



Registered Charity No: 1128799

# Hollies Pre-school

## Health Policy

Last reviewed January 2019  
To be reviewed July 2020

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### Statement of Intent

It is our aim to ensure that the setting is a safe and healthy place for children, parents, staff and visitors/volunteers visiting the pre-school.

We will ensure staff are kept up to date with relevant information regarding any health issues. Staff will be supervised to ensure policies and routines are adhered to.

### Smoking

No smoking is allowed on the premises. Staff are not permitted to smoke off the premises when wearing their Hollies uniform. This includes the use of e-cigarettes.

### Hygiene policy

We have a daily routine to ensure the building is kept clean at all times.

The following practices are followed:

- Cleaning tables/work surfaces between activities, using a fresh cloth and anti-bacterial spray before preparing snack and for tables being used for food, e.g. lunch time;
- Morning and afternoon checks/cleaning are in place in the kitchen and surfaces/equipment are cleaned thoroughly between tasks;
- Toilets are cleaned at lunchtime and at the end of the day, and in between as required;
- Door handles are wiped using anti-bacterial wipes when toilets are cleaned;
- The changing mat is cleaned after use and soiled nappies are stored in a nappy bin, which is emptied weekly;
- Protective clothing is used and changed when changing children;
- We provide clean clothes for adults and children if needed;
- Any soiled clothes are placed in a bag on the child's peg/in their bag. If underwear is very soiled it is bagged and disposed of in the nappy bin;
- Staff provide good role models regarding hand washing and remind children to wash hands before lunch/snack and after using the toilet;
- Protective clothing is used when dealing with a child that has vomited or who is bleeding.

At the end of the day the floor is brushed and mopped using cleaner and disinfectant. The carpets are hoovered and the windows cleaned. On Friday both fridges and the microwave are cleaned.

We have half termly cleaning days to carry out a full clean of the building to include walls, underneath units etc. This is carried out by a contracted/employed cleaner.

### Food and drink

We are very much aware of the importance of establishing healthy eating habits at the Hollies. Our aim is to reduce the intake of food and drink containing sugar and to encourage the children to eat healthily. We offer whole milk or water at snack time and vary the snack offering food such as toast, crackers, breadsticks, and various types of fruit and vegetables.

Water is available at all times.

Before a child starts attending the Hollies the parent supplies any information regarding allergies and dietary needs and a record is kept in the kitchen so staff can easily refer to it. Parents must inform us if any allergies are detected whilst they attend the setting. We are a **nut and sesame seed free** setting and ask parents not to include any nuts or sesame seeds in any packed lunches.

### Food handling and hygiene

Guidelines from 'Safer food, better business' are adhered to and all staff must read and sign the pack during their induction.

The following rules are in place:

- Aprons must be worn and changed daily ;
- Good levels of personal hygiene must be maintained and staff preparing food must have hair tied back;
- Any wounds must be covered using blue plasters provided;
- Any staff illness must be reported to the supervisor and appropriate action taken;
- The hand wash basin in the kitchen must be used for hand washing and paper towels used to dry hands;
- A pedal bin is provided in the kitchen;
- Food is protected and stored correctly, rotating to ensure food does not go out of date – any food that does go out of date must be disposed of immediately, and safely;
- Rubbish is disposed of daily to protect against pests and contamination;
- Bins are cleaned daily;
- Any used towels and aprons are placed in the washing bin, which is cleaned when emptied;
- Towels and aprons are washed at 60° and using a non-biological detergent;
- Separate dishcloths are used for use in the kitchen and on the tables;
- Used dishcloths are soaked overnight in bleach solution;
- The fridge temperature is checked daily and recorded weekly on Monday morning – ideally 5°c, maximum 8°c;
- Lunch boxes are stored in the fridge until lunchtime;
- Hot meals are provided by the school and are brought over to the Hollies in appropriate containers (risk assessment is at the back of the SFBB pack);
- When reheating food supplied by parents a food probe is used to ensure the correct temperature of 75°c is reached. Parents are asked to provide information regarding how the food has been cooked and stored prior to being brought into the setting;
- During baking activities children are supervised and taught good hygiene practice, such as washing hands, not putting fingers in their mouth, etc.
- The kitchen window must be kept closed when there is not a member of staff present.

### Sick child policy

The wellbeing and health of the children is our primary concern at the Hollies. We ensure all staff are aware of signs and symptoms of early childhood illnesses and display guidance on infection control in the office.

The children should only come to the Hollies if they are fit and well to do so. Exclusion is necessary for the following common symptoms and illnesses: diarrhea, vomiting, high temperature, chickenpox, measles, mumps, meningitis, head lice, scabies, etc. The necessary exclusion period will be employed in all cases. Children should NOT come into pre-school until they have been clear for 48 hours after any sickness/diarrhea/high temperature illness. If a child has a high temperature and is taking medication to control it they must not come into preschool, until their temperature remains normal without medication. If parents are unsure they are asked to consult their doctor.

On other occasions the exclusion of a child will be at the discretion of the supervisor in charge.

If a child is off sick, the parents must ring the Hollies on each day of absence. This will be recorded on the Child Illness Record, where the date returned will be noted. If a child is absent without contact from a parent/carer the parents/carers will be telephoned within the first hour by the manager.

If a child becomes ill whilst at the Hollies they will be kept comfortable with an adult in attendance. A change of clothes will be provided if needed. A sick bowl and nose bleed bowl are kept in the disabled toilet. The child's temperature will be checked regularly and appropriate action taken if needed – e.g. cold compress.

The parents will be notified and asked to collect the child as soon as possible. If we are unable to contact parents we will contact authorised persons on the child's list of contacts. A record will be made in the sickness book (kept in the office) and parents will be asked to sign when they collect their child. The following should be recorded on a new page: child's full name, date, time, reason and who has been contacted.

Parents should update the Hollies regarding their child's health and absence as required.

If an illness is contagious a notice will be displayed in the entrance to inform parents and information will be sent out to all parents. The Hollies will take advice from the Health Protection Agency in certain circumstances.

Parents of children who develop a contagious disease must notify The Hollies Pre-School at the earliest opportunity.

OFSTED and RIDDOR guidelines will be followed regarding notification.

If a child attends the Hollies with a medical condition which requires ongoing treatment, such as asthma, the medicine can only be administered by the Manager or a Supervisor with written instruction by the parents. The parent will also be asked to countersign the record of any staff administration of medication.

#### Special note re HIV/AIDS

All staff follow the hygiene policy when dealing with accidents resulting in bleeding or vomiting or in cases of diarrhea.

Any information received about a child's or adult's HIV status will not be shared with anyone else without the permission of the person concerned.

### Spillage and soiling

Any spillage or soiling is dealt with quickly, effectively and hygienically.  
The following procedures should be followed.

#### Bodily fluids:

- Isolate area ensuring children are directed away from the spillage (staff member to supervise);
- One member of staff to attend to the child, following safe procedures;
- One member of staff to fetch appropriate cleaning materials and equipment and clean area thoroughly, following safe procedures and ensuring children do not access any cleaning materials being used;
- Soiled clothing should be placed in bag ready for collection with the child's belongings;
- Any gloves, wipes, etc. used should be disposed of in the nappy bin;
- If sick bowl/nose bleed bowl have been used disinfect and clean thoroughly;
- Wear gloves when cleaning wounds.

#### Food and drink:

- Spillages should be wiped using the kitchen cloth and paper towels.

#### Nappy changing:

- Children should not be left unattended at any time;
- Talk to the child to make them feel comfortable and reassure them;
- Ensure clean gloves are worn at every nappy change and the mat is cleaned using antibacterial spray prior to, and after, each nappy change;
- Undo the child's nappy and clean the child using baby wipes (front to back);
- Place a clean nappy on the child and remove them from the changing mat;
- Soiled nappies, gloves, wipes and aprons should be disposed of in the nappy bin. DO NOT place any wipes down the toilet;
- The nappy bin is emptied weekly by an external agency. Should it require emptying before it is due the manager will contact the company for early collection;
- Staff should wash their hands before and after each nappy change with the antibacterial hand wash provided.

#### Toilet training:

We work with parents to support each individual child during this process, discussing progress and ways of encouraging the child. Children are reminded regularly and encouraged to use the toilet independently. Parents are asked to bring spare clothes, although we do have some spare if needed.

We have a potty available if needed, or children can use the toilet.

When the potty is in use it should be emptied down the toilet and cleaned using antibacterial wipes, which should be disposed of in the nappy bin. Wipes must NOT be flushed down the toilet.

### Administration of medicine

We will administer medication when required.

- All children must have an individual form;
- Each form must have the child's name on. No abbreviations or initials to be used;
- A red card must be completed and placed in the relevant box to be placed with the child's belongings at the end of the session to remind parents to sign the form before they leave with the child;
- The child's name must be highlighted in pink on the register for each session they are attending during the day;
- The parent or guardian of the child, under the guidance of the Manager or a Supervisor, must complete each form;
- Each form must be completed in full detail, with no abbreviations to be used;
- Once the parent has completed the medication form, the Manager or a Supervisor and parent must read through the form together checking the details are correct. The parent should then sign the form if both are satisfied;
- Any medication brought in by a parent must state on the bottle the child's full name and must be checked by the supervisor and the form initialed;
- The **manager** or a **supervisor** and a **permanent member of staff** should administer the medicine. No parent helper or temporary member of staff may administer medicines. No two pre-school assistants may administer medicine without a supervisor or the manager;
- When administering medicine first check the name on the bottle and sign to say the name has been checked
- Both parties must check the dosage against the dosage prescribed by the parent and the dosage prescribed on the bottle. If there is any doubt **DO NOT ADMINISTER THE MEDICINE;**
- Before administering the medicine ensure that it is given to the correct child. Both supervisor and staff member must be content that this is the correct child;
- Both supervisor and staff member must sign the form, stating the time that it was given;
- Any member of staff has the right not to administer medication if they do not wish to;
- Parents are asked to provide a named inhaler that can be kept at Hollies for their child.

We reserve the right to send children home if we think they are not well enough to be at the Hollies.

All staff receive first aid training. All first aiders have epipen training. If children are on permanent medication such as ventolin inhalers that need only be administered when required, parents must provide written permission that will be kept in the office. A medication form will be used if the medication is administered and a red card completed.

### First Aid

See main Health and Safety policy regarding procedures for recording.

Comfort the child/person and assess the severity of the injury. Clean the wound with water and apply a plaster if needed (the allergy list must be checked before applying a plaster). In case of a severe cut a first aider should treat the injury. If a child has a head

injury they should be monitored to ensure any change is noticed e.g. sleepy, vomiting, etc.

The child can return to play when the injury has been treated. If the injury is severe parents/carers must be informed immediately.

### Sun cream

We feel that it is important to teach the children sun safety and encourage them to wear sun hats on sunny days. We will apply a high factor children's sun cream, unless the child has an allergy and requires their own. We ask parents to apply cream before their child arrives at the Hollies in the morning and we will re-apply it at lunchtime. Parents must sign the consent on their child's agreement form and inform us if they have any allergy to sun cream.

The bottle of sun cream will be labeled so that staff are aware of children with an allergy, that need to use their own cream.

To prevent any accidents (spraying in eyes, etc.), we ask that parents do not send sun cream in their child's bag.

### Animals

Parents must not bring pets onto the school site – for example leaving them tied to the fence in the car park. They must be secured on the fence on Hazelbadge Road, opposite the school. Working dogs are exempt from this rule.

When animals are visiting the setting a risk assessment must be carried out. Staff must supervise children at all times and ensure they wash their hands using antibacterial wash after handling the animals. Any animals visiting the setting must be free from disease and safe to be with children.

### Policy Review

This Health Policy will be reviewed August 2020 or sooner if there are any changes to statutory requirements. Following each review all staff are expected to read the policy and sign to say they have read and understand it.

This policy was reviewed by the management committee September 2018.

Name Debbie Moore-Grundy  
Date

Role Manager / DSL

Signature

Checked and agreed by Sarah Carter.  
Date

Role Director

Signature