***Health and Hygiene***

*Westgate Pre-school Ltd 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 meals and snacks provided will be nutritious and 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.*
* *Staff will keep parents informed if concerned about how a child reacts to certain foods.*

***Outdoor Play***

* *Children will have the opportunity to play in the fresh air throughout the year.*
* *In order to keep children safe in the sun the use of hats will be encouraged, hats will also be used to meet parental, cultural requirements. Children may bring named bottles of suncream which will be used with written permission. Also the Pre-School offer Nivea suncream with written parental consent.*

***Illness***

* *Parents are asked to keep their children at home if they have any infection and to inform the pre-school so that the pre-school can inform 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 diahorrea until at least 24 hours has elapsed since the last attack.*
* *If the children of pre-school staff are unwell, the children will not accompany their parents/carers to work in the pre-school.*
* *Cuts or open sores, whether on adults or children, will be covered with an adequate dressing.*
* *If a child is on prescribed medication the following procedures will be followed:*

1. *If possible, the child's parents will administer medicine. If not, then medication must be clearly labelled with the child's name, dosage and any instructions. Where local regulations require it, guidance will be sought from social services before people other than parents agree to administer medicines.*
2. *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.*
3. *All medications will be kept in a lockable cupboard.*
4. *A medication book will be available to log in; name of child receiving medication; the times that the medication should be administered; date and time when medication is administered; together with the signature of the person who has administered each dose.*

* *With regard to the administration of the life saving medication such as insulin/adrenalin injections or the use of nebulisers, the position will be clarified by the reference to the pre-school's insurance company.*
* *The pre-school will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packaged until needed.*

***Information sources***

* *Parents will have the opportunity to discuss health issues with pre-school staff and will have access to information available to the pre-school.*
* *The pre-school will maintain links with health visitors and gather health information and advice from that local authority information services and/or other health agencies.*

***Hygiene***

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

***Personal hygiene***

* *Hands washed after using the toilet.*
* *Children with pierced ears not allowed to try on or share each other's earrings.*
* *A large box of tissues is available and children encouraged to blow and wipe their noses when necessary. Soiled tissues disposed of hygienically.*
* *Children to shield their mouths when coughing.*
* *Individual towels available, or paper towels used and disposed of appropriately.*
* *Hygiene rules related to bodily fluids followed with particular care and all staff and volunteers aware of how infections, including HIV infection, can be transmitted.*

***Cleaning and clearing***

* *Any spills of blood, vomit or excrement will be wiped up and disposed of hygienically and appropriately. Rubber gloves always used when cleaning up spills of bodily fluids. Floors and other affected surfaces disinfected using chlorine or iodine bleach diluted according to the manufacturer's instructions. Fabrics contaminated with body fluids thoroughly washed with hot water.*
* *Spare laundered pants and other clothing, available in case of accidents and polythene bags available in which to wrap soiled garments.*
* *All surfaces cleaned daily with an appropriate cleaner.*
* *Indoor and outdoor sand will be checked daily and sieved or replaced as required.*

***Food***

*The pre-school will observe current legislation regarding food hygiene, registration and training.*

*In particular, each adult will:*

* *Always wash hands under running water before handling food and after using the toilet.*
* *Not be involved in the preparation of food if suffering from any infectious/contagious illness or skin trouble.*
* *No smoking in any part of the building.*
* *Use different cleaning cloths for kitchen and toilet areas.*
* *Prepare raw and cooked food in separate areas.*
* *Keep food covered and either refrigerated or piping hot.*
* *Ensure waste is disposed of properly and out of reach of children. Keep a lid on the dustbin and wash hands after using it.*
* *Wash fresh fruits and vegetables thoroughly before use.*
* *Any food or drink that requires heating will be heated immediately prior to serving and not left standing. No food will be reheated.*
* *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, e.g. closed cupboard or drawer.*
* *Cracked or chipped china will not be used.*

*This policy was reviewed by Westgate Pre-school Ltd October 2018*

*Signed on behalf of Westgate Pre-school Ltd …………………………………………..………*

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*Review Date October 2019*