



Example Nursery Health Policy

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In the nursery the following areas are also to be considered when looking at health and safety in the setting:

Cleaning the Environment

Germs can survive on environmental surfaces. Viruses, in particular, can be excreted in large numbers in respiratory secretions and in faeces and their persistence on surfaces for hours and days are common. Environmental hygiene is thus a vital part of good infection control.

Cleanliness/Hygiene

Promoting good health and cleanliness is a benefit to all it is important that all staff maintain good Hygiene practices in the nursery setting.

Cleaners/Housekeepers are employed to clean the nursery daily and the nursery has a communication book to log any problems or missed areas for both to write messages in.

When considering Hygiene it is important to instil good hygiene practices for both the staff and children for example always ensure that you:

- Wash hands after going to the toilet
- Wear protective clothing gloves and aprons are provided
- Be especially careful when handling bodily fluids
- Clean all nappy areas and Kitchens after every use
- Encourage children to be independent in toileting but ensure they wash their hands
- Wipe children's noses when needed and teach them to get their own tissues and dispose of them in the bins.
- In all areas where there are cleaning products a COSHH list is kept.

All areas should be cleaned regularly as part of a documented cleaning policy and rota. Toilets and frequent hand contact surfaces should be cleaned as frequently as is practical,

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Staff Health

Children and staff are at risk of contracting infections from each other. In the context of infection control, therefore, all nurseries should have appropriate policies for the protection of staff through immunisation, training and compliance with health and safety legislation. Such policies should apply to all agency/locum staff and to those on short term contracts. - See Communicable Diseases Policy.

Protective Clothing

- **The company provides protective clothing for you in the form of aprons and gloves, we advise you to wear these items as required.**
- Please ensure that at every nappy change you wear an apron, gloves, and after changing the child you thoroughly clean the area and wash you hands before going onto the next change.
- Aprons are to be worn when feeding the babies solids.
- Any person entering the kitchen is advised by the cook to adhere to the requirements of wearing head protection and an apron.
- The oral polio vaccine is used in the routine childhood vaccination schedule and is excreted in the child's stool afterwards. It may occasionally revert to 'wild type polio' as it passes through the gut and become capable of causing disease in others. For this reason all staff working with children aged less than five years should be fully immunised against polio.

Animals

Any Animals that dolphin nurseries may have on the premises must have their own care arrangements, their must be designated staff who will care for the animals and if children are handling them they must be supervised and encouraged to practice good hygiene practices. All food must be kept in an airtight container and away from domestic food.

Sandpits

Regular inspection of the sandpit is carried out and logged on the daily check form. The sand must be sieved regularly it is important to consider changing sand once a year before refilling the sand pit.

Food and Kitchen Hygiene

A high standard of hygienic practices in the preparation and storage of food, together with the use and maintenance of clean kitchen areas and equipment, are vital for ensuring the safe delivery of food to children in a nursery.

More detailed guidance on food hygiene training can be found in 'An Industry Guide to Good Hygiene Practice: Catering Guide' (Printed in 1997 by Chadwick House Group Ltd).

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In addition, nursery managers should have the following points in place:

- Ensuring that staff involved in toileting children or nappy changing are not involved in food handling
- Determining how many people will be preparing foods so as to establish levels of food hygiene training required by staff
- Establishing clear routines, rotas and staff responsibilities, including the cleaning and disinfection of equipment
- Ensuring adequate, dedicated hand washing facilities are in place
- Providing a separate area for sterilising baby feeding equipment and preparing babies feeds e.g. a 'milk kitchen'
- Ensuring that monitoring and reviewing of food handling procedures occurs, including temperature control monitoring (chill, cook and hot holding)
- Ensuring the safe storage of both raw and ready to eat foods
- Ensuring separate equipment is used for raw and ready to eat foods
- Ensuring the safe and hygienic transportation of food
- Determining whether children will have access to the kitchen for supervised activities.

All food contact surfaces (including tables and high chairs in the nursery area) should be cleaned with detergent and hot water and a disposable cloth and then disinfected and wiped dry immediately. Please note that just wiping surfaces with a cloth and a cleaning product does not decontaminate surfaces.

Baby Formula and Sterilisation

All Formula is made daily and stored in the fridge (see making up formula policy). Once Formula has been taken out of the fridge and been heated it must be discarded if not used in one hour. When new boxes of formula are opened they are dated if still not used after 1 month from opening they are then discarded, the same procedure applies for packet food.

All sterilisers are changed within 24 hours; this is logged on a form based by the steriliser. Once an item is taken from the steriliser it must be used immediately. If using steam sterilisation it is important to ensure the items sterilised are used within 30 minutes of the steriliser switching off.

Medicine

- It is of vital importance that all childrens files and health details are kept up to date. Allergies are made known to all staff.
- Senior Staff only have permission to administer prescribed medication to any child, and only if there is written authorisation from the child's parent / guardian. This is witnessed by a member of staff and recorded in a medicine file.
- All medicines are to be clearly labelled and safely stored in a locked cupboard at all times.
- Gloves are available and should be worn when dealing with bodily fluids.

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First Aid

The nursery has a first aid box situated in the Office and smaller ones in the Kitchen and Nappy Changing Rooms. A person Qualified in first aid must be in the Nursery at all times, and in attendance if an accident happens. All accidents are noted on an Accident form and parents are notified.

Smoking and Drugs

Dolphin nurseries ltd has a strict Drug, smoking and alcohol policy.

No smoking is allowed on the premises there is a dedicated smoking area.

If a member of staff is suspected of / or found guilty of being in possession / consuming drugs or alcohol during the working day they will be suspended for gross misconduct.

Toys

Toys are important in the social and educational development for children. The sharing of toys between children can, however, be classed as a potential source of infection as they can become contaminated with germs from unwashed hands, spills of body fluids, or by children putting their mouths to them.

Germs can survive on the surface of toys in sufficient numbers to present a risk of infection. Indeed, contaminated hands and objects such as toys have been implicated as important in the transmission of germs within units or during outbreaks of infection.

In General:

All people responsible for Health and safety must have knowledge of the following legislation:

- Health and Safety at Work Act 1974
- Health and Safety (information for employees) Regulations 1989
- Health and Safety (first aid) Regulations 1981
- The Control of Substances Hazardous to Health Regulations 1988 (COSHH control)
- The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR)
- The Electricity at Work regulations 1989
- Food Hygiene Regulations 1985
- Food Safety (temperature control) Regulations 1995

From this legislation the nursery sets up the formal procedure for risk assessments.

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Daily Health and Safety Procedures

- Ensuring you follow the advice given regarding manual handling.
- Check all areas are tidy floors dry and clean.
- Check all toys are safe and age appropriate.
- Clean up all messes / Accidents as they happen.
- Keep all cleaning fluids out of harms reach i.e. in a locked cupboard or on a high shelf.
- All cleaning fluids must have a COSHH list with them.
- Be aware of your environment at all times and where your group of children are.
- Wear the protective clothing supplied whenever needed.
- Always use stepladders when going up high, do not stand on stools.
- Be aware of emergency service details and where to find them.
- Know which staff are qualified to carry out first aid within the nursery.
- Be aware of where the first aid is kept.
- Check the garden daily for rubbish, and dangerous items before taking children out.
- Empty all water trays daily; ensure there is no standing water anywhere that children are playing and never leave children unattended when playing in water.
- Ensure you follow the cleaning routines in the setting.
- Wash up all tea, snack, bottles, drinks etc as soon as they are finished with.
- Ensure all children look well cared for i.e. no dirty noses, faces clothes.
- Take care on the stairs and in the lift and adhere to the policy.
- Never leave children unattended.
- Log all accidents.
- Get parental consent for application of medicines.
- Ensure you are aware of the ratios within the setting
- Notify the HSO / manager of any broken items.
- Challenge strangers and do not let them in to the building until you know who they are.
- All visitors are to sign the visitors' book.

These points are set out as reminders to help ensure that the safety and well being is paramount.