



Hygiene Policy:

Ducklings Childcare Ltd promotes a healthy lifestyle and a high standard of hygiene in its day-to-day work with children and adults. This is by maintaining the following standards:

Personal Hygiene

Children and staff are encouraged to wash their hands before meals and after going to the toilet. Signs are placed in bathrooms as a reminder and personal hygiene is promoted to children throughout the day.

Tissues are used when wiping children's noses and are disposed of in the bin immediately after use. Staff wash their hands after wiping children's noses to prevent the spread of infection. The nursery will ensure stocks of tissues, hand washing equipment and cleaning equipment are maintained at all times and increased during the winter months or when flu and cold germs are circulating.

To prevent cross contamination arising from cuts or open sores, plasters are administered to all children who do not have an allergy to them. Parents are asked to sign a consent form when starting nursery to ensure we have their permission to do this. For children with an allergy to plasters a bandage and dressing will be applied to the wound.

Dental Hygiene

We would like to support you in training your child to clean their teeth regularly by helping him/her clean their teeth after meals whilst in our care. We would therefore request that you provide us with a suitable toothbrush, toothpaste and a small plastic beaker. These will all be stored in a small plastic container in Ducklings and available for use by your child only. We will help your child clean his/her teeth regularly. We will advise you when the toothpaste is running low or the brush needs replacing.

We also ensure that the children in our care are not given food containing high levels of sugar. We do not permit fizzy drinks apart from special accessions and will wean children from drinking from bottles with teats as continued sucking of juice can damage teeth. We will work with you to encourage your child to drink from a beaker or trainer cup.

Environment

We employ cleaners who are responsible for ensuring the setting is cleaned thoroughly each evening. The rooms are checked every morning to ensure the nursery is clean and safe for children and parents to enter.



Staff continue to monitor the following procedures daily:

- Tables are cleaned before and after every meal.
- Sand is swept up regularly. Any sand on the floor is disposed of.
- The water tray is emptied every evening and replenished each morning.
- Floors are swept after every meal and mopped if necessary.
- Spillages and wet floors are mopped and dried immediately and a wet floor sign is put in place until the floor is completely dry.
- Nappy changing and toilet areas are cleaned and sterilised regularly throughout the day.
- Dummies are sterilised after each use and when needed. If a dummy falls on the floor or is picked up by another child, this is cleaned immediately and sterilised.
- Rubbish is disposed of in the bins provided and the swing top lids are cleaned daily.

Cleaning

All cleaning equipment is kept locked away in the cleaning cupboard. Mops are colour coded to prevent cross contamination and are replaced regularly. Separate mops are used for cleaning up bodily fluids.

Periodically each room in the nursery will be deep cleaned including carpets and soft furnishings to ensure the spread of infection is limited. This will be implemented earlier if the need arises.

Kitchen

Staff need to be aware of the basic food hygiene standards through appropriate training and this will be reviewed every three years.

- Fridge and freezer temperatures must be recorded first thing by the responsible person opening up and last thing at night
- All food to be covered at all times in and out of the fridge and dated to show when each product was opened
- Fridges to be cleaned out weekly
- Microwave to be cleaned after each use
- Oven to be cleaned out regularly and recorded
- Freezers to be cleaned out every three months and recorded



- Care must be taken to ensure that food is correctly stored in fridges
- When re-heating food it should be done until over 70°C, checked with the probe thermometer before serving
- All opened packets to be dated when opened and placed in an airtight container e.g. baby food, raisins, cereal etc
- Blended food should be placed in suitable airtight containers, named and dated
- Surfaces to be cleaned with anti-bacterial spray
- Only appropriate coloured kitchen cloths to be used. These must be washed daily on a hot wash
- All plugs to be pulled out of their sockets at the end of each day and switches switched off where practicable (with the exception of fridge and freezer)
- Children must not enter the kitchen except for supervised baking activities
- All cupboards to be cleaned out monthly
- Doors/gates to the kitchen to be kept closed/locked at all times
- Food served but not used immediately should be appropriately covered and placed in the fridge/freezer within 60 minutes. If this is not followed, food should be discarded immediately.

Nursery

- Staff must be aware of general hygiene in the nursery and ensure that high standards are kept at all times
- Regular toy washing rotas must be established in all rooms and recorded. Toys should be washed with sanitising fluid
- Floors should be cleaned during the day when necessary. Vacuum cleaner bags should be changed frequently
- Staff are requested to use the appropriate coloured mop for the task or area and mop heads should be washed in a separate wash at least weekly
- All surfaces should be kept clean and clutter free
- Each child should have its own sheet which should be washed at the end of each week or whenever necessary



- Children must always be reminded to wash their hands after using the bathroom and before meals. Staff should always encourage a good hygiene standards, for example, not eating food that has fallen on the floor
- Children should learn about good hygiene routines and why they need to wash their hands, wipe their noses and cover their mouth when coughing

Staff Rooms

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

Children's Activities

Children are educated about good hygiene practices on a daily basis as part of their daily routine. Posters are displayed in all hand wash rooms explaining how to hand wash thoroughly. In addition to regular hand washing practices we also promote:

- Placing tissues in the bin once they have been used
- Covering the mouth when coughing and sneezing
- Using the toilet correctly, and washing hands after
- Washing hands after playing outdoors and before meal times

Toys and resources are cleaned routinely as part of the rota system which is monitored by the room supervisor.

Animals

Animals can carry infections, so hands must be washed after handling any animals. Health and Safety Executive (HSE) guidelines for protecting the health and safety of children should be followed.

Animals in School (permanent or visiting)

Ensure animals' living quarters are kept clean and away from food areas. Waste should be disposed of regularly, and litter boxes not accessible to children. Children should not play with animals unsupervised. Veterinary advice should be sought on animal welfare and animal welfare and animal



health issues and the suitability of the animal as a pet. Reptiles are not suitable as pets in schools and nurseries, as all species carry salmonella. Guidance on infection control in schools and other childcare settings.

Vulnerable children

Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers, on high doses of steroids and with conditions that seriously reduce immunity. Schools, nurseries and childminders will normally have been made aware of such children. These children are particularly vulnerable to chicken pox, measles or parvovirus B19 and if exposed to either of these, the parent/carer should be informed promptly and further medical advice sought. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.

Female Staff – Pregnancy

If a pregnant woman develops a rash or is in direct contact with someone with a potentially infectious rash, this should be investigated according to PHE guidelines by a doctor. The greatest risk to pregnant women from such infections comes from their own child/ children, rather than the workplace. Some specific risks are:

- Chicken pox can affect the pregnancy if a woman has not already had the infection. Report exposure to midwife and GP at any stage of exposure. The GP and antenatal carer will arrange a blood test to check for immunity.
- Shingles is caused by the same virus as chickenpox, so anyone who has not had chicken pox is potentially vulnerable to the infection if they have close contact with a case of shingles (German measles, Rubella), if a pregnant woman comes into contact with German measles she should inform her GP and antenatal carer immediately to ensure investigation, the infection may affect the developing baby if the woman is not immune and is exposed in early pregnancy.
- Slapped cheek disease (Parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), inform whoever is giving antenatal care as this must be investigated promptly measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed she should immediately inform whoever is giving antenatal care to ensure investigation.