

HEALTH AND HYGIENE POLICY AND PROCEDURE

Hopes and Dreams promotes a healthy lifestyle and a high standard of hygiene in its daily work with children and adults. This is achieved in the following ways:

Personal Hygiene

Staff must follow the personal hygiene code at all times, and encourage children to adopt the same good personal hygiene code themselves. Staff must be aware of general hygiene in the Nursery School and ensure that high standards are kept at all times.

- Hands must be washed before handling food, after using the toilet or toileting children, after playing outside, wiping noses and after contact with animals
- Children with pierced ears are not allowed to try on or share each other's earrings
- A large box of tissues is always available and children are encouraged to blow and wipe their noses when necessary. Soiled tissues are disposed off hygienically and hands will be washed
- Children are encouraged to shield their mouths when coughing
- Paper towels are used and disposed off appropriately
- Hygiene rules related to bodily fluids are followed with particular care and all staff are aware of how infections, including HIV, can be transmitted

Procedure for preparing milk

- Clean work surface with Dettol and wash your hands or put on gloves
- Remove the child's own labelled or Nursery labelled bottle, which has been sterilised, from the fridge
- Fill in milk label and affix to bottle
- Pour required quantity of freshly boiled water from the kettle into the bottle
- Add equal amount of flat scoops of child's own formula to ounces of water e.g. 3oz=3 scoops
- Put on bottle top and shake thoroughly
- Stand bottle in a jug of cold water to cool down
- Test bottle temperature with clean probe. Temperature must be between 30C and 37C
- Offer bottle to baby for immediate consumption
- If a child requires cow's milk and prefers this warmed – stand bottle in boiling water to warm. Test temperature of the milk, which must be between 30C and 37C. Transfer to labelled beaker and offer for immediate consumption.
- Any milks not consumed must be discarded within 1 hour from time of preparation

Procedure for storing, handling and preparing breast milk

- Wash your hands before taking milk from parent/carer
- Fill in breast milk label with information from parents/carer and affix on bottle/container
- Place in fridge towards back immediately
- Fill out 'milk from home' form

- Clean surface with Dettol spray and wash your hands or put on gloves prior to handling breast milk from fridge
- Remove required breast milk from fridge and stand in jug of boiling water to warm
- Gently swirl milk around in bottle; DO NOT SHAKE
- Test temperature of milk using clean probe. Milk temperature must be between 30C and 37C
- Offer milk to baby for immediate consumption
- If not consumed immediately milk can be offered within 1 hour after it was warmed but must be discarded after 1 hour of warming
- Unfrozen breast milk must be discarded from the fridge after 48 hours from date of expressing milk
- Frozen breast milk must only stay in the fridge for 24 hours from time of defrost

Procedure for sterilising bottles and dummies

- Take apart all pieces of the bottle e.g. teat, rim of bottle, tubes,... and wash in hot soapy water using the bottle brush (same for dummies).
- Rinse bottle and all bottle pieces and dummies thoroughly with clear water
- Place all bottle pieces, still separated, and bottles, dummies into the sterilizer (maximum of six bottles)
- Add one bottle cap of water and close the lid
- Push start button for the light to come on and the sterilisation process will begun
- When the light goes off sterilisation is complete but wait for several minutes before opening the lid
- Clean work surface with Dettol and wash your hands or put on gloves
- Remove dummies and bottles from steriliser. Reassemble bottles and place bottles and dummies in the fridge
- Unplug steriliser and clean thoroughly ready for next use
- Once a month sterilizers must be cleaned with citric acid in accordance with the monthly cleaning schedule

Cleaning and Clearing

The Nursery School is committed to providing a safe, happy and healthy environment for children to play, grow and learn. Cleanliness is a vital step to ensure this.

- The Nursery School is cleaned throughout the day by two housekeepers, who follow a detailed cleaning schedule
- Additional weekend cleaning is in place to ensure thorough cleaning in the absence of children
- Any mess caused throughout the day will be cleaned up as necessary to ensure that a hygienic environment is provided for the children in our care
- Regular toy washing rotas are established in all rooms and recorded. Toys are washed with sanitising fluid
- Floors are cleaned regularly during the day and as and when necessary
- Staff are requested to use appropriate coloured mops for the task or area being cleaned. Mop heads are replaced regularly
- Face cloths are washed on a hot wash after every use and not shared between children
- High chairs are cleaned thoroughly after each use
- Each child has his own bed sheet, which is washed at the end of each week or whenever necessary in the toddler and pre-school rooms. Cot sheets in the baby room are washed daily
- All surfaces are kept clean and clutter free

- Children are reminded to wash their hands after using the bathroom and before meals. Staff model good hygiene standards by being role models for the children
- Children learn about good hygiene routines and why they need to wash their hands, wipe their noses and cover their mouths when coughing through activities incorporated in the curriculum planning
- Additional hygiene routines such as wiping door handles and gates, additional cleaning of toys and equipment and washing of bed sheets are put in place during cases of sickness or illness in the Nursery School

Staff Room

- It is the responsibility of each member of staff to ensure that their staff room is kept clean and tidy
- Fridges are cleaned out weekly
- Microwave is cleaned after each use
- Surfaces are wiped down daily
- All implements used for lunch breaks are washed and tidied away

Reviewed on: May 2020

Signed on behalf of the Nursery School: *Mikki Parkes*

Managing Director: *[Signature]*

Next review date: May 2021