

1. **Introduction**

The Company aims to provide a clean and hygienic environment and wherever possible, to prevent the spread of infection. This Policy has been developed to help fulfil these aims.

2. **Personal Hygiene**

Staff members should endeavour to maintain good personal hygiene and prevent the spread of infection within the working environment and in accordance with this aim all staff are required to:

- 2.1 encourage each child to wash their hands when coughing or sneezing;
- 2.2 ensure the Company will provide hand sanitiser at all times. Staff should encourage the children to use it when necessary;
- 2.3 ensure that all used nappies are disposed of hygienically;
- 2.4 prevent children with infected ears (or other infected ears) from trying on or sharing headphones;
- 2.5 prevent children from using nail brushes or any other personal care items;
- 2.6 ensure that all children wash their hands properly after using the toilet and ensure that children know how to do so;
- 2.7 ensure that all staff use <<hot water and soap>> with any child's body fluids; use <<antibacterial wipes>> after dealing with any child's body fluids;
- 2.8 ensure that children wash their hands thoroughly after coming into contact with any body fluids;
- 2.9 ensure that appropriate facilities are available to the children and staff;
- 2.10 encourage children to tell a member of staff if they have had a toilet accident;
- 2.11 ensure that all staff thoroughly wash their hands after using the toilet or coming into contact with any waste material and soap.

3. **Nappy changing**

- 3.1 Staff are obliged to wear disposable gloves when changing nappies or soiled clothing.
- 3.2 On completion of each nappy change, staff will thoroughly clean and disinfect the changing area.
- 3.3 Spare clothing for children (e.g. the nursery, parents>> for use when needed. Staff must ensure that at the start of each day, all children have clean spare clothing available.

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of each shift there are  
garments in.

for staff to wrap any soiled

3.4 Wrapped soiled garments  
relevant child upon

to parent/guardian/carer of the

3.5 The parent/guardian  
and take them away  
occurred. In case the  
soiled garments, the

to receive the soiled garments  
the same day the accident  
es to take away the wrapped  
n.

#### 4. HIV and other blood trans

4.1 Any spills of bodily fluids  
cleaned up and any  
thoroughly disinfected  
disposed of hygienically  
do so.

ement) must be immediately  
the bodily fluids must be  
cloths/tissues/gloves must be  
wear disposable rubber gloves to

4.2 Affected surfaces must  
diluted according to  
gloves and disinfected

<<e.g. chlorine or iodine bleach  
uctions>>. Appropriate disposable  
n <<insert location>>.

4.3 It is the responsibility  
understand how infe

er>> to ensure that all staff  
n be spread.

#### 5. Illnesses

5.1 Any child suffering from

infection must not attend.

5.2 No child taking anti  
finished.

the full course of medication is

5.3 If any child or member  
attend until 48 hours

has diarrhoea they must not  
st occurrence.

5.4 The <<insert staff member  
child that does not f

and responsibility not to allow a  
l.

5.5 If a child is required  
medical condition the  
written permission,  
medication. Staff must  
medication.

ding inhalers) for an ongoing  
ged to provide the staff with  
ration] for the administering of the  
before and after administering any

5.6 Should any staff member  
prohibited from bring

are unwell, that staff member is  
into the work environment.

5.7 Staff are responsible  
open sores with a p

own and the children's cuts or

#### 6. Accidents

6.1 The <<insert staff member  
and replenished. All  
an obligation to notify  
the first aid box so t

that the first aid box is kept clean  
in sealed packaging. Staff have  
>> when they use any items from  
e replaced accordingly.

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- 6.2 An Accident Record <<insert location>> and all accidents must be recorded in it. Every accident must be signed by the relevant member of staff and countersigned by a member of staff.
- 6.3 A bruise/mark that occurs while the child is at home also needs to be recorded in the Accident Record and countersigned by a member of staff and the parent/caregiver.
- 6.4 Only fully trained staff can sign the Accident Record.

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## 7. Food Handling

- 7.1 The Company aims to comply with all relevant food hygiene legislation.
- 7.2 All staff handling food must maintain a high level of personal cleanliness and must not be ill or likely to be carrying an illness such as a cold, flu, diarrhoea, or a skin infection, sores or cuts on the hands or face.
- 7.3 If any member of staff experiences any of the symptoms of illnesses or diseases mentioned above, they must immediately notify <<insert staff member>>. [It is the responsibility of the member of staff handling food suffering from any of the above to ensure they do not return to work until they have been cleared by a medical professional.]
- 7.4 Staff handling food must take the following practical steps to avoid the risk of contamination of food:
- 7.5 All staff handling food must wash their hands before and after contact with food. Hands must be washed properly using soap and running water for at least 20 seconds and dried thoroughly.
- 7.6 Staff handling food must wear clean white or light coloured waterproof dressing.
- 7.7 Adequate sanitary facilities must be available within the kitchen, including a sink and hot and cold running water, towels for hand drying. The Company is responsible for ensuring that the facilities that enable staff to adhere to the Company's Food and Hygiene Policy are maintained.
- 7.8 Failure to comply with the Food and Hygiene Policy may result in disciplinary action.
- 7.9 It is the responsibility of <<insert staff member>> to make sure that kitchen is kept free of contamination.
- 7.10 All staff involved in food handling must strictly adhere to the Company's Food and Hygiene Policy.

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## 8. Serving of Foods and Food

- 8.1 Perishable foods are stored and served at appropriate temperatures.
- 8.2 Staff serving food are responsible for ensuring that the temperature and consistency of food is safe for consumption.
- 8.3 China or glasses that are cracked or chipped cannot be used.
- 8.4 Staff must ensure that they are wearing appropriate clothing and wear <<e.g. aprons>> when handling food.

- 8.5 Staff should ensure that all staff wash their hands before and after eating.
9. **Cleaning**
- 9.1 All surfaces should be cleaned with appropriate cleaner, either by cleaning staff or members of the Company.
- 9.2 Staff must use colour-coded cleaning sponges in each area, for example blue in the kitchen areas and ensure that such cleaning is carried out regularly.
10. **Smoking**
- 10.1 The Company complies with the Regulations 2007.
- 10.2 Staff are strictly prohibited from smoking on the work premises and when wearing work clothing.
11. **General**
- Staff should inform <<insert name>> of any concerns they may have in connection with the implementation of general hygiene within the childcare environment.

**This policy has been approved &**

**Name:** <<Insert name>>

**Position:** <<Insert position, e.g. Resources Manager>>

**Date:** <<Date>>

**Signature:**