

Title:	HEALTH, NUTRITION & HYGIENE POLICY
Outcome Statement:	Our pre-school promotes a healthy lifestyle and a high standard of hygiene and good practice in its day-to-day work with children and adults. We will do all in our power to prevent the spread of infection and promote good health.
To meet the standards as part of:	Early Years Alliance Ofsted EYFS
Applicable to & For use by:	All members of the pre-school setting: Staff, Committee Members, Volunteers, Parents / Carers
Appendices:	
Last reviewed:	January 2024 (Manager's name changed May 24)
Reviewed by:	Hainford & Frettenham Pre-school Manager / Chairperson
Date of Committee Meeting policy adopted at:	
Chairperson Name and Signature:	
Review Date:	January 2026

HEALTH, NUTRITION & HYGIENE POLICY:

Our pre-school promotes a healthy lifestyle and a high standard of hygiene and good practice in its day-to-day work with children and adults. We will do all in our power to prevent the spread of infection and promote good health. This is achieved in the following ways:

HEALTH:

- On admission, parents complete a medical information sheet on their child. Copies are held in the register file and information is also transferred to a noticeboard.
- We display information regarding allergies, medical conditions, and 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.
- Physical play is part of our daily activities. Children will have the opportunity to play in the fresh air throughout the session, each day. The pre-school has an undercover hard floor area, a bark area and grass area which are checked for safety before use.
- Parents are not to bring into the pre-school any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack and also in the case of diagnosed gastroenteritis. This follows NHS guidance.
- Parents and carers should not send children to pre-school who have been given fever reducing medication (eg calpol) up to 6 hours prior to the start of the session.
- Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressings.
- If a child presents with contagious symptoms at preschool the child will be isolated with a member of staff, the member of staff will be issued with full PPE until the parent arrives to collect the child. The area the child has been isolated in will be thoroughly disinfected.
- In accordance with guidelines from the Norfolk, Cambridge and Suffolk Health Authority, in the case of any illness, especially contagious infection, parents are asked to keep their children at home. If there are any queries, parents should refer to the Manager for guidance. Parents are asked to inform the pre-school as to the nature of the illness / infection so that, if necessary, a notice can be placed on the outside of the building advising other parents if a contagious infection is circulating. Serious infectious illnesses such as measles or meningitis will be recorded and reported to Ofsted and to RIDDOR on 08453009923.
- If a child is on Doctor prescribed medication, the following procedures will be followed:
 - ✧ If possible, the child's parents will administer medicine. If not, then medication must be clearly labelled with the child's name, dosage, and any instructions.
 - ✧ Written information will be obtained from the parent, giving clear instructions about the dosage, method of administration of the medication, name of medicine, time to be administered and signed permission for a member of staff to follow the instructions.
 - ✧ All medications will be kept out of reach of other children in a locked medicine unit.
 - ✧ Medication records will be available to log in:
 - name of child receiving medication
 - times that the medication should be administered
 - name of medication
 - date and time when medication is administered
 - together with the name and signature of the person who has administered each dose
 - Name and signature of a witness
 - Parents signature after each dose given.
- Regarding 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 pre-school's insurance company.
- If the administration of prescription medicines requires technical/medical knowledge, then individual training is provided for staff from a qualified health professional. Training is specific to the individual child concerned.
- Pre-school will not administer any non-prescription drugs.

- The Pre-school will ensure that the first aid equipment is kept clean, replenished and replaced as necessary (in accordance with Health & Safety (First Aid) Regulations 1981). Sterile items will be kept sealed in their packages until needed. All members of staff hold current paediatric first aid certificates, which are updated every three years.
- The First Aid Officer is Louisa Coleman. In the event her absence there will always be a fully qualified First Aid member of staff present.
- Parents will have the opportunity to discuss health issues with pre-school staff and will have access to information available to the pre-school.
- The pre-school will maintain links with health visitors and gather health information and advice whenever possible.
- Parents are asked to advise staff on arrival, if their child has received any injury / bump outside the pre-school session; this is recorded on an existing injury. This is so that staff may ensure that the injury is not aggravated during the session. If a child is hurt during the session, an entry is made in the "accident book" giving full details of the accident and treatment and a request will be made for the parent to sign the book. If a child or adult receives a serious head injury or a sudden illness occurs during the session, the parent or, failing contact, the emergency contact person (details of which are held in the register), is asked to come to the pre-school and take the child or adult from the session. With head injuries, the staff always advise parents to consult their doctor. In cases of serious head injury, the parent will also be given a letter outlining the accident details and treatment given. In all circumstances parents will be asked to sign an accident form.

NUTRITION:

We aim to promote healthy eating within the pre-school through projects undertaken with the children, through communication with the parents/carers and the structure of the session at the pre-school.

- We are committed to equality of opportunity (please see our Equal Opportunities Policy) and plan our programme to extend the children's experience and knowledge of other cultures, celebrations and festivals, to include the different foods eaten.
- We try to raise the children's awareness of the different food groups and of the need for balanced diet, through play and discussion.
- Our Admissions Form, which is completed by parents/ carers in respect of every child, asks for details of any allergies (including food intolerance) and any special dietary requirements (eg. vegetarian, religious, cultural, medical etc)
- We aim to make snack times sociable occasions with the children sitting down together at tables. Snack is a variety of fruit, salad and breadsticks. Snack may vary sometimes to incorporate some themes and celebrations.
- Snack time is used as a learning opportunity. For example, encouraging children to put their hands up when wanting to speak, taking turns in conversations, being independent by tidying their own snack and drinks.
- Drinking water is available to the children throughout the session. The parents/carers are made aware when they join us to bring their own child's named water bottle in, which is available to them at all times. If a child doesn't bring a water bottle to a session, fresh water in a cup will be provided.
- Children will have the opportunity to prepare healthy snacks for themselves and others during group cooking activities.

HYGIENE:

- A supply of clean clothes is always available during the session, in case a child needs them for whatever reason i.e. toilet accident, spillage, mud etc. Soiled garments are wrapped in polythene bags and given to the parent/guardian/carer at the end of the session. Parents/guardians/carers are asked to return pre-school clothes once they have been laundered.
- We aim to promote hygiene by ensuring that children wash their hands for 20seconds before snack time and after using the toilet. Child friendly posters are displayed to promote hand-washing proce-

dures. Individual paper towels are used and disposed of appropriately.

- A private area is available for nappy changing, gloves and aprons are readily available, and soiled nappies are disposed of hygienically. Further information about toileting support is later in this document.
- A large box of tissues is available at each session and children are encouraged to blow and wipe their noses and put tissues in the bins provided when necessary. Soiled tissues are disposed of regularly from the bins provided for the children to use.
- Children are encouraged to shield their mouths when coughing.
- Children with pierced ears are not allowed to try on or share each other's earrings.
- Hygiene rules related to bodily fluids are followed with particular care and all staff and volunteers aware of how infections including HIV can be transmitted. Any spills of blood, vomit or excrement are wiped up and flushed down the toilet by a member of staff or volunteer wearing disposable gloves and an apron. Floors and other affected surfaces are disinfected. A body fluid kit and a burns kit is kept with the first aid box.
- Tables used for snack or cooking activities are cleaned using anti-bacterial spray or wipes before and after use. The snack area is swept after use.
- All toys and equipment will be sterilised at the end of every term and more regularly when required.
- A deep clean of the setting will take place termly.
- The floor is swept at the end of every session and the carpets hoovered when needed and steam cleaned. Toilet seats, steps, and all work surfaces are cleaned with a disinfectant spray at the beginning and end of each session by a member of staff wearing the disposable gloves provided.
- Overflow resources and equipment are stored outside in our storage facility which is regularly inspected for safety, tidiness, and rodents. The equipment / resources are washed (see separate toy cleaning rota) and repaired or replaced weekly as used. All toys are thoroughly deep cleaned routinely at the end of the Summer Term.
- Hainford and Frettenham Pre-School have 2 guinea pigs. Children are encouraged to help to look after our pets and are taught to do so in a hygienic way. Children wash hands after handling the guinea pigs, providing food or helping to add bedding.

Preparing Food:

The pre-school will observe current legislation regarding food hygiene; a Basic Food Safety Certificate is held by adults who prepare food wherever possible.

Each adult will:

- Tie long hair back when preparing food and drink.
- Always wash hands using anti-bacterial soap 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 paper towels for kitchen and toilet areas.
- Prepare raw and cooked food in separate areas.
- Ensure waste is disposed of properly, keep a lid on the dustbin and wash hands after using it.
- Wash fresh fruits and vegetables thoroughly before use.
- Ensure food items are not co-handled by children.
- Any food or drink that requires heating will be heated immediately prior to serving and not left standing.
- All utensils will be kept clean and stored in a cupboard and tea towels will be kept clean.
- Cracked or chipped china will not be used.

Accident and Incidents

We hold a very comprehensive accident record folder where all happenings are fully recorded on accident, incident, and existing injury forms.

The accident form includes full name of child casualty, date & time of accident, place of accident, circumstances of accident, nature of injury, treatment given (if any) medical aid sought (if any), name of person who dealt with accident, name of witness(s), parents signature, layout of accident area & further action (if needed). These records are kept for 21 years.

If incidents arise within pre-school which need recording we have an incident form with details of name of child, date and time of incident, place of incident, details of incident, action taken, person who dealt with the incident and signatures from parents and staff.

Our existing injury forms record details the child's name, date of injury, cause of injury, description of injury, staff name and signature and parents name and signature. We also have a body outline on the form to mark the area on the body which the injury is on.

Nappy Changing and Toileting Support

No child is excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

We see toilet training as a self-care skill and aim to ensure that children have the opportunity to learn with the full support and non-judgemental concern of adults.

We support children with toileting in the following way:

- Children in nappies or who are toilet training need to supply their own nappies, wipes and nappy sacks for their use at pre-school. We are unable to supply these items. Please see our charging policy for more information.
- Wherever possible, a child will be changed or assisted in toileting by their key person.
- Gloves and aprons are put on before changing starts.
- A changing mat is kept in the toilet area for use when nappy changing. The changing mat will be cleaned using anti-bacterial cleaner after each use.
- Older children access the toilet when they have the need to and are encouraged to be independent.
- If a child has a toileting accident they will be reassured that they have done nothing wrong, with a member of staff talking to the child to distract them from the incident.
- Wet and soiled clothing will be bagged up for the parent/carer to take home.
- Children are asked to bring a spare set of clothes, including underwear in their bags.
- Children are encouraged to wash their hands after using the toilet and after being changed. Paper hand towels are provided and the children are supervised washing their hands with soap and warm water.
- We will always change a soiled nappy or one that is noticed to be particularly wet.
- We would not generally change a nappy during a three-hour session unless we feel it is absolutely necessary as this is quite an intrusive and sensitive task.
- We will apply nappy cream at nappy changes with prior written consent from the parent.