

Health & Hygiene Policy

Little Friends 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

Illness

- ❖ To prevent the spread of contagious diseases and infections such as measles, mumps, chicken pox, vomiting, diarrhoea, fevers etc.
 - Parents are requested to keep their child at home **or**
 - If a child becomes ill during nursery hours, the parents will be requested to collect their child.
 - If a child needs urgent medical attention – the child will be taken to the hospital or in a more serious case an ambulance will be called.
 - If a child requires medication, parents must endeavour where possible to administer this at home **or**
 - If required management will administer medication at 12.00pm and 4.00pm, provided a permission slip has been completed correctly and signed by the parent indicating the amount of dosage. All medicines must be clearly labeled with the child's name, any medicine administered will be written on a medication record.
 - Parents will have the opportunity to discuss health issues with the designated staff and will have access to the available information.

Accidents

- ❖ In the event of an accident:
 - A member of staff who is trained shall administer first aid if so required.
 - The child will be comforted and carefully monitored until collected by the parent.
 - The accident will be recorded and verified by other members of staff that are present.
 - Parents will be notified and requested to read and sign the accident form.
 - First aid boxes will be kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed.

Little Friends is a Private setting and through this we provide the following safety items within the building:

- ❖ Radiator covers and thermostatically controlled heating.
- ❖ Fire extinguishers/fire blankets.
- ❖ Smoke detectors and any other firefighting equipment/recommended signs as indicated by the fire authority.
- ❖ Cupboard and drawer locks.
- ❖ Lockable childproof first aid cupboard.
- ❖ Restricted opening devices on windows.
- ❖ Soft furnishings/bedding should be flame resistant material.

- ❖ Thermostatically controlled hot water taps.
- ❖ Smoking is not permitted on the premises
- ❖ Pets which are kept for the children, must be well cared for.
- ❖ While children are present, doors should not be locked and be easily opened in an emergency.
- ❖ Management will ensure that:
 - Toilets are ventilated, kept clean, in working order and accessible.
 - Ventilated space between toilets and any workroom.
 - Wash basins with hot and cold (or warm) running water.
 - Soap and paper hand towels.
 - Skin cleansers and gloves where necessary.
 - Protective clothing worn where necessary.
 - Toys and equipment are frequently inspected and the inspections recorded, also any toys or equipment with defects are removed, reported and/or rectified.
 - Good standards of housekeeping are maintained.
 - Management regularly reviews working practices to improve health and safety.
 - Accidents/incidents are investigated and recommended ways of preventing recurrences.
 - Outdoor environment i.e. play area is checked for hazards before being used by the children.
- ❖ **The following records will be maintained:**
 - Refrigeration.
 - Batch cooking/reheating.
 - Food delivery.
 - Hot holding.
 - Probe check.
 - Hygiene inspection.
 - Kitchen cleaning schedule.

Little Friends food technician will ensure that all records are kept and maintained.

Safe Working Procedures

Reporting of accidents/incidents

- ❖ All accidents and incidences must be recorded and reported immediately using the correct forms.
- ❖ All parents must be informed and asked to sign the accident/incident form to acknowledge the fact that they have be notified.
- ❖ All completed accident/incident forms should be passed to the manager, signed and stored in the office.

First aid boxes

- ❖ There shall be no medication kept in the first aid boxes.
- ❖ There is always to be a staff member present who holds a current first aid certificate.

Breaking glass points

- ❖ All break glass points to be checked and logged at set intervals.
- ❖ All broken glass points must be treated as possible fire hazard and the emergency action plan for a fire must be put into practice.

Links to other policies:

Confidentiality Policy

Medical Administration Policy

Partnership with Parents Policy

Recruitment and Selection Policy

Signed: _____

Date: _____