**Busy Bodies Child Care Centre Ltd**

**Health and Hygiene / Health and Safety Infection Control**

Our aim is to provide a healthy and safe environment for the mental, physical and emotional well being of all children and staff. To promote the health of staff and children and to comply with regulations.

Childcare is labour intensive, involving many close physical interactions between children and adults each day. Following strict hygiene guidelines reduces the risk of an infectious diseases spreading. This information should be read in conjunction with the settings policy folder and other relevant policies.

**Procedure**

**Education**

* Children are encouraged to follow the hygiene practices in an independent manner.
* The setting aims to provide parents / carers and staff with information concerning hygiene.

**General hygiene**

* All human blood, body fluids and tissues will be treated as being potentially infectious.
* Any child, staff member, volunteer, family member or visitor with open wounds or broken skin must have these covered with a water proof dressing for the duration of their time at the setting.
* Hand washing is a crucial hygiene measure for both staff and children particularly before preparing food, before eating and after toileting. Please see hand washing section for more details.
* All wet or soiled areas such as sinks, toilets and changing area are to be cleaned and disinfected at the end of every day.
* The setting is thoroughly cleaned and disinfected every week.
* Taps, hand basins, door and draw knobs to be disinfected regularly.
* Sharing of cloths or disposable towels is not permitted.
* Floors, equipment and toys will be regularly cleaned with water and disinfectant.
* Staff will wear disposable gloves when dealing with blood, urine or faeces.
* Soap and water will be used to wash blood, urine and faeces off skin immediately after contact.
* Spilt blood, urine and faeces must be cleaned up with war water and bleach or disinfectant.
* If blood, urine or faeces is splashed in the eye it must be rinsed with cold water for several minutes.
* All rubbish, including waste is to be sealed in plastic bags and placed in the outside bin.

**Bedding**

* Each child who requires a sleep in the day must have their own bedding. We will supply bedding a situation where the child wouldn’t normally have a sleep.
* Bedding must be changed and washed weekly or when soiled
* Beds and bedding must be stored separately and allowed ventilation.

**Providing First Aid**

Wherever possible first aid should be provided by a person with a first aid qualification. Anyone providing first aid to a person who is bleeding from any source needs to follow these procedures;

* The First Aid boxes contain appropriate disposable plastic gloves, face shields or two way mouth pieces suitable for mouth to mouth resuscitation. These should be used wherever possible.
* Wear disposable gloves when applying first aid treatment.
* Avoid contact with blood and prevent children coming into contact with blood.
* Cleanse wounds or dirt and blood with antiseptic solution and cover the wound with a water proof dressing.
* Wash hands with soap and water immediately after providing first aid.
* Mop up and wash blood splashed surfaces with soap and water and allow to dry.
* Wash carpeted areas with soap and water. If spill is large it may be necessary to call professional cleaners.
* Seal blood stained clothes in a plastic bag.
* Place contaminated waste into plastic bags, seal and placed in the outside bin.

**Biting**

* If there is a biting incident where the skin is broken the bitten area needs to be thoroughly washed with soapy water and rinse the biting child’s mouth with water.
* Parents/carers should be notified via an accident report if their child has been bitten or have bitten a child.

**Food Storage and Preparation**

* After food preparation surfaces must be wiped down and disinfected.
* The refrigerator must be cleaned and food that may decay is to be discarded from it regularly.
* Fridge temperatures and food that is past its best before date are logged in a book kept on the shelf in the kitchen.
* All food that may deteriorate at room temperature is to be placed in a fridge where possible.
* Children are not allowed in the kitchen area and the gate is kept locked at all times.
* No uneaten portion of a previously heated food to be sent home due to the possibility of bacterial growth. However, parents will be informed if a child is not eating particular foods and how much food was eaten.
* All utensils, plates and cups must be carefully washed, rinsed and put away when not in use.
* Cloths for cleaning table surfaces are not to be used on the floor. Staff should use appropriate cloths for cleaning different areas.
* Children are encouraged not to use any utensils that have been dropped on the floor, or to eat food that has been dropped on the floor or handled by other children.

At meal times the following procedures must be followed:

* Wipe tables prior to children eating at them.
* Food is to be heated to at least 63 degree centigrade, and then allowed to cool.
* Bottles of milk are not to be reheated due to bacteria growth.
* Wipe down tables and sweep floors after meals and mop floors if any spillage occurs.
* Meal temperatures are to be recorded at every meal time to ensure food is at correct temperature and cooked properly.

**Waste procedure**

All waste generated by the setting is segregated appropriately into:

* Domestic Waste (household waste - black bag)
* Offensive / hazardous waste (used nappies / pads, gloves, aprons and sanitary waste)

Waste bins for any hazardous or offensive waste are ridged, foot operated and able to withstand cleaning and where possible not easily accessible to the children.

Hazardous and offensive waste sacks are effectively sealed and labelled with the date and name of the setting. Bags are filled to approximately 2/3 of their capacity to enable safe handling.

Staff responsible for emptying bins are aware that waste sacks should only be handled by the neck ensuring they are appropriately sealed and know the procedure to follow in the event of a spillage.

It is recommended that soiled nappies are disposed of in nappy sacks prior to placing in the waste bins to minimise odour.

Personal protective clothing should always be worn when handling waste.

External storage should be inaccessible to pests, the general public and children.

Waste should be correctly bagged in the appropriate bag, and double bagged if;

* The exterior of the bag is contaminated.
* The original bag is split, damaged or leaking

Waste should not be decanted into other bags, regardless of volume. Sealed bags can be accumulated into larger bags of the same waste type.

Staff handling waste take care to prevent injury or transmission of infection to themselves or others.

**Laundry**

As we provide bedding, linen, towels and spare clothes, these could potentially become a source of cross-contamination and pose a health risk. Laundering clothing and other fabrics between uses reduces contamination and the risk of infection.

Procedure

* Decontaminate fabrics that may be contaminated with germs using detergent and hot water washing (at least 60c).
* If lower temperatures are necessary, consider adding a chemical disinfectant to the wash.
* Be aware that dry cleaning does not inactivate all germs.
* Use products that remove organic residues (e.g. faces, urine and blood stains) from fabric as they could harbour germs.
* Launder cloths and towels used in the kitchen separately from clothes and bed linen.
* Make sure dirty laundry is transported and stored safely.
* Make sure children cannot gain access to the laundry.

All staff are aware of how to care for a child whose clothing is soiled with blood or body fluids.

**Toilet Hygiene**

Although bowls are highly likely to be contaminated with germs, the risk of transmission is usually low. However, transmission may occur through direct contact, splashing or by spraying during flushing. Toilets are therefore checked regularly throughout the day and cleaned and disinfected as necessary. Frequent hand contact sites, such as toilet flush handles, taps, door knobs and waste bins are likely to be contaminated with germs and have a high risk of transferring infection. These sites will be cleaned on a daily basis. Toilet training equipment (potties) should be sluiced in the toilet and then cleaned and disinfected after every use. They are then dried and stored, not stacked on top of one another.

Disposable cleaning cloths are used and are disposed of after each use. Cloths used to clean the toiler area are not used in any other part of the nursery. If mops are used to clean heavily decontaminated areas e.g. spills of vomit or faeces, they must be cleaned in a designated sink, rinsed with a disinfectant, wrung dry as possible and then dried quickly, preferably on a high temperature. They should not be cleaned in a sink that is used for food preparation. Ideally, use mops with heads that can be removed and washed at high temperatures in the washing machine at the end of each day. After cleaning the toilets and toilet area it is important to wash your hands.

**Floors and other surfaces**

Surfaces such as floors, walls and furniture generally provide a low risk of contamination and a low risk of germ transfer. To prevent the growth of germs these surfaces should be regularly cleaned, kept dry and well maintained. Disinfectant of these surfaces is only required where there is known blood or body fluid contamination. Spills should be cleaned immediately and any contaiminated surfaces cleaned and disinfected.

Where babies or young children may be crawling or playing on floors there may be higher risk of infection. Under these circumstances floors should be cleaned and disinfected more regularly.

**Discarded needles and syringes procedure**

As this setting has an area where needles and syringes may be found (outdoor area) the grounds need to be checked thoroughly for these items throughout the day. If found, do not try to re-cap / re-sheath the needle (this is more likely to cause injury). Place the needle / syringe into a ridged walled, puncture resistant, sealable container. Ideally, gloves should be worn before picking up any needles / syringes. They should be picked up by the syringe body with the hand away from you at all times. The sealed container should be removed and hands washed. If the problem with old needles / syringes is frequent we will contact the police and our Local Environmental Health Department.

If the skin is broken or punctures while trying to dispose of needles or syringes it is essential that the wound is made to bleed and washed thoroughly under running water and using normal soap. Following this thorough rinsing staff are advised to go to the local A and E department immediately or visit their GP.

This policy and procedure will be reviewed annually.

Updated on ………………………………………….. By …………………………………………………………..

This policy has been read, understood and signed by all the staff.

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