



HYGIENE POLICY AND PROCEDURE

Aim

St Paul's Walden Nursery recognises the importance of maintaining the highest possible standards of hygiene in and around the premises so as to minimise the risk posed to children, staff and other visitors.

Objective

The Manager and Staff are committed to taking all practical steps to prevent and control the spread of infectious germs, and to uphold high standards of personal hygiene in order to minimise the risk of catching or spreading infections.

Staff Responsibilities

- Staff will always wash their hands before and after handling food and drink, Gloves and aprons must be worn when handling food and changing children's nappies.
- Staff will always wash their hands after using the toilet.
- Staff will encourage children to adopt these same routines.
- Staff will cover cuts and abrasions whilst on the premises.
- Staff will keep long hair tied back.

Policy Adopted by St Pauls Walden Nursery

Signature

Signature

Review Date

March 2017

Position: Committee Chair

Position: Manager

March 2018

- Staff will take any other steps that are likely to minimise the spread of infections
- The Manager and Staff will be vigilant to any potential threats to good hygiene in the Nursery.
- A generally clean and tidy environment will be maintained in the nursery.
- The Manager will be responsible for the Cleaning staff ensuring that the toilets and all areas are cleaned daily and that there is adequate supply of soap and hand drying facilities for both Staff and Children.
- Staff will be vigilant to any sharp objects, such as glass, which may be on the premises.
- Spillages of substances likely to result in the spread of infections will be dealt with rapidly and carefully. Blood, Vomit, Urine and Faeces will be cleaned up immediately and disposed of safely and hygienically.
- Staff will wear disposable plastic gloves while using bleach or disinfectant solution, and wash themselves thoroughly afterwards. Children will be kept well clear while substances are being dealt with.
- Further to the provisions set out in the Health, Illness and Emergency policy the designated First Aider will be mindful of the need to observe the highest standards of personal hygiene and administering any treatment to children. As such, they will wash their hands thoroughly both before and after giving First Aid, and ensure that any cuts, wounds or skin damage are covered by plasters or disposable gloves.
- Staff must be particularly careful to observe high standards of hygiene where food and drink are stored, prepared and eaten.

Policy Adopted by St Pauls Walden Nursery

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- Waste will be disposed of safely and all bins will be kept thoroughly covered.
- Food storage facilities will be regularly and thoroughly cleaned, and fridge/freezer temperatures are recorded.
- Kitchen equipment will be thoroughly cleaned after every use.
- Staff and Children will wash and dry their hands thoroughly before coming in contact with food.
- If cooking is done as an activity, all surfaces and equipment involved will be thoroughly cleaned before and after the activity.
- Toys, children's mattress and dummies are sterilised on a weekly basis, Staff record all sterilisation on a chart each week.
- Children will be encouraged to flush the chain and wash their hands after toileting.
- Staff will ensure the room is well ventilated.

Parents/Carer Responsibilities

- While parents/Carers are in the Nursery, we encourage them to follow all the Hygiene Procedures.
- Parents/Carers are always welcome to comment on any of the hygiene procedure carried out within the Nursery.

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