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Community  
Legal Service



Help Point

**“Working to Empower the Community”  
in Lancashire and Cumbria**

Pamela Beswick - Project Director

**Also:-**

Preston Office: (01772) 734888 Carnforth Office: (01524) 732807

## Health and Hygiene - Policy and Practice

Our crèche 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 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**

- Depending on the Venue and the access to an adjoining outside play area and a Risk Assessment showing safety and suitability, children attending the Mobile Crèche may be given the opportunity to play outside for a short period of time. All staff will be in attendance at this time.

#### **Illness**

- Parents are asked to keep their children at home if they have an infection, and to inform the crèche as to the nature of the infection. This will allow the crèche to alert other parents as necessary and to make careful observations of any child who seems unwell.
- Parents are asked not to bring any child who has been vomiting or had diarrhoea until at least 24 hours has elapsed since the last attack.
- If the children of staff are unwell, the children will not accompany their parents/carers to work.
- Cuts or open sores, will be covered with sticking plaster or other suitable dressing by the parent / carers before the crèche begins. Staff will also use this procedure if they have any cuts or open sores.
- If the child is on prescribed medication the following procedures will be followed:
  - 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.

**Charity Registration Number: 1117645**  
**Member of AdviceUK (previously FIAC)**

**Company Limited by Guarantee: 5990592**  
**Registered in England and Wales**



Children's Fund



North Lancashire  
Primary Care Trust



INVESTOR IN PEOPLE

- Written information will be obtained from the parent, giving
  - clear instructions about the dosage,
  - time and dose of the last administration of the medicine,
  - administration of the medication
  - permission for a member of staff to follow the instructions
  - the member of staff to have a witness present
- All medication will be kept in a lockable cupboard
- A medicine book will be available to log in: name of child receiving medication; times that the medication should be administered; date and time when medication is administered, together with the signature of the person who has administered each dose.

### **Illness Continued**

- With regard to the administration of life saving medication such as insulin/adrenalin injections or the use of nebulisers, the position will be clarified by reference to the insurance company. If specialist knowledge is required, staff involved in administering medication will receive training from a qualified health professional.
- Signposts will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packagers until needed.
- There will always be on the premises at least one qualified first-aider trained to administer first aid to children
- Accidents/Incidents will be recorded in the Accident/Incident Books, and reported to parents/carers

### ***Hygiene:***

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

### **Personal Hygiene**

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| <ul style="list-style-type: none"> <li>• Hands washed after using the toilet and before handling food</li> <li>• Children with pierced ears are not allowed to share each other's earrings</li> <li>• Children encouraged to blow and wipe their noses when necessary and to dispose of soiled tissues hygienically</li> </ul> | <ul style="list-style-type: none"> <li>• Paper towels used and disposed of appropriately</li> <li>• Hygiene rules related to bodily fluids followed with particular care and all staff and volunteers aware of how infections including HIV infection, can be transmitted</li> <li>• Disposable gloves and aprons to be used when changing nappies/cleaning areas.</li> </ul> |
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### **Cleaning and Clearing**

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| <ul style="list-style-type: none"> <li>• Any spills of blood, vomit or excrement wiped up and flushed away down the toilet. Rubber gloves</li> </ul> | <p>always used when cleaning up spills of bodily fluids. Floors and other affected surfaces disinfected using</p> |
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anti-bacterial/diluted sterilising fluid according to the manufacturers instructions. Fabric

- contaminated with bodily fluids thoroughly washed in hot water
- All surfaces cleaned daily with an appropriate cleaner

### **Food**

The crèche will observe current legislation regarding food hygiene, registration and training.

In particular, each adult will:

- Always wash hands under running water before handling food and after using the toilet
- Not be involved in the preparation of food if suffering from any infectious/contagious illness or skin trouble
- Never smoke in the kitchen or any room storing food
- Never cough or sneeze over food
- Use different cleaning cloths for kitchen and toilet areas

April 2007