



BBUFA Crèche Health and Hygiene Policy

HYGIENE

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

Personal Hygiene

- Everyone washes their hands after using the toilet.
- Where electric hand driers are not on site individual hand towels or paper towels will be available and disposed of hygienically.
- Encouraging children by example and word to put their hands over their mouths when coughing.
- Tissues are available and used to blow noses, tissues will be disposed of hygienically.
- Cuts and open sores will be covered with a visible waterproof plaster.

Food Preparation

- Always wash hands before and after preparing/handling food or drink.
- Wash raw fruit or vegetables which are to be eaten.
- 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.
- Staff that are responsible for the preparation and handling of food have undertaken appropriate training.
- Notify Ofsted of any food poisoning affecting two or more children looked after on the premises.

Cleaning

- Use different cleaning cloths for kitchen and toilet areas.
- 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, not as part of crèche routine.
- 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
- Every crèche team 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.
- A named person will be responsible for the checking the contents of the First Aid box at the start of each crèche session.
- The first aid box will contain the following as given in the guidance in The Health and Safety (First Aid) Regulations 1981.

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 yellow plastic bag and dispose of it in line with your premises procedures.
- Wash blood splashes off the skin with hot soapy water or out of eyes with water.
- Clean affected area by blood, vomit, urine or faeces with diluted household bleach (1:10).
- Waste cleaning materials will be put in yellow bags and disposed of in line with your 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.

Special note re HIV/AIDS

- In the crèche we will follow the hygiene policy when dealing with accidents resulting in bleeding or vomiting or in cases of diarrhoea and changing nappies.
- No one has the right to know if another person is HIV positive or has AIDS.
- If the crèche team leader is told about a child or adult HIV status they should inform the development manager alone.
- This information should not be shared with anyone else without the permission of the person concerned.
- OTHER PARENTS DO NOT NEED TO BE TOLD
- Any failure by an employee to keep this information confidential may result in immediate dismissal and will always result in disciplinary proceedings.