



# **SCORTON VILLAGE PRE-SCHOOL**

## **POLICIES AND PROCEDURES**

### **Children's Health and Hygiene**

<b>Version</b>	<b>Description of Version</b>	<b>Approved</b>	<b>Date</b>
<b>1.0</b>	<b>Reformatted from original</b>		
<b>1.1.</b>	<b>Amendments due to updated framework</b>		

# Children's Health and Hygiene

## CONTENTS

1. Introduction
2. Health and Exercise
3. Hygiene
4. Food and Drink Policy
5. Prescribed Medication
6. Sick Child Procedure
7. First Aid
8. Intimate Care Policy
9. Ensuring Children's Comfort
10. Sun Protection Policy

## **1. INTRODUCTION**

### **Related policies and procedures**

These policies are to be read in conjunction with Scorton Village Pre-School's Child Protection and Safeguarding and Health and Safety policies.

## **2. HEALTH AND EXERCISE**

We will promote children's health/oral health by taking a range of positive actions to encourage healthy eating.

Children will be helped to enjoy food and understand about healthy eating when helping to prepare snacks.

Children will be encouraged to try a variety of healthy foods together, whilst enjoying each other's company in sociable environment. Children will have access to drinking water at all times.

Children in our Pre-School will have the opportunity to play outdoors whenever possible and engage regularly in physical play. We will help the children to understand how exercise helps them to stay healthy.

## **3. HYGIENE**

Any snacks/food provided at Pre-School will be prepared in a hygienic environment. We will provide a varied diet, introducing new foods to children. Special dietary requirements will be observed.

Staff preparing snack have a level 2 in Basic Food Handling.

Children are encouraged to practice good hygiene in the bathroom and when handling foods. A guide to safe and healthy practice is displayed in the kitchen area. Aprons are worn and the preparation area kept clean and clear.

Hand dryer and paper towels are provided to help prevent the risk of infection.

Guidance on infection control in schools and settings is provided by the HSC Public Health Agency.

## **4. FOOD AND DRINK POLICY**

We aim to provide activities and follow routines that enable children to begin to understand the importance of being healthy. Each child has a key person at meal times.

Pre-School has introduced its own Healthy Eating Guide available to all parents. Within this guide we encourage parents to provide a healthy packed lunch, with suggestions about suitable drinks and snacks they may wish to include and those best to avoid.

Children have a key-person who takes responsibility for ensuring all staff are made aware of any dietary requirements, allergies and cultural or religious beliefs children have. This information is requested on the registration form. To ensure absolute care is taken the information is recorded onto the snack board and strictly adhered to.

The Healthy Snack Board has information about different foods and the effect they have on our bodies. This information is shared with the children. Photographs of the children helping to prepare snacks and foods we grow are displayed. We also have a menu for the day displayed which the children help to organise. Children are offered a choice of snacks and breakfast/tea snacks (where applicable).

An adult is available to help any child needing assistance at meal times, however we encourage children to wash their own hands, pour their own drinks and make choices from what is available.

Children tidy away their own dishes and at times help to wash and dry up. Whenever possible children help to prepare foods. The setting offers an adult-supported cafeteria system throughout the sessions.

All food is kept safely. Sealed containers are used as necessary and foods needing refrigeration are stored in the table top fridge within the setting.

Staff ensures that only first class foods are purchased and offered to the children.

Food is not used as a reward.

We celebrate occasions i.e. birthdays, Christmas time and other cultural events giving children an understanding of their cultural celebrations and celebrations from around the world.

Meal times and snack time is a social occasion in the setting and children are encouraged to enjoy this experience, trying new foods and spending time chatting to friends and adults.

## **Lunch**

All packed lunches brought into the setting are placed in the lunch trolley by parent/carers. Parents/carers are asked to place a cool block in their child's packed lunch as our storage area is cool however not refrigerated. The trolley is locked for safe keeping.

Children are encouraged to understand the need for good hygiene, washing hands before a meal and when using the toilet. Staff lead by example.

Tables are washed thoroughly before and after meals.

Children are helped at meal times where necessary whilst allowing their independence to develop.

Staff do not reheat any food, parents are aware of this.

All members of staff presently running meal sessions have a level 2 award for Food Safety in Catering.

All staff on duty have knowledge of children's allergies and other dietary requirements. This enables them to give full vigilance at the table when eating in groups with friends. This information is requested on the registration form.

Milk and water are available at all meal times. Water remains available at all times during the session for both children and adults.

## **5. PRESCRIBED MEDICATION**

If a child is on prescribed medication the whenever possible the child's parent/guardian will administer medicine.

The following procedures must be followed if staff are to administer medication:

Staff will only administer **prescribed medication**. This must have the doctor's details on including name of doctor/surgery, name of child, the dosage, date of prescription and the use by date.

A medication book will be available to log in the name of the child and any relevant information, together with the signature of the person who has administered each dose. The parent/carer will also be asked to sign to acknowledge medication was given. This must be completed. Parent will record and sign the first dose already administered if appropriate.

Regarding the administration of life saving medication such as insulin/adrenalin injections, or the use of nebulisers, the position will be clarified by the Insurance Officer at Pre-School Learning Alliance National centre. A Health Care Plan will be put in place whenever parents, staff and medical practitioners feel necessary. Any child requiring life-saving medication (including inhalers) will not be allowed on the premises without it. In most circumstances medication can be stored in Pre-School. This will be kept out of reach of children and clearly marked as to what the medication is and who it is for.

## **6. SICK CHILD PROCEDURE**

We will seek advice from the Health Protection Agency (York: 01904 567688) and the local health authority regarding infectious, notifiable and communicable diseases. Pre-School keeps up to date with current health issues. We also have an Extended Service Development Officer in our area who can advise us on any issues that may arise. If there is a case of a notifiable disease we will notify the Local Environment Health Officer.

We will notify parents of any cases of infectious illnesses/diseases in Pre-School. Parent/carers may receive written notification in the form of individual letters. Information will also be displayed on the notice board.

We will respect the need for confidentiality regarding children's medical condition.

Whenever possible, we will leave it to the discretion of the parent as to whether the child is well enough to attend Pre-School. Included in this policy are the guidelines for the exclusion from Pre-School of children and household contacts suffering from an infectious disease.

All parents must provide at least 2 emergency contact numbers.

### **If a child becomes ill at Pre-School**

- Parents will be contacted, or an emergency contact number used.
- The sick child will be removed to a quiet area with a member of staff whilst waiting collection.
- Good standards of hygiene will be observed to avoid risk to other children and adults.
- If necessary, a relief member of staff will be contacted. Pre-School usually has an additional staff member/voluntary helper on the premises who is supernumerary.
- If a parent is unable to collect a sick child, or cannot be contacted, an area will be made within the group where they can lie comfortably without being disturbed. An adult will remain with, or regularly observe the child.

When a child is collected during session times the time, reason and the person collecting the child will be noted in the register.

## **7. FIRST AID**

All Pre-School staff are trained in Paediatric First Aid and will keep certificates updated.

The Health and Safety Representative will ensure that first aid equipment is kept clean and replenished/replaced as necessary.

## **8. INTIMATE CARE POLICY**

### **Introduction**

This policy is to be read in conjunction with Scorton Village Pre-School's Safeguarding Policy. Staff who have not read and understood this and the related policies should not undertake intimate/personal care for any child.

We have included the following statement after taking advice from the North Yorkshire Safeguarding Children Board:

*"Children's dignity will be preserved and a level of privacy ensured. We ensure that staff do not leave themselves vulnerable and work in an open environment by avoiding private or unobserved situations, thus safeguarding children at all times. Staff will notify another member when providing children with intimate and personal care. The children's bathroom door will remain open at all times during the Pre-School session. A record system is in place. The key person (usually) will record both the time of starting and finishing any personal care, signing and dating the entry. Parents will be notified. A brief summary of the personal needs*

*required and a witness signature that the personal care took place will be recorded. There are no regulations that a second member of staff must be available to supervise any personal care/nappy changing process. A written agreement regarding individual needs of each child and the disposal of nappies will be arranged between the key person and parent/carer."*

## **Procedure**

Children's dignity will be maintained at all times and respect of the individual child's needs preserved.

Staff will follow the guidelines set out below:

1. Protective clothing provided/ disposable aprons/gloves and must be worn.
2. Ensure bathroom is providing the highest level of privacy as possible.
3. Notify other member of staff and record on the intimate care sheet time of action.
4. Use equipment provided only by parent/carer whenever possible.
5. Use sealable nappy sack for nappies/wipes or rinsed out clothes. Double bag
- 6 Follow the agreement made between key person and parent/carer regarding the disposal of nappies. Nappies will be disposed of in the Pre-School refuse. (Occasionally nappies will be sent home in the child's blue bag to be disposed of.)
7. Thoroughly wash/disinfect changing mat.
8. Dispose of gloves in sealed nappy bag.
9. Wash hands thoroughly with antibacterial hand wash. Use dryer or paper towels to dry.
10. Record action and time on sheet. Ask notified member of staff to sign/ witness.
11. Notify parent.

## **9. ENSURING CHILDREN'S COMFORT**

We will:

- Be mindful of all policies and procedures.
- Advise parents to provide a named bag with any hygiene requirements, for example, nappies and wipes for their child. (See Intimate and Personal Care policy)
- Be aware of the child's 'comforter' if they have one.
- Provide a quiet area where children can sleep or rest if needed

- Ensure every child has a key person present, providing a surrogate should their usual key person not be available. Children may need quiet times with their key person during the day

## 10. SUN PROTECTION POLICY

At Scorton Village Pre- School we want children and staff to enjoy the sun safely. We will work with staff and parents to achieve this.

At the beginning of the summer term Parents/Carers will be reminded to look at this policy on our website. A copy will be posted on the notice board.

We will ask parents to:

- Apply sunscreen to their child **before a session**.
- Provide a named sunhat suggesting a wide brim to leave in the setting.
- Consent to staff applying sun cream to their child when attending **all day session**. (This is found in the Registration Form)
- Notify Pre-School if they have applied and 'all day' sunscreen to their child

Pre-School we will:

- Provide sunhats for children who do not have their own
- Provide and apply sunscreen to children who attend **all day**. This will be a **general sunscreen used for all**, parents will be notified of brand/name of product at the start of the season. It will be applied after lunch. Every effort will be made to ensure it is applied safely. However, we do not accept responsibility for any child that may still react sensitively to the sun.
- If your child has any allergies or skin problems, you may provide your own sunscreen in a **named bottle** to be left in the setting. Please speak to your key person
- Discuss sun protection and safety with the children
- Use the canopy to provide shade
- Ensure children have access to drinking water at all times