



Creative Kids Early Learning Centre

Health and Hygiene Policy

At Creative Kids Early Learning Centre, we ensure high standards of cleanliness and hygiene are met by everyone. We understand the prevention of infection is essential in order to maintain children's good health.

In order to avoid the spread of infection we maintain personal hygiene by following these procedures.

Zoono Treatment (Ref Addendum with Appendix I)

Every month, CKELC gets its premises disinfected and sanitised by the Zoono technology. This is totally a new concept in water based (CONTAINS NO ALCOHOL), disinfecting and protecting from bacteria, viruses, mould, mildew, fungi, algae, and other organisms. A single treatment will last for 30 days, we have an annual contract for the disinfection of the facility (includes all the areas inside and outside) along with all the toys, equipment, teaching tools, furnishings, dressing up clothes and equipment etc.

This process also includes (in addition to the daily routine cleaning and disinfection), an indoor surface treatment where Zoono treatment is applied to treat the carpets and flooring, kitchen, and all other touch points, so it protects the kids from picking up germs and passing on any virus or illness to each other. A single treatment will last for 30 days

Upon their arrival, every morning the children disinfect their hands using the Zoono product – “The 24-HOUR Germ Protection Sanitiser” this sanitiser is non-alcoholic and more effective as compared to others and is long lasting and needs to be applied just once for a complete protection till 24 hours.

General Hygiene

To prevent the spread of infection, adults in the group will ensure that the following good practices are observed:

- Hands are always washed after the toilet is used. Children are encouraged to wash their hands after they have had their nappy changed.
- Tissues will always be available, and children will be encouraged to wipe their own noses.
- Children will be encouraged to cover their mouth and nose when coughing and staff will always set a good example of this.
- Cuts and open sores will be covered with a visible waterproof plaster.
- Everyone should appear clean and well presented in correct nursery uniform when working. Long hair should be tied back. No excessive or heavy jewellery to be worn.

Food Preparation

- Always wash hands before and after preparing/handling food or drink.
- Long hair should be tied back.
- Wash raw fruit or vegetables which are to be eaten. Wash eggs before they are cracked.
- Not coughing or sneezing near food.
- Store food appropriately – raw and cooked separate; kept covered and refrigerated.

- Storage areas will be regularly and thoroughly cleaned.
- Kitchen equipment will be thoroughly cleaned after use.

Cleaning

- Ensure that kitchen areas and toilets are cleaned daily, and that there is always an adequate supply of soap and hand drying facilities for both staff and children.
- Ensure the use of different cleaning cloths and mops for kitchen and toilet areas. These are to be clearly labelled.
- Ensure cloths for drying crockery and hands are clean and hygienic.
- Keep utensils, crockery and pots clean and undamaged, ready for use.

Health

In order to avoid risks to health we always follow these health procedures:

- Activities will take account of children's health needs - dietary and physical exercise.
- Feeding and nappy changing takes place in accordance with the child's individual needs
- Changing facilities will be cleaned with anti bacterial spray after each use.
- Fresh drinking water is available at all times.
- No smoking will be allowed on the premises.

Accident

- At least one member of staff present at each session will have a current Paediatric First Aid certificate/training
- Every staff member will know where the first aid box and accident book is kept
- Accidents, injuries and any first aid treatment will be recorded in the accident/incident book.
- The first aid box will contain the following as given in the guidance in The Health and Safety (First Aid) Regulations 1981 and a named person will be responsible for the checking the contents of the First Aid box.

Dealing with Bodily Fluids

If an accident or illness occurs which results in bleeding, vomit, faeces or urine, the following procedure will be followed: -

- Disposable gloves will be worn.
- The wound will be washed in water.
- A suitable dressing will be applied.
- Wrap blood stained tissues or waste paper in a plastic bag and dispose of it immediately through the garbage chute
- Wash blood splashes off the skin with hot soapy water or out of eyes with water.
- Clean area of the building affected by blood, vomit, urine or faeces with diluted household bleach
- Waste cleaning materials will be bagged and disposed of in line with the premises procedures.
- Clothes, soft toys or soft furnishings stained by body fluids will be washed by hand using hot water and detergent or in the hot wash cycle in a washing machine.

Nappy Changing

CKELC maintains high standards of hygiene to prevent the spread of infection during nappy changing by:

- Establishing a routine for nappy changing and how the nappies are disposed of.
- Checking that the changing area is clean before placing a child on the surface.
- Using provided hand washing equipment before and after the child's nappy is changed.

- Using disposable aprons and gloves during nappy changing.
- Keeping staff informed on good hygiene practice

Nappy Changing Procedure

When changing a child's nappy all staff will try to make it as fun as possible, whilst retaining good hygiene and respect for the child. To ensure the levels of hygiene in the changing room the following procedure will be carried out:

1. Hands must be washed before and after every nappy change.
2. Staff must use the child's wipes that have been provided by the Parent/Carer and will always respect the Parent/Carer's wishes in regard to following the requested hygiene routine for the individual child.
3. When changing a nappy all staff are aware in making sure that they clean from front to back to avoid any cross contamination/infection.
4. When changing a boys nappy all staff are aware in making sure that they clean under his little bits, with girls, making sure that all creases are cleaned.
5. When wipes, nappies, cotton wool etc is running low, the staff will inform the Parents/Carers.
6. Every nappy removed from a child whether wet or soiled, will be placed put in the nappy bin provided.
7. The changing mat is then sprayed and wiped after each nappy change with an anti-bacterial solution and disposable cloth i.e. paper towel.
8. The nappy bin is always emptied at the end of every session or sooner if needed.

TOILETS

- Each range of basin taps has a thermostatically controlled water supply to reduce the temperature and to prevent scalding.
- A suitable designated area for changing young children is available with a sink for constant hot, running water and facilities for the disposal of wet and soiled nappies.
- Staff toilets are separate.
- All toilets should be kept as clean as possible

POLICY STATEMENT

Creative Kids Early Learning Centre undertakes to ensure that all aspects of the nursery policies and procedures are kept under review and that they operate in a non-discriminatory manner.

The Management will ensure that any changes to this policy will be communicated to all employees. The Management will ensure that all Staff, Parents/Carers, Voluntary Workers and others are fully aware of the channels through which they lodge complaints and appeals on all matters