

POPPIES DAYCARE NURSERY LTD.

Promoting health and hygiene

3.1 Animals in the setting

Policy statement

Children learn about the natural world, its animals and other living creatures, as part of the Early Years Foundation stage curriculum. This may include contact with animals, or living creatures, either in the setting or in visits. We aim to ensure this is in accordance with sensible hygiene and safety controls.

Procedures

Animals in the setting as pets

- We take account of the views of parents and children when selecting an animal or creature to keep as a pet in the setting.
- We carry out risk assessments with a knowledgeable person accounting for any hygiene or safety risks posed by the animal or creature.
- We provide suitable housing for the animal or creature and ensure this is cleaned out regularly and is kept safely.
- We ensure that the correct food is ordered at the correct times.
- We make arrangements for weekend holiday care for the animal or creature.
- Children are taught correct handling and care of the animal or creature and are supervised.
- Children wash their hands after handling the animal or creature and do not have any contact with animal soil or soiled bedding.
- If animals or creatures are brought in by visitors to show the children they are the responsibility of the owner.
- The owner carries out a risk assessment, detailing how the animal or creature is to be handled and how any health and safety issues will be addressed.

Visits to farms

- Before a visit to a farm a risk assessment is carried out – this may take account of safety factors listed in the farms own risk assessment which should be viewed.
- The outings procedure is followed.
- Children wash their hands after contact with animals.
- Outdoor footwear worn to visit farms are cleaned of mud and debris and should not be worn indoors.

Legal Framework

- The management of Health and Safety at Work Regulations 1999
www.opsi.gov.uk/S1/s11999/19993242.htm

Further Guidance

- Health and safety regulation ... a short guide (HSE 2003)
- www.hse.gov.uk/pubns/hsc13.pdf

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3.2 Administering medicines

Policy statement

While it is not our policy to care for sick children, who should be at home until they are well enough to return to nursery, we will agree to administer medication that has been prescribed by a doctor, as part of maintaining their health and well-being or when they are recovering from an illness.

In many cases, it is possible for children's GP's to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it is detrimental to the child's health if not given in the nursery. If a child has not had a medication before, especially a baby or a child under the age of two, it is advised that a parent keeps the child at home for the first 24 hours to ensure no adverse effect as well as to give time for the medication to take effect.

These procedures are written in line with current guidance in 'Managing Medicines in Schools and Early Years Settings'; the manager is responsible for ensuring staff understand and follow these procedures.

The room Supervisors are responsible for the correct administration of medication to the children. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. In the absence of a Room supervisor the management team are responsible for administering medication.

Procedures

- Children taking prescribed medication must be well enough to attend the nursery.
- Only prescribed medication is administered. It must be prescribed for the current condition, and in the case of paracetamol will be administered for a maximum of 2 days. If a child is in need of paracetamol for longer than this they are deemed to be too unwell for nursery.
- NB Children's paracetamol (un-prescribed) is administered only with the verbal consent of the parents in the case of a high temperature. This is to prevent febrile convulsion and where a parent or named person is on their way to collect the child.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Any medication for a child which needs to be stored permanently (such as Piriton for allergies) in the setting must be signed in onto a meetings with parents form which the parent has signed. A copy should be kept in the child's learning journey and next to the medication itself. This specific requirement should be noted in the child's room on the specific requirement form (PDN01b.F16)

Parents give prior written permission for the administration of medication. The staff receiving the medication must ask the parents to sign the medication form (PDN01b. F1) No medication must be given without this form being completed first.

Storage of medicines

- All medication is stored safely in the nursery office or refrigerated.
- The child's key person is responsible for ensuring medicine is handed back at the end of the day to the parent.
- For some conditions, medication may be kept in the setting. Key person's check that any medication held to administer on an as and when required basis, on a regular basis, is in date and returns any out of date medication back to the parent.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- If rectal diazepam is given another member of staff must be present
- No child may self administer. Where children are capable of understanding when they need medication for example with asthma, they should be encouraged to tell their key person what

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they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

Children who have long term medical conditions, and, who may require ongoing medication.

- A risk assessment is carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility of the manager/Deputy Manager alongside the key person. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents will also contribute to the risk assessment. They should be shown around the setting, understand the routines and activities and point out anything which they feel may be a risk factor for their child.
- For some medical conditions key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. The training needs for the staff is part of the risk assessment, and a child may not be admitted to the nursery until this training has been completed.
- The risk assessment includes vigorous activities and any other activities that may give cause for concern regarding an individual child

All parents are advised that if their child is unwell they should not attend nursery and telephone before ten o'clock to inform staff of the child's absence. They should also advise the nursery of any risk of infection to other children and staff. A poster showing details of communicable diseases most prevalent in nursery children can be obtained from the nursery office. Children who are still infectious will not be accepted into the nursery. In the case of diarrhoea & vomiting and conjunctivitis children will be asked to stay away from the nursery until they have been clear from infection for up to 48 hours as these are particularly contagious conditions.

As part of our policy we will administer prescribed medication and in the case of antibiotics we will administer after the first 24 hours.

If a child becomes unwell whilst at nursery parents will be contacted, in the first instance using the contact telephone number on the signing in sheet. If it is not possible to contact the parents in this manner then the emergency contact telephone number will be used. Upon contacting the parents or their representative they will be required to collect the sick child from the nursery forthwith.

In the event that it is not possible to contact any of the named carers then the relevant senior staff member will ensure the child receives suitable care.

If any member of the nursery, staff or child, should contract an infectious disease then a notice will be displayed to inform every one of the condition and any further relevant information. Ofsted is informed of all notifiable diseases.

In the event that a child sustains any form of head injury, parents will be informed as a matter of course.

Managing medicines on outings

- If children are going on outings, staff accompanying the children must include the key person for the child with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.
- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name, name of the medication Inside the box is a copy of the consent form for the senior staff member to sign once the medication has been administered.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name And name of the medication. Inside the box is a copy of the consent form signed by the parent.
- This procedure works in conjunction with the outings procedure.

Legal framework

- Medicines Act 1968

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3.3 Managing children with allergies, or who are sick or infectious

Policy statement

As a nursery it is extremely important that we adhere to rigorous checks and stringent processes when accommodating children who have a food intolerance or allergy. In adherence to the EU FIC (food information for consumers) regulation we are now informing parents of the ingredients our foods contain to ensure that no child comes into contact with a food which they are allergic or intolerant to.

If you believe your child to have an allergy or intolerance to a food/s then we strongly recommend that you seek advice from your GP as some allergies can be potentially life threatening without correct and prompt treatment.

If your child has been diagnosed with an allergy or intolerance which requires nursery to meet individual needs in a specific way such as: specific foods/drink, administering of medication or specialised training etc then we will require a letter from your GP, dietician or consultant to confirm this.

This letter should contain:

- How we can prevent exposure to allergens
- How we can recognise the symptoms of an allergic reaction
- How we can treat the allergic reaction
- Whether the child requires any specific nutrition products

Procedures for children with allergies

As a nursery we will:

- Ask parents when their child starts at nursery if their child suffers from any known allergies. These are recorded on the registration form and the keyperson checklist.
- Implement a healthcare plan in conjunction with the parent using the medical advice we have received, noting the allergen/intolerance, the nature of the allergic reaction, what to do in case of an allergic reaction and a review.
- Reduce the risk of contact with allergens where it is practical to do so
- Inform the chef/restaurant of any allergens or intolerances so that we can best meet the needs of the child
- Display a medically diagnosed allergy/intolerance within the room so that all staff who are working with the child are aware and keep the healthcare plan in the child's learning journey.
- Ensure we are a nut free environment
- Complete medical training so that staff are able to treat an allergic reaction with the appropriate medication, if this is required.

Medication

- Oral medication must be prescribed by a GP and have manufacturers instructions clearly written on them.
- The nursery must be provided with clear written instructions on how to administer medication.
- All risk assessment procedures to be adhered to the correct storage and administration of the medication.
- The nursery must have the parents or guardians prior written consent. This consent must be kept on file.
- Life saving medication and invasive treatments such as adrenaline injections and EpiPens for anaphylactic shock reactions that are caused by allergies to nuts, eggs etc or invasive treatments such as rectal administration of diazepam (for epilepsy) can only be administered by a senior practitioner after they have received appropriate medical training.

Insurance requirements for children with allergies and disabilities

The insurance will automatically include children with any disability or allergy that certain procedures must be strictly adhered to as set out below. For children suffering life threatening conditions, or requiring invasive treatment; written confirmation from your insurance provider must be obtained to extend the insurance.

We will work with you as the parent to decide the most appropriate action for us to put in place here in the nursery, so that we are able to minimise the risk of contact with an allergens to your child whilst they are in our care.

Procedures for children who are sick or infectious

- If children appear unwell during the day or have a temperature, sickness, diarrhoea or pains, particularly in the head or stomach, the Room supervisor calls the parents and asks them to collect their child, or send them to a known carer on their behalf.
- If a child has a temperature they are kept cool by removing their top clothing, sponging their heads with cool water, but kept away from draughts.
- Temperature is taken using a digital ear thermometer that is kept in the first aid box.
- In extreme cases the child is taken to the nearest hospital and the parents are informed.
- Parents are asked to take their child to their GP before returning to nursery; the nursery can refuse admittance to children who have a temperature, sickness or diarrhoea or a contagious infection or disease.
- Where children have been prescribed antibiotics, parents are asked to keep them at home for at least 24 hours before returning to nursery.
- After diarrhoea or sickness, parents are asked to keep their children away from nursery for 48 hours after the last bout of diarrhoea/sickness.
- Conjunctivitis - children should be kept away from nursery for the first 48hours of treatment, and eyes should be free of discharge before returning. Drops should be signed in for staff to administer. Exclusion is at the discretion of management.
- The nursery has a list of excludable diseases and current exclusion times. The full list is obtainable from www.patient.co.uk and includes common childhood illnesses such as measles.
- The nursery reserves the right to exclude children according to the nursery's policies and terms and conditions.

Reporting of notifiable diseases'

- If a child or adults is reported as suffering from a notifiable disease under the Public Health (infectious diseases) Regulations 2010 the GP will report this to the Health Protection Agency.
- When the nursery becomes aware, or is formally informed of the notifiable disease, the manager informs OfSTED and acts on any advice by given by the HPA.

HIV/AIDS/Hepatitis procedure

- HIV virus, like other viruses such as Hepatitis, (A, B and C) are spread through body fluids. Hygiene precautions for dealing with body fluids are the same for all children and adults.
- Single use gloves and aprons are worn when changing children's nappies, pants and clothing that are soiled with blood, urine, faeces or vomit.
- Soiled clothing is rinsed and bagged for parents to collect.
- Spills of blood, urine, faeces or vomit are cleaned using Sanitare Powder and then cleaned down using mild disinfectant this is then disposed of by clearing away into the clinical waste bin.

Nits and head lice

- Nits and head lice are not an excludable condition, although in exceptional cases the parent may be asked to keep the child away until the infestation has cleared.
- On identifying a case of head lice, all parents are informed and asked to treat their child and all the family.

3.4 Nappy changing

Policy statement

No child is excluded from moving through to our Pre-school Room who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

We see toilet training as a self-care skill that children have the opportunity to learn with full support and non-judgemental concerns of adults.

Procedures

- Key persons undertake changing babies and young children in their key groups wherever possible.
- Changing rooms are warm and purpose built to accommodate changing and cleaning children.
- All full time children have their own basket or bag with their own nappies, wipes and creams in.
- Gloves and aprons (for soiled nappies) are put on before changing starts and areas are prepared. Paper towels are placed on the mat for children who have soiled their nappies.
- All staff are familiar with the hygiene procedures and carry these out when changing nappies.
- In addition, key persons ensure that toilet training is relaxed and a time to promote independence in young children.
- They should be encouraged to wash their hands and have soap and towels to hand.
- Key persons are gentle when changing; they avoid pulling faces and making negative comments about 'nappy content'.
- Older children access the toilet when they have the need to and are encouraged to be independent.
- All nappies are disposed of hygienically. All nappies are placed in the nappy disposable bins provided and then transferred into yellow tiger bags at the end of each session. These are collected by a hygiene company 'Canon'. Cloth nappies, trainer pants and ordinary pants are rinsed, bagged and given to parents to take home.
- NB. If any baby or child is left in a wet or soiled nappy in the nursery, this may constitute neglect and will be a disciplinary matter. Poppies have 'duty of care' towards children's personal needs.

3.5 No smoking

Policy statement

We comply with the Health and Safety regulations and the Welfare Requirements of the EYFS in making our nursery a no smoking environment, both indoor and outdoors.

Procedures

- All staff, parents and volunteers are made aware of our no smoking policy.
- We display no – smoking signs.
- Staff who smoke do not do so during working hours. Unless on a break and off the premises.
- Staff who smoke during their break make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues by changing their top or wearing and outer jacket whilst smoking.

3.6 Food and Drink

Policy statement

Poppies regard snack and meal times as an important part of the nursery day. Eating represents a social time for children and adults and helps to learn about healthy eating. At snack and meal times we aim to provide nutritious food, which meets the children's individual needs.

Procedures

We follow these procedures to promote healthy eating in our nursery:

- Before a child starts to attend Poppies, we find out from parents their child's dietary needs and preferences, including any allergies. (See managing children with allergy policy).
- We record information about each child's dietary needs in their registration record and parents sign the record to signify that this is correct.
- We regularly consult parents to ensure that our records of their children's dietary needs - including any allergies are up-to-date. Parents sign the up-to-date record to signify this is correct.
- We display current information about individual children's dietary needs so that all staff and volunteers are fully informed about them.
- We implement systems to ensure that children receive only food and drink that is consistent with their dietary needs and preferences as well as their parent's wishes.
- We display the menus of meals and snacks for parent's information. Lunch menus are operated on a 2 weekly rota.
- We use a reputable catering company/chef who provide the nursery with a hot meal every day. The menus are devised by the chef and the nursery management.
- The menus are devised to ensure that nutritious food is provided, avoiding large quantities of saturated fat, sugar and salt and artificial additives, preservatives and colourings
- We include a variety of foods from our main food groups:
 - Meat, fish and protein alternative
 - Dairy foods
 - Grains, cereals and starch vegetables
 - Fruit and vegetables
- We take care not to provide food containing any nuts or nut products and ask parents not to include nut products in any food brought into nursery.
- We provide foods from differing cultural backgrounds, providing children with familiar foods and introducing them to new ones.
- Through discussion with parents and research reading by staff, we obtain information about the dietary rules of the religious groups, to which children and their parents belong, and of vegetarians and vegans, and about food allergies. We take into account this information in the provision of food and drinks.
- We organise meal and snack times so that they are social occasions in which all staff and children participate.
- We use meal and snack times to help children to develop independence through making choices, serving food and drink and feeding themselves.
- We provide children with utensils that are appropriate for their ages and stages of development, taking into account of their own eating practices and cultures.
- We have fresh drinking water readily available to the children in each room. We inform the children about how to obtain water and they can ask for or access water at any time during the day.
- We inform parents who provide food for their children about storing facilities in our nursery.
- We give parents, who provide their own food, information about suitable storage containers for food.
- In order to protect children with food allergies, we discourage children from sharing and swapping their food with one another.

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- For each child under the age of 18 months, we provide parents with daily written information about feeding routines, intake and preferences in written form.
- Healthier cooking methods are used such as baking, steaming, grilling rather than frying.
- Mealtimes are used as an opportunity to encourage good table manners.
- Staff always sit with the children at snack and mealtimes.
- At Poppies Daycare Nursery a healthy lifestyle is promoted through activities such as stories, cookery and games etc. We recognise the need to encourage healthy eating habits from an early age to help children to reach their full potential in terms of growth and development.
- Children are not forced to eat anything.

Breakfast

- Breakfast is offered to all babies under the age of 18 months; parents can bring in food from home or choose for their child to have food provided by the nursery.
- Children over the age of 18 months who are booked in for the early early bird session are offered a breakfast of cereal and fruit juice between 7.30am – 8.00am.

Packed Lunches

- Inform parents of our food heating policy.
- We advise parents to provide an ice pack to be placed in their child's lunch box to keep the food cool.
- We encourage parents to provide sandwiches with a healthy filling, fruit and milk based deserts, such as yoghurt, we discourage sweets and juice and provide fresh drinking water at meal times.
- We reserve the right to send home lunch boxes that contain too many unhealthy items such as crisps, biscuits and cakes.
- We provide children having a packed lunch with plates, cutlery and cups.
- We ensure that staff sit with the children to eat their lunch to make lunchtimes a social occasion and to encourage the children to eat the packed lunch which they have been provided with.
- The children are encouraged to eat their lunch in a healthy order (sandwich, cheese, fruit/salad, yoghurt, crisps, cereal bar etc)
- Food which is not eaten in a packed lunch will be taken home by the child to ensure parents know what their child has eaten or not eaten.

3.7 First Aid

Policy statement

At Poppies the staff are able to take action to apply first aid treatment in the event involving an accident involving a child or adult. At least one member of staff with current first aid training is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children. We ensure that first aid training is delivered by appropriate training providers.

Procedures

The First Aid Kits

Our first Aid Kits comply with the Health and Safety (First Aid) Regulations 1981.

List of contents is found on the boxes which are checked monthly by a named first aider

1. The First aid boxes are found in the nursery office with travel versions situated out of reach of the children in each room.
2. No un-prescribed medicine is given to the children

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3. At the time of admission to the nursery, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
4. Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.
5. First Aid kits are taken on outings.

Legal Framework

Health and Safety First Aid Regulations (1981)

Further Guidance

First Aid at work: Your questions answered (HSE 1997)

www.hse.gov.uk/publishing/indg347.pdf

Basic Advice on first Aid at Work (HSE 2006)