



St Johns Village Hall, Upper Street
Kingsdown, Kent CT14 8BJ
01304 379727
kingsdownpreschool@gmail.com

Kingsdown Pre-school Health and Hygiene Policy and Practice

The pre-school promotes a healthy lifestyle and a high standard of hygiene in its day to day work with children and adults. This is achieved in the following ways:

Health

Food

- All meals and snacks provided will be nutritious and pay due attention to children's particular dietary requirements.
- When cooking with children as an activity, the adults will provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet.

Outdoor Play

- Children will have the opportunity to play outside throughout the year. This will be daily in the pre-school's own outside play area or on outings to parks, the beach and other community play spaces.

Illness

- Parents are asked to keep their children at home if they have had any infection and to inform the pre-school as to the nature of the infection. This will allow the pre-school to alert other parents as necessary and to make careful observations of any child who seems unwell.
- Parents are asked not to bring into the pre-school any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.
- If the children of pre-school staff are unwell, the children will not accompany their parents/carers to work in the pre-school.
- Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing.

Chairperson: Amy Bridges

Secretary: Sarah Fish

Treasurer: Gemma Green

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Prescribed Medication

If possible, the child's parents will administer medicine. If not then medication must be stored in the original container and clearly labelled with child's name, dosage and any instructions.

- We will check use by dates on medication before administering them.
- Written information must be supplied by the parent, giving clear instruction about the dosage, administration of the medication and permission for a member of staff to follow the instructions.
- All medication will be kept out of reach of children.
- A medication book will be completed with the name of child receiving medication; times that it should be administered, together with the signature of the person who has administered each dose. This will also be signed by the parents .
- Please note that pre-school staff can only administer prescribed medication and not over the counter medication such as Capol unless this has been prescribed.

Health & Hygiene Policy continued

- With regard to the administration of life saving medication such as insulin/adrenalin injections or the use of asthma inhalers or nebulisers, the position will be clarified by reference to the pre-school's insurance company. (In the case of pre-school's insured with Royal Sun Alliance, this will be through the insurance section at the Early Years Alliance national Centre). Training in the administration of an adrenaline auto-injector is now included in staff first aid training but if it is felt that specialist knowledge is required at any time, staff will source training from a qualified health professional.
- The pre-school will ensure that first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed.
- There will always be at least one qualified first aider trained to administer first aid to the children on the premises.

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Hygiene

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

Personal Hygiene

- Hands washed after using the toilet and before handling food.
- Children with pierced ears not allowed to share each other's earrings.
- Children encouraged to blow and wipe their noses when necessary and to dispose of soiled tissues hygienically.
- Paper towels are used and hand hot air dryers are installed in all toilets.
- Children are encouraged to shield their mouths when coughing.

Hygiene rules related to bodily fluids is followed with particular care and all staff and volunteers aware of how infections, including HIV, can be transmitted.

Cleaning and Clearing

- Any spills of blood, vomit or excrement wiped up and flushed away down the toilet. Rubber gloves and plastic aprons are always used when cleaning up spills of bodily fluids or when changing nappies. Floors and other affected surfaces will be cleaned thoroughly with an antibacterial solutions and/or boiling water. Fabrics contaminated with body fluids thoroughly washed in hot water.
- Spare laundered pants and other clothing available in case of accidents and polythene bags are available to wrap soiled garments.
- All surfaces cleaned regularly with an appropriate cleaner.

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Food

The pre-school will observe current legislation regarding food hygiene, registration and training and with particular reference to the Safer Food, Better Business guidance. In particular each adult will:

- Always wash hands under running water before handling food and after using the toilet and ensure the children do the same.
- Not be involved in the preparation of food if suffering from any infectious/contagious illness or skin trouble.
- Never smoke inside the hall.
- Never cough or sneeze over food.
- Use different cleaning cloths and mop and buckets for kitchen and toilet areas.
- Prepare raw and cooked foods in separate areas.
- Keep food covered and if cooked, serve hot.
- Always follow storage, preparation instructions as specified on food labels and check use by dates.
- The fridge temperature to be checked at the start of each session.
- Food preparation and snack and lunch club table surfaces to be cleaned prior to use and between children's use during snack time.

See also the Pre-school procedure for cleaning, food safety and hygiene at snack club policy.

The pre-school will maintain links with health visitors and gather health information and advice from the local health authority information services and/or other health agencies. Parents will have the opportunity to discuss health issues with the pre-school staff and have access to information available to the pre-school.

This policy was adopted by Kingsdown Pre-school on 29-06-2020

Signed on behalf of the pre-school

Amy Bridges- chairperson of Kingsdown Preschool

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