

# CHRIST CHURCH PLAYGROUP

## Health, Hygiene & Medicines Policy

Our Playgroup 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 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.

#### **Outdoor play**

Children will have the opportunity to play outside **every day** throughout the year (either in the church garden or on regular outings to Highbury Fields or other community play spaces).

#### **Illness**

Parents are asked to keep their children at home if they have any infection, and to inform the playgroup as to the nature of the infection. This will allow the Playgroup to alert other parents as necessary and to make careful observations of any child who seems unwell.

If Swine Flu or similar infections arise, the Playgroup will take advice from the local Authority on how best to proceed and will inform all parents of their actions and intentions.

Parents are asked not to bring into the Playgroup any child who has been vomiting or had diarrhea until they have been free of symptoms for 48 hours.

If a child becomes ill at nursery a parent or authorized carer will be asked to collect the child as soon as possible. Staff will care for the child in a quiet, comfortable area until they are collected.

If the children of Playgroup staff are unwell, the children will not accompany their parents/carer to work in the Playgroup.

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

#### **Information sources**

Parents will have the opportunity to discuss health issues with Playgroup staff and will have access to information available to the Playgroup.

The Playgroup will take advice from the local health authority information services and/or other health agencies.

### Medicines:

If a child is on prescribed medication, if possible, the child's parents will administer medicine. If this is not possible the following procedures will be followed:

- We must have written consent from with parents with a signature. Staff can

not be held responsible the child suffers adverse effects from such medication.

- All medication, which is brought onto the premises, must be stored in the original container and clearly labeled with child's name, dosage and any instructions. The medicines must be prescribed by the child's GP and be within the expiry date. Where local regulations require it, guidance will be sought from social services before people other than parents agree to administer medicines.
- All medications will be kept in accordance with the written instructions on their packaging. All medication is kept out of reach of the children in a lockable cupboard. Emergency medicines such as asthma inhalers and adrenaline pens are easily accessible to staff.
- A medication book will be available to log in: name of child receiving medication; 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; parent's signature.
- Playgroup staff will only administer prescribed medication. Under no circumstances will the setting administer non-prescribed medication.

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 Playgroup's insurance company (Royal & Sun Alliance, through the Insurance section at Pre-school Learning Alliance National Centre). If specialist knowledge is required, staff involved in administering medication will receive training from a qualified health professional.

The Playgroup will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed.

There will always be on the premises at least one qualified First Aider trained to administer first aid to children.

If a child at the setting requires medical attention that is beyond that which can be given by our trained first-aider (e.g. seizure) these procedures will be followed:

- One member of staff will contact the ambulance service and the child's parent or carer.
- One member of staff will stay with the child to comfort the child and monitor his / her condition.
- The child will be accompanied in the ambulance by a member of staff. Any necessary medical records, medicines and health care plans will also be taken. The accompanying member of staff will be able to provide any necessary information about how the child became unwell.

## **Hygiene:**

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

### **Personal hygiene**

Hands will be washed after using the toilet and before handling food.

Children with pierced ears will not be allowed to share each other's earrings.

Children encouraged to blow and wipe their noses when necessary and to dispose of soiled tissues hygienically then encouraged to wash their hands.

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.

Children will wash their hands before eating food or snacks.

### **Cleaning and clearing**

Any spills of blood, vomit or excrement wiped up and flushed away down the toilet. Rubber gloves always used when cleaning up spills of body 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 in 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 will be cleaned daily with an appropriate cleaner

### **Food**

The playgroup will observe current legislation regarding food hygiene, registration and training. Please see the Playgroup's Food Safety Management Policy.

In particular, each adult will:

- Always wash hands under running water before handling food and after using the toilet.
- Not be involved with the preparation of food if suffering from any infectious/contagious illness or skin trouble.
- Never cough or sneeze over food.
- Use different cleaning cloths for kitchen and toilet areas.
- Keep food covered.
- Not return to work within 48 hours of suffering diarrhea or sickness.

The manager responsible for the above is Sharon Marcellin.

**This policy was updated by the Playgroup Committee in November 2014.**

Signed on behalf of the playgroup .....