mouths with their arm when coughing and where they cough into their hands will be encouraged to wash them immediately.
* Individual towels will be available.
* Hygiene rules related to bodily fluids will be followed with particular care.
* Where children have head lice parents will be contacted to inform them & request made that the child is taken from the setting for treatment. Every effort will be made to support the family in accessing treatment & advice.
* When changing nappies the adult will wear gloves and an apron at all times & change them between children.
* Hands will be washed following nappy changes
* The changing station will be cleaned after each change
* Nappies will be placed in a ‘nappy sack’ & immediately placed in the outside bin.
* Frequent cleaning of toys and equipment, including ‘fogging’ will take place
* ‘Soft’ resources including teddies, dolls clothes and blankets will be washed regularly.

We will observe current legislation regarding food hygiene, in particular each adult will:

* Always wash their hands with soap & running water before handling food & after using the toilet.
* Not be involved in the preparation or handling of food if suffering from any infection/ contagious illness or skin trouble.
* Ensure waste is disposed of properly & out of the reach of children. Keep a lid on the dustbin & wash hands after using it.
* Never cough or sneeze over food.
* Wash fresh fruit & vegetables thoroughly before use.
* Staff will access food hygiene training; this will be updated every three years.
* The setting will be registered with the local environmental health agency
* Any food that requires heating will be heated immediately prior to serving & not left standing. No food or drink will be reheated.
* Tea towels will be kept clean & will be washed between sessions.
* All utensils will be kept clean & stored in a dust free environment.
* Cracked or chipped china will not be used.

This policy was adopted by Jack & Jill Pre-school at a meeting held on: 1st April

It is signed on behalf of the setting by: Lynne Batchelor

In their capacity as: **Chairperson**