

# Health Policy

## Aim

In Sidcup Baptist Church Playgroup we are committed to maintaining high standards of hygiene. The continued good health and wellbeing of the children is of primary importance to us. We will follow our health policy exactly at all times.

## Implementation of the policy in Sidcup Baptist Church Playgroup

### The management committee must:

- update and implement the latest requirements and recommendations relating to the premises, staff and children.
- appoint a suitably-qualified, named member of staff who is responsible for updating the policy and keeping a list of notifiable diseases. The named person is Yvonne Parfett (the person in charge).
- make sure that new members of staff, including students and volunteers, receive copies of the Health Policy, and that this is discussed with them during their induction meeting.
- ensure that the Health Policy is made available to parents when they register their child for the playgroup.
- negotiate with any persons or agencies employed to carry out cleaning. This is done through the church.
- establish a cleaning routine for all areas within the premises.
- ensure that the premises are clean and tidy before the children arrive.
- ensure that the routine cleaning of the premises does not take place while children are engaged in their activities.
- establish a schedule for cleaning equipment and resources.
- provide protective clothing, such as plastic or disposable gloves and aprons.
- provide hygienic, but safe, cleaning materials for emergencies such as spillages, accidents and vomit.
- wash dressing up clothes, display drapes and other soft furnishings at the end of each term.
- provide sufficient and suitable hand washing and drying facilities.
- provide an adequate selection of clothing to change children who have had accidents of any description.

- provide tissues, disposable nappies and paper towels for sole use.
- provide cups for drinks and other crockery/cutlery as required.
- provide an area where bins have lids and rubbish can be stored safely and hygienically.
- ensure that soiled nappies are placed in sealed bags before they are put into bins.
- actively promote good health and hygiene practice through posters and leaflets and through everyday routines and activities.

## **Procedure**

### **Hygiene**

The member of staff who is responsible for supervising snack time carries out the risk assessment for that day.

- We observe good practice in matters of hygiene at all times.
- We encourage children to use the toilet correctly.
- We check that toilets are clean, hygienic and flushed throughout the session.
- We encourage children to wash their hands regularly, especially before handling food, after using the toilet, handling animals, plants and insects, or playing in messy or dirty areas, particularly out of doors. They use paper towels or a hot air drier to dry their hands.
- We encourage children to blow their noses into tissues and dispose of these in the bin provided.
- We encourage children to place the inside of their elbow over their mouths when they cough or sneeze.
- We wipe surfaces and tables between activities using warm, soapy water and anti-bacterial spray
- We teach children hygiene awareness through planned and spontaneous discussion, routines, planned activities and topics.

### **Handling food**

- All staff who are involved in the preparation and handling of food access appropriate training through the (Bexley) BSN system.
- We monitor and assess food preparation and handling procedures regularly.
- We display rotas and staff responsibilities clearly.
- We keep food preparation areas clean and hygienic.
- We do not allow unsupervised children to enter the kitchen.

- We encourage children to eat a healthy and well-balanced diet, using the Eat Better, Start Better voluntary guidelines.

## **Accidents and First Aid**

- The designated member of staff responsible for First Aid is Nicci Smith. She holds a current Paediatric First Aid certificate. We always have at least one member of staff who is a qualified Paediatric first aider. We have a rolling programme of training so that all staff hold a current First Aid certificate and are capable of administering first aid.
- The First Aid Box is clearly posted, identifiable and accessible to all staff. It is kept in the kitchen by the hatch.
- First Aid boxes are replenished as necessary by the designated member of staff.
- We only use supplies in sealed packages.
- We always use disposable gloves.
- We provide suitable bins for the disposal of soiled materials.
- We keep an up-to-date Accident Book for both staff and children which is available to parents. It includes details of the names of the child(ren), time, date, location of the injury and nature of the accident. There is a body map on the reverse for accurate recording of injuries. It also includes details of the circumstances, what subsequent action was taken and by whom. It is signed by the member of staff who dealt with the accident and countersigned by the parent when he or she arrives to collect the child.
- In the case of a serious emergency we will call an ambulance. If a member of staff's car has to be used it will be covered by the correct insurance and have seat belts. A second member of staff will always accompany the child.
- We will inform parents immediately if a serious accident occurs.
- Ofsted will be informed if a child is admitted to hospital as a result of an accident in the setting or on an outing.
- We hold permission from all parents which includes the following information:
  - Child's name
  - Date of birth
  - Parents' names
  - Emergency contact details
  - Details of past and present medical conditions
  - Allergies
  - Parental wishes
  - Consent signature of a parent to allow staff to make decisions regarding the child's welfare if the parents cannot be contacted.

## **Sick children and Medicine**

- We make every effort to keep abreast of new information relating to infectious, notifiable and communicable diseases and local health issues.
- Ofsted and the South East London Health Protection Unit will be informed of any infectious diseases that occur within the setting and are considered notifiable.
- We isolate a child if we feel that other children or staff are at risk.
- We contact parents to take children home if they are feeling unwell; being sick; have diarrhoea; have had a serious accident or may have an infectious disease.
- We ring alternative emergency contact numbers if the parent or carer cannot be reached.
- We make every effort to care for the child in a sympathetic, caring and sensitive manner.
- In the case of sickness or diarrhoea, parents are informed that children should be kept at home for at least 48 hours from the last attack.
- We respect the parents' right to confidentiality.
- We keep other parents informed about any infectious diseases that occur in our playgroup without breaking confidentiality.
- We expect parents to inform our playgroup if their child is suffering from any illness or disease that may put others at risk.
- We will administer life-saving prescription medicines for conditions such as asthma, diabetes, epilepsy and anaphylactic shock arising from an allergic reaction with written permission. We keep a record of how much and how often a child needs his or her medication.
- If the administration of prescribed medication requires medical knowledge, individual training will be provided for the relevant member of staff.
- We store medicines out of the reach of children.
- We request that children bring hats to wear outside during periods of hot and sunny weather and keep a supply of spare hats for any who forget. We ask parents to apply high-factor sun block before they bring their children to playgroup.

Please also refer to the **Covid-19 Health and Safety Policy** for information regarding the additional measures to be taken during times of pandemic.

## **Animals**

We do not keep animals on the premises but will occasionally have visits from Guide Dogs and other animals as part of a particular theme.

- Any animals visiting the premises will be free from disease.
- They will be cared for in a humane manner.

- We supervise the children at all times when they are handling animals.
- We teach the children to be caring, gentle and sensitive to animals and to be aware of their habits and behaviour patterns. We ask children to wash their hands after handling animals or their equipment.
- We clean up any area fouled by animals immediately it is found.
- We keep parents informed about any animals visiting the premises.
- We expect parents to inform us if they find their child has an allergy to any animal visiting our playgroup.

## **Smoking**

- We have a no-smoking policy. We display notices and posters around the buildings to inform staff and visitors of this policy.
- Anyone who smokes on the premises will be politely asked to leave.

## **References and Regulations**

### **Reference to the Early Years Foundation Stage safeguarding and welfare requirements**

The provider must promote the good health of the children, take necessary steps to prevent the spread of infection, and take appropriate action when they are ill.

### **Children Act Regulations relating to our policy**

A record must be kept of all medicines administered to children.

Ofsted and the South East London Health Protection Unit must be notified of any infectious disease that a qualified medical person considers notifiable.

### **References**

Department for Education: Statutory Framework for the Early Years Foundation Stage (2017)