

PERSONAL HYGIENE

To prevent the spread of infections, the following good practices must be followed:-

Staff are to meet all the requirements regarding personal hygiene by:

Washing hands before and after handling any food items
(see specific instructions).

Washing hands before and after changing nappies, assisting
pupils with toileting.

Washing hands after personal visits to the toilet.

Ensuring that hair, if of shoulder length, is tied back.

Personal clothing is clean

Shoes are appropriate – i.e.flat or low heel.

Staff should promote good hygiene amongst pupils by:

a) Training pupils to wash hands thoroughly and with
developing independence

* after visits to the toilet

* before and after handling food

* after handling animals

b) Ensuring that hair of shoulder length is tied back.

c) Nose wiping and the correct disposal of tissues

Note: Be aware of any cultural or religious practices children must follow

Staff must follow routines in place for

a) nappy changing and disposal

b) visits to the toilet by Cygnets and Swans

CLEANING AND CLEARING

Cleaners are employed by the School to thoroughly clean the Nursery at the end of each session. Routine cleaning of areas must, however, be maintained – in particular the toilets and kitchen areas.

It is the responsibility of the Nursery Manager to ensure that the premises are clean and ready for use first thing each morning and complete Nursery cleaning record.

Staff must follow hygiene rules related to bodily fluids with particular care.

Any spills of blood, vomit or excrement must wiped up and flushed away down the toilet.

Disposable gloves must always be used when cleaning up spills of body fluids. Floors and other affected surfaces must be disinfected using appropriate cleansing materials. Fabrics contaminated with body fluids should be thoroughly wash in hot water.

Spare laundered pants and other clothing is available in case of accidents and soiled garments must be wrapped in polythene bags.

A schedule of regular cleaning is available.

See also Procedures for:

Nappy Changing

Preparation of Food
Toy Safety

HEALTHY LIFE STYLE

Parents and pupils must be assisted to understand the importance of healthy eating and the importance of visiting the dentist.

They should also be informed about the care of animals and their potential risks.

ACCIDENTS/INCIDENTS

All the staff in the Nursery are required to undertake first aid training.

A list of First Aiders will be on display in the Nursery Area

The Deputy Nursery Manager will be responsible for first aid, ensuring staff receiving training and that it is up to date. The Deputy Manager will be responsible for checking and updating the contents of the first aid box on a weekly basis.

All accidents/incidents must be dealt with calmly and promptly.

The accident/incident book will be filled in promptly after an accident has occurred and will include.

- Time and date of accident
- Full name of child/adult
- Name of staff member who witnessed the accident
- Nature of injury
- How it happened
- Action taken
- Treatment given
- Staff member's signature
- Witness signature
- Parent/carer's signature

A decision must be taken on whether immediate action should be taken to prevent a similar occurrence in future and the School Office notified by the Nursery Manager.

In the event of a casualty requiring hospital treatment, contact parent/carer immediately.

Arrange for the child to be taken to hospital with the parent if possible.

If the parent has problems getting to nursery and the matter is urgent then a member of staff must accompany the child in the ambulance or the child will be driven to hospital by a member of staff with another member of staff accompanying to care for the child.

The member of staff must take the child's medical record/details with them to the hospital.

The Headteacher must be informed immediately of any serious accidents.

Fill in accident report forms as appropriate

Use disposable gloves when dealing with all body fluids.

Deputy Manager to check accident/report book half termly to identify hazards and

Areas for prevention of accidents.