

**Beaumont Community Preschool & Childcare Groups**

**Infection Control**

***Policy statement***

Beaumont Community Preschool & Childcare Groups puts the wellbeing of the children in its care at the core of its provision. Beaumont Community Preschool & Childcare Groups is keen to ensure that we provide a high-quality environment that is appropriate for its purpose, and that the premises are kept in a clean and hygienic condition for all children and users.

We recognise the potential for diseases to spread relatively easily in early years settings, we promote the good health of children attending our setting and take the necessary steps to prevent the spread of infection.

### ***What is infection control?***

[Infection control](https://app.croneri.co.uk/topics/hygiene/indepth#DCAM-3699505) is the name given to policies and procedures intended to prevent the spread of infectious diseases. Everyone in an early year’s provision is at risk of spreading infection if they do not take sensible precautions. Those who come into contact with bodily fluids, such as urine, faeces, vomit, or sputum, are at most risk. Such substances may contain micro-organisms, such as bacteria and viruses. Also, at risk of spreading infection are those involved in food preparation and handling.

Infection prevention and control measures are essential to interrupt the cycle of infection by promoting routine use of good standards of hygiene so that transmission is reduced overall. This is usually through:

***• Immunisations • Good hand washing • Ensuring the environment is kept clean***

### **We follow steps to help prevent the spread of infection in our setting:**

**1. Good basic personal hygiene** – in particular, make sure that staff and children wash their hands whenever they are obviously dirty, after toileting and before mealtimes.

**2**. **Cover existing wounds or skin lesions -**activities such as preparing and serving food, play dough, clay, gloop, sand, or water play should be avoided by staff and children if they have open wounds on their hands. Lesions caused by skin conditions such as eczema may be particularly aggravated by such activities.

**3. Use appropriate single use Personal Protective Equipment (PPE)** – this includes aprons and single use gloves for nappy changing, cleaning up vomit or blood or any activity that involves the risk of contamination. PPE, when used appropriately, protects staff from germs and splashing, but also protects children from contamination from staff clothing.

**4. Have a clear procedure for cleaning toys, equipment, and the environment -**A regular cleaning schedule is essential in any early year’s environment to prevent the spread of infection. Germs cannot thrive on clean, dry surfaces. The cleaning schedule covers the equipment and resources in each area, how often it is cleaned and by which method. Staff must always be prepared to clean up as they go along, using disposable paper towels for spillages of blood and/or bodily fluids, wearing gloves and plastic aprons.

The frequency of these cleans are increased during infection outbreaks. In some cases, it may be necessary to close a setting while a deep clean takes place which involves cleaning carpets, curtains and all surfaces including walls.

**5. Understand and follow guidance for managing illness and infections** – despite the best efforts of staff to prevent the spread of infection, it is inevitable that some children and staff will become poorly because many infections are contagious before any obvious symptoms appear. Early years settings are not equipped to manage ‘sick’ children. As a general principle, children with an infection should be kept at home while they have symptoms or are feeling unwell. The same rules apply to staff too.

We ensure we have control measures in place to effectively minimise risks.

**Prevention:**

1. ensure good hygiene for everyone
2. maintain appropriate cleaning regimes
3. keep occupied spaces well ventilated
4. follow public health advice

***Responsibility***

It is the responsibility of **Nicole Breakwell (Manager)** to ensure that any child, parents, and staff who have a contagious illness/disease are excluded from the setting for the recommended period.

The management team have a responsibility to inform parents/carers of any confirmed infectious illness, these can include measles, chickenpox, mumps, scabies, meningitis, and whooping cough.

All members of staff have a responsibility to ensure that any children who arrive at the setting unwell inform the management team before a decision is made and whether the child should remain at the setting or go home.

All staff have a responsibility to ensure that they do not attend the session if they have an infectious illness, this will assist Beaumont Community Preschool to prevent the spread of infection.

***Procedures***

## ***Handwashing***

*Unwashed or poorly washed hands provide an effective transfer route for micro-organisms such as bacteria. Effective handwashing is therefore perhaps the single most effective way to prevent the spread of disease. It removes the micro-organisms from the hands and prevents them being transferred to another person or to a toy or piece of equipment.*

* All staff and children wash their hands regularly and thoroughly, including after going to the toilet, after handling any body fluids, waste, or soiled items, before handling foodstuffs and after dirty play, indoors or outdoors.
* Hands are washed using liquid/foam soap, rinsed and hands thoroughly dried with one-use paper towels to dry their hands.
* We do not use anti-bacterial hand wash liquid or soap for young children; young skin is quite delicate and anti-bacterial products kill off certain good bacteria that children need to develop their own natural resistance to infection.
* We use child friendly hand sanitiser where necessary.
* We have posters showing the importance of effective hand hygiene which are displayed at all handwashing basins.
* We encourage all children to use tissues when coughing and sneezing to catch germs • Ensure all tissues are disposed of in a hygienic way and all children and staff are encouraged to wash their hands once the tissue is disposed of • Develop children’s understanding of the catch it, bin it, kill it approach and the need for good hygiene procedures in helping them to stay healthy

***Maintaining a clean environment***

To combat the spread of infection, Beaumont Community Preschool & Childcare Groups ensures, that the environment is kept clean. All staff have a responsibility to help keep the premises clean and tidy and to identify areas that fall below acceptable or safe standards.

* Effective cleaning schedules are in place. These are supported by regular checks to ensure standards are being met.
  + We implement good hygiene practices by:
  + cleaning tables between activities.
  + cleaning and checking toilets regularly.
  + wearing protective clothing - such as aprons and disposable gloves - as appropriate.
  + providing sets of clean clothes.
  + providing tissues and wipes; and
  + ensuring individual use of flannels, towels, and toothbrushes. (Where applicable)
* All cleaning equipment is kept in a secure area and all mops are colour coded and used in designated areas.
* Mop heads are changed daily where possible and are washed in the washing machine at 90 degrees separate to any other washing. Where mops are not changed these will be place in clean hot water containing bleach overnight.
* Tables are cleaned before being used for meal and snack times.
* Following contagious outbreaks, all rooms and equipment are sterilised/deep cleaned and extra measures/cleaning schedules are implemented.
* Please refer to Health & Safety General Standards, Food Hygiene policies and Infection Control policies for more detailed information.

## ***Cleaning toys and equipment***

* We always ensure that toys and equipment are inspected and cleaned regularly.
* Toys and equipment will be deep cleaned according to the cleaning schedule.
* Toys and equipment will be cleaned regularly with suitable disinfectants such as hot water and detergent, sterilising fluid, and antibacterial products.
* Toys are replaced when unhygienic, as should play sand and play dough when in use.

***Nappy Changing, Toilets and Potties***

* Toilet areas, including toilet handles, doors, cubicle walls, toilet seats and wash hand basins are cleaned daily in accordance with the cleaning schedule and immediately if soiled.
* Every morning toilets are flushed to remove any cleaning products and prevent the risk from stagnant water.
* Staff will be aware to check toilets regularly throughout the day especially where children are gaining independence to ensure they are flushed.
* Potties are emptied into the toilet, cleaned, and disinfected.
* Children are changed in the designated toilet/nappy areas, the nappy areas are cleaned before and after use with anti-bacterial spray and one-use paper towels.
* Nappy changing areas are deep cleaned with hot water, detergent, and disinfectant at the end of every day.
* PPE (Personal Protective Equipment) such as single use gloves and aprons are worn whilst changing children and/or dealing with bodily fluids. Hands are thoroughly washed after removing gloves.

***Disposal of Nappies***

* All soiled nappies and wipes are placed in nappy sacks and disposed of in a nappy bin. This bin is emptied on a regular basis by a contractor.

***Laundry***

* All bedding will be washed at least once a week and will not be used for any other child.
* All soiled items that are required to be washed in the washing machine will be placed in a labelled bag and are kept and washed separately to that of general washing. When soiled laundry is handled disposable gloves are worn.
* Children’s soiled clothing will be put into a labelled bag and sent home with the parents.
* All items placed in the washing machine are washed at 60 degrees or higher.

## ***Cleaning spillages***

At Beaumont Community Preschool & Childcare Groups we ensure that spillages of body fluid, such as urine, vomit, faeces, or blood, are cleared up as quickly as possible. Staff should be encouraged to treat every spillage of body fluids or body waste with caution as potentially infectious.

A typical procedure will include the following key steps:

* Spills of blood, vomit, urine, or excreta will be cleaned up as quickly as possible. The area will be sectioned off if possible until the spill has been dealt with.
* Disposable plastic gloves and aprons are worn when cleaning up any bodily fluid spillage. Where possible we will use an absorbent powder to clean up spillages however in the event that this is not available paper towels are used to clean up spillages and placed directly into a plastic bag for disposal.
* A suitable product that combines both a detergent and a disinfectant should be used to clean up the area after.
* Used paper towels should be disposed of in a leak-proof plastic bag according to the services waste disposal policy.
* Carpets and upholstery should be thoroughly cleaned with warm soapy water or a proprietary liquid carpet shampoo, rinsed and where possible, dried.
* Mops should never be used for cleaning up blood and body fluid spillages.

***Cuts and Open Wounds***

* Any employee with cuts or other open wounds must cover them with a waterproof dressing before commencing work.

***Bites***

* On occasions children may be bitten by other children; if this occurs the area of the bite will have a cold compress applied. An Incident Form will be completed for both children and the parents informed. If the skin is broken the parent will be advised to have the bite assessed by a medical practitioner.

***Contact with Animals***

* Please refer to the settings ‘*Animals in the setting or contact with animals*’ policy

***Illness/Medication***

* If children appear unwell during the day – have a temperature, sickness, diarrhoea or pains, particularly in the head or stomach – the manager/deputy manager/room leaders call the parents and asks them to collect the child or send a known carer to collect on their behalf.
* Parents are advised where necessary to seek medical advice before returning them to the setting; the setting can refuse admittance to children who have a temperature, sickness and diarrhoea or a contagious infection or disease.
* If a child requires medicine, we will obtain information about the child’s needs to this (see Administration of Medication Policy)
* Where children have been prescribed antibiotics for an infectious illness or complaint, parents are asked to keep them at home for **24 hours** before returning to the setting.
* After diarrhoea and/or sickness, we ask parents keep children home for **48 hours** following the last episode.
* Some activities, such as sand and water play, and self-serve snacks where there is a risk of cross-contamination may be suspended for the duration of any outbreak.
* The setting has a list of excludable diseases and current exclusion times. The full list is obtainable from
* [www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities](http://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities) and includes common childhood illnesses such as measles.
* Please refer to the settings Administering Medicines and Managing sick infectious and allergies policy.

***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. We:

* Wear single-use vinyl gloves and aprons when changing children’s nappies, pants and clothing that are soiled with blood, urine, faeces, or vomit.
* Bag soiled clothing for parents to take home for cleaning.
* Clear spills of blood, urine, faeces, or vomit using mild disinfectant solution and mops; any cloths used are disposed of with the clinical waste.
* Clean any tables and other furniture, furnishings or toys affected by blood, urine, faeces, or vomit using a disinfectant.
* Ensure that children do not share toothbrushes, which are also soaked weekly in sterilising solution.

# *Nits and Head lice*

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

***Immunisations***

* Within our registration form we ask parents/carers which immunisations a child has received prior to starting, we ask where possible that parents provide the ‘Red Book’ for immunisations to be checked.
* Where a child has not had immunisations or is not up to date, we record this on Medical Requirements sheets within each room.
* We provide and promote information for parents/carers within our admissions packs on immunisation schedules for children.
* Parents/carers will be encouraged to have their child immunised and any immunisation missed, or further catchup doses organised through the child’s GP.
* We ask information on staff immunisations within our employment procedures.
* We encourage staff to have up-to-date immunisations.

***Food Preparation (Food Safety/Food Hygiene)***

We maintain the highest possible food hygiene standards regarding the purchase, storage, preparation and serving of food.

* We use separate cleaning equipment in kitchen areas and toilets and additional schedules of cleaning may be required during active outbreaks of disease in any community.
* All staff are aware of current food hygiene advice and all our staff who are involved in the preparation and handling of food have received training in food hygiene/safety.
* We have systems and procedures in place within the kitchen to prevent cross contamination between raw and cooked foods, and to ensure that foods are cooked or reheated thoroughly and stored at the correct temperature.
* Hands are thoroughly washed prior to handling or serving food and PPE is worn.
* A fridge thermometer is in place and checked and recorded daily.
* All re-useable cups and dishes are generally washed within a dishwasher at the required temperature, if items are handwashed they be washed with antibacterial detergent according to food hygiene regulations.
* In addition, raw eggs should not be used in uncooked dishes, and cake mix etc should not be eaten. Egg shells will be disposed of safely in the bin.
* Food preparation areas are cleaned before use as well as after use.
* There are separate facilities for handwashing and for washing up.
* For more detailed information please refer to the settings Food and drink, Health & Hygiene policy.

***Babies/Toddlers***

* Dummies will be stored in individual hygienic dummy boxes labelled with the child’s name to prevent cross contamination with other children.
* Baby Feeding Equipment- Bottles and feeding equipment for bottle feeding are not supplied and sterilised by the setting. Parents must provide baby milk bottles with pre-made formula.
* If a dummy or bottle falls on the floor or is picked up by another child, this is cleaned immediately and sterilised where necessary.
* In the under-three’s room, all persons are required to remove all outdoor footwear or use shoe covers when entering the room where children may be crawling.
* Within the under-three’s room where children are more prone to put toys in the mouth, toys are cleaned more regularly and where needed daily using sterilising fluid/tablets.

## ***Responding to infection outbreaks***

Parents should be made aware that children who are unwell should be kept at home. Those with a temperature and other specific signs and symptoms should be excluded until they are better (48 hours from the last episode in the case of diarrhoea or vomiting).

UK Health Protection Agency defines an infection outbreak as an incident in which two or more people experiencing a similar illness are linked in time or place.

Where several related cases of an infection occur, such as an outbreak of diarrhoea or vomiting, for example, it will be necessary to report the outbreak and obtain expert advice. Local community infection control teams or health protection units will be able to help and may have recommendations for improvement.

Childcare settings are asked to telephone their local team as soon as possible to report any serious or unusual illness, particularly for:

* Escherichia coli (VTEC) (also called E.coli VTEC or E.coli 0157) infection
* food poisoning
* hepatitis
* measles, mumps, rubella (also called German measles)
* meningitis
* tuberculosis
* typhoid
* whooping cough (also called pertussis)

During any infection outbreak, providers should:

* increase environmental cleaning (especially toilets and frequently touched surfaces)
* ensure hot water, soap (preferably liquid soap) and paper towels are available in the toilets of both children and staff
* reinforce good hand hygiene with children, especially after going to the toilet and before eating and drinking
* ensure toys are cleaned regularly and dried after use
* exclude children with symptoms and advise staff members with symptoms to refrain from work until they have been symptom-free for 48 hours
* Where necessary we may suspend play with sand, water and plasticine/play dough until the outbreak is over — sand or play dough may have to be replaced, as necessary.
* Follow government and local authority guidelines in relation to an outbreak.

Staff handling food or working in a food handling area should report to their manager if they have symptoms of diarrhoea and/or vomiting. Managers should exclude staff with these symptoms from food handling, in most cases for 48 hours from the natural cessation of symptoms.

***Reporting of ‘notifiable diseases’***

* If a child or adult is diagnosed suffering from a notifiable disease under the Health Protection (Notification) Regulations 2010, the GP will report this to UK Health Protection Agency.
* When we become aware, or are formally informed of the notifiable disease, our manager informs all applicable agencies such as Ofsted and contacts UK Health Protection Agency, Department of Education, and act[s] on any advice given.

**Further guidance**

* Health protection in schools and other childcare facilities
* Reporting of Injuries, Diseases and Dangerous Occurrences
* UK Health Protection Agency
* Department for Education
* Gastroenteritis outbreak pack for schools and other childcare settings.
* Safer Food Better Business/Food Standards Agency.
* Current Government Guidelines

|  |  |  |
| --- | --- | --- |
| This policy was adopted at a meeting of | **Beaumont Community Preschool & Childcare Groups** |  |
| Held on |  | (date) |
| Date to be reviewed |  | (date) |
| Signed on behalf of the management committee |  | |
| Name of signatory |  | |
| Role of signatory (e.g. chair/owner) |  | |