



## Health and Hygiene Policy

This policy represents the agreed principles for Health and Hygiene throughout the Nursery. All Nursery staff, representing Jack in the Box Nursery have agreed this policy.

### Hygiene

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

#### Personal Hygiene

Children are encouraged to shield their mouths when coughing

Paper towels are used and disposed of appropriately

A large box of tissues is always available and children are encouraged to blow and wipe their noses when necessary and soiled tissues disposed of hygienically

Children with pierced ears are not allowed to try on or share each other's earrings

Hands are washed under running water with anti-bacterial soap after using the toilet/ before any food preparation and snacks.

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

Rubber gloves are always used when changing a child's nappy or soiled clothing

Spare laundered clothing is available in case of accidents and polythene bags available in which to wrap soiled garments

Floors and other affected surfaces are disinfected using cleaning products according to the manufacturer's instructions. Fabrics contaminated with body fluids are thoroughly washed in hot water

All surfaces are cleaned daily with an appropriate disinfectant cleaner.

There are suitable hygienic changing facilities for changing any children who are in nappies or have an accident and an adequate supply of clean towels, spare clothes and any other necessary items are always available.

### Food

Snacks provided will be nutritious and pay due attention to children's particular dietary requirements. We keep an up to date list of any known allergies on the kitchen cupboard and on flash cards for snack/ meal times.

When cooking with children as an activity, the adults will ensure the children wash hands with soap under running water and wear aprons and generally provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet.

### Each adult will:

Always wash hands under running water with anti-bacterial soap before handling food and after using the toilet.

Not be involved with the preparation of food if suffering from any infectious/contagious illness or skin trouble.

Never smoke in the kitchen or any room in the nursery.

Never cough or sneeze over food.

Use different cleaning cloths for the kitchen and toilet areas (blue is for loo and pink is for kitchen sink) this is displayed on a clear key in the kitchen.

Prepare raw and cooked food in separate areas and using separate chopping boards.

Ensure waste is disposed of properly daily and out of reach of the children.

Wash fresh fruits and vegetables thoroughly before use.

Tea towels will be kept scrupulously clean and washed after each session.

All utensils will be kept clean and stored in a dust free place e.g. closed cupboard or drawer, or washed before used.

Plastic plates, cups, bowls and cutlery will be used by the children.

Staff who have had diarrhoea or sickness must not prepare drinks or food for the children for 48 hours.

### **Injuries / accidents**

Injuries or accidents that occur within the nursery are recorded in the incident/accident book which is signed when the parents collect. If thought necessary first aid will be administered and an ambulance will be called.

**This policy was adopted by the managers and staff in April 2017**

**Signed on behalf of Jack in the Box**

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