



## Health and Hygiene Policy

- We promote a healthy lifestyle and a high standard of hygiene in our day to day work with children and adults in the following ways:

### **Outdoor Play:**

- The children spend all of their time at Venture Outdoor Kindergarten outside in the open air. They experience all four seasons and most types of weather and learn about how to keep themselves healthy and safe in varying circumstances.
- We ensure that parents are aware of the clothing that it is necessary for children to wear in order to stay safe and comfortable when attending the kindergarten, including suitable footwear, waterproof clothing and layers of warm clothing.
- Children are not allowed to attend if they are not dressed suitably.
- Parents are asked to apply sunscreen to their children when necessary. Staff will apply additional suncream if needed with written permission from parents.

### **Food and drink:**

- Parents are asked to provide water and lunches for their children and to include an ice-pack with their child's food when necessary.
- All food provided by parents should be healthy and nutritious.
- Staff ensure that food brought in by the children is kept out of direct sunlight.
- Parents may choose to provide a hot meal for their child, e.g. soup in a flask. Staff will check the temperature of these foods before the child begins eating to ensure that they are not too hot.
- Parents are asked to provide a bottle of drinking water for their child. There will also be a container of fresh drinking water available should a child need additional water.
- At times, we may plan to cook with the children and eat what we have cooked. Staff will always ensure that they follow Food Hygiene guidelines when preparing food. A separate risk assessment will be carried out for cooking activities.
- We are registered with our local Environmental Health Department.

### **Illness:**

- Parents will be asked to keep their children at home if they have any infection, and inform the kindergarten as to the nature of the infection so that the group can alert other parents, and make careful observations of any child who seems unwell.

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- Information regarding exclusion periods for the more common communicable diseases will be made available to parents and can be found here: [Infectious diseases: education and childcare settings - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

- Parents will be asked not to bring to the kindergarten any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.

- If a child becomes unwell during a session, the parent/emergency contact will be contacted by telephone and will be asked to collect the child as soon as possible.

- If the children of staff are unwell, they will not accompany their parent to work at the kindergarten.

- Cuts or open sores, whether on adults or children will be covered with a sticking plaster or other dressing.

- If a child is on prescribed medication the following procedures will be followed:

- The child's parents will, if possible, administer the medicine. All medication must be clearly labelled with the child's name, dosage and other instructions.

- Staff may administer medication to children with written parental consent. This may take the form of tablets, inhaler, liquid, prescribed by the child's doctor, but only with the previous written consent of the child's parent.

- A medication form will be used to record the name of the child receiving medication, dosage and date / times the medication should be administered, the expiry date of the medication, date and time when medication is administered. The form will be signed by the person who administers each dose and by the parent/carer to acknowledge medication administered.

- We will use the EpiPen, for the administration of life saving medication such as insulin/adrenalin, under the following conditions:

- A letter is received from the parent giving consent for a named person and a deputy (in case the named person is absent from the group) to administer the EpiPen.

- Medical instruction is received by the nominated staff members.

- All paperwork will be kept on file by the kindergarten. Please see the Administration of Medication Policy for further information.

### **First aid:**

- Staff ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items should be kept sealed in packages until needed.

- There will be at least one first aid trained member of staff on site at all times.

- The group carry first aid reference sheets with them at all times to support the provision of first aid where necessary.

*Note: Our emergency contact list contains the contact details and address of a CFR located in Hope Cove who may be contacted in an emergency.*

### **Personal Hygiene:**

- We follow Government public health advice with regard to handwashing:

'Handwashing is one of the most important ways of controlling the spread of infections, especially those that cause diarrhoea and vomiting, and respiratory disease. The recommended method is the use of liquid soap, warm water and paper towels. Always wash hands after using the toilet, before eating or handling food, and after handling animals. Cover all cuts and abrasions with waterproof dressings.'

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- Washable wipes with warm water and liquid soap are used to clean hands before eating or preparing food and will be stored ready for washing appropriately. Warm water and liquid soap is used after using the toilet. Individual small washable towels are used for hand-drying after handwashing.
- Tissues are available and children are encouraged to wipe their noses as necessary. Soiled tissues are disposed of hygienically.
- Children are encouraged to shield their mouths when coughing  
Cleaning and Clearing: We follow Government public health advice with regard to clinical waste. 'Always segregate domestic and clinical waste, in accordance with local policy. Used nappies/pads, gloves, aprons and soiled dressings should be stored in correct clinical waste bags. All clinical waste bags should be less than two-thirds full and stored in a dedicated, secure area.'
- Spills of blood, vomit or excrement are wiped up and placed into a waste bag. Protective gloves will always be used when cleaning up spills of body fluids. Children are kept away from any infected area until the staff are certain that it is safe to be there.
- Polythene bags are available in which to wrap soiled garments to be returned home.

### **Monitoring and review**

This policy is monitored by the staff and management of Venture Outdoor Kindergarten and will be reviewed annually or before if necessary.

This policy was written by Venture Outdoor Kindergarten September 2017.

Reviewed September 2018.

Reviewed August 2019.

Reviewed August 2020.

Reviewed August 2021.

Reviewed August 2023.

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