

# HEALTH CARE POLICY

## **POLICY STATEMENT:**

*The Nursery aims to promote a healthy environment in which children will grow and learn about the world around them. The application of preventative measures through an infection control process aims to prevent the spread of infections and will be followed by all people in the childcare centre at all times. The Nursery will act on advice given by agencies and follow regulations of Health & Safety at work Act etc 1974 and other relevant legislation.*

*The Nursery adheres to 'The Infection, Prevention and Control Guidance for Childcare Settings in Wales'.*

*The Health and Safety Policy is of concern to all staff members.*

*If anyone is concerned over any aspect of Health and Safety, they should make their concerns known to the Manager/Deputy who are designated Health and Safety Officers and appropriate action should be taken or decision regarding concern raised.*

## **HOW POLICY WILL BE IMPLEMENTED (Specific Policies & Procedures):**

### **HYGIENE**

- Hand washing is the most effective way of controlling infection in the Nursery. Caregivers and children will wash their hands:
  - When arriving at the Nursery to reduce the introduction of germs.
  - Before all clean tasks eg handling and preparing food and eating.
  - After all dirty tasks eg nappy changing, toileting, cleaning up faeces, vomit or blood, wiping a nose, playing outside, handling animals.
  - Before going home to prevent taking germs home.
- Children should be encouraged to shield their mouths when coughing.
- Nappy changing will be done only in the nappy change area which will be properly stocked with paper towels, baby wipes, plastic bags, fresh nappies, clean clothes, rubbish bin with sealed lid lined with plastic. After each nappy change the child's and care givers hands will be washed and the change table cleaned. At the end of each day the nappy change area will be disinfected. The procedure for nappy changing will be displayed in the nappy change area. (separate Nappy Changing Policy can be found in the office)
- Staff liaise with parents/ carers and health visitors to discuss individual cases around toileting.
- The Nursery will ensure that toilets and hand washing facilities are easily accessible to children. Children will be encouraged to flush toilets and wash hands after use.
- Staff will use separate cloths or tissues to wipe different children's faces and noses. Tissues will be disposed of immediately after wiping a child's nose.
- After wiping a child's nose, staff members MUST either wash their hands or use the anti bacterial liquid supplied in playroom.

- Each child will have their own bedding which will be washed at least once a week or after wetting/ soiling / looking dirty.
- Sheets are to be washed separate from other washing. They are to be washed on a 60 degree cycle.
- Surfaces will be cleaned after each activity and all surfaces cleaned thoroughly daily.
- Spillages of blood/body fluids must be cleaned up promptly with hot soapy water (too hot to put a hand in) on carpets and fabrics. The management does not allow the use of bleach on carpets.
- Disposable gloves must be used when dressing cuts and wounds and cleaning up spills of blood.
- Disposable cloths/paper towels should be used for clearing such spillages. If someone gets blood on them it should be washed off with soapy water as soon as possible. If blood is splashed on the face or in the eyes it should be rinsed off well with running water.
- If there is a biting or scratching incident where the skin is broken, the injured area should be washed thoroughly with warm water and may be covered with a plaster. Check to make sure the injured person is immunised against tetanus.
- Fabrics contaminated with body fluids washed by using a 60 degrees cycle in the washing machine.
- Soiled garments are put into a nappy/carrier bag and tied tightly. Parents/carers need to supply non-plastic bags in which to store their child's personal belongings in his/her box.
- Potties- the contents will be carefully disposed into the toilet; the potty will be wiped over with antibacterial spray after each use.
- Potties placed in bucket of bleach and hot water at the end of every week.
- Bottles, dummies will be cleaned after each use.

### **KITCHEN AND EATING AREAS**

- Each child will be provided with their own drinking and eating utensils at each mealtime. These utensils will be washed after each use. Staff will encourage children not to use drinking or eating utensils which have been used by another child or dropped on the floor.
- Staff will ensure that children do not eat food that has been handled by another child or that has been dropped on the floor.
- Food will be prepared; kept and served hygienically.
- Kitchen facilities will be maintained according to Regulation requirements.

- The Nursery will ensure it meets all requirements for food handling premises set down by Environmental Health.
- A refrigerator thermometer to ensure that foods are being stored at the correct temperature
- Adequate storage for cold, frozen and dry foods
- Refuse bins with fitted lids
- Children and adults must wash their hands after using the toilet -adults - before and after changing nappies
- Cuts or open sores of both children and adults need to be covered with a waterproof plaster or other dressing which adequately covers the break.
- Nursery workers should always be “skin care conscious” and staff who have an eczema condition affecting their hands must always wear gloves.
- Washing up done thoroughly in hot water with detergent using rubber gloves routinely.
- Cups/beakers covered with a clean cloth and where possible air-dried.
- Drying up cloths replaced every day with clean ones.
- Different cleaning cloths should be used for kitchen and toilet areas and separate cloths for the floor. All washed/disinfected or renewed regularly.
- Blue and white cloths are used for cleaning and white dish cloths for the kitchen area.
- Staff involved with the handling of food in the nursery should have successfully completed a Food Hygiene Course.
- The Environmental Health Officer must be contacted about suspected food related outbreaks
- Food handlers must inform the Nursery Managers at once if they or any of their immediate family is suffering from diarrhoea and/or vomiting and they should not prepare meals until given medical clearance.
- Kitchen staff must also inform the Managers if they are suffering from septic cuts or sores, boils, whitlows and any discharge from the eye, ear or nose.
- The rules of hygiene and dental care will be included in the child's program and staff will initiate discussion about these subjects with groups and individual children at appropriate times.
- Bins- All waste bins are lidded, and kitchen bin is foot operated. The bins are lined with the correct colour bin liner, general waste and recycling. Bins are emptied at the end of each day and cleaned with bleach once a week.

## **IMMUNISATION**

- Parents/Guardians will be encouraged to immunise their child against all diseases appropriate to the child's age. A record of the child's current immunisation status will be kept at the centre.

## **ANIMAL VISITS**

A risk assessment will be carried out for each single outing, trip/ visit involving any contact with Animals.

## **ALCOHOL AND DRUGS POLICY**

- The Nursery has a Policy that no Alcohol is to be consumed on the premises, nor is any member of staff permitted to care for the children if they have consumed alcohol prior to commencing work.
- The same applies to all drugs other than those prescribed by a doctor and considered appropriate for intake while working with children.
- It is deemed a disciplinary offence by the management if any member of staff does not abide by these regulations.

## **POLICY ON WEARING JEWELLERY**

- Due to health and safety regulations, it is our policy that only certain items of jewellery are to be worn by staff and children
- Wedding and engagement rings are acceptable.
- Small, round stud earrings are acceptable.

## **POLICY ON ELECTRICAL EQUIPMENT**

- All electrical equipment over 1 year old is P.A.T. tested by an approved body. This is carried out annually.
- Stickers are placed on the electrical equipment to show this and records are kept in the office.
- A fixed installation test is carried out every 5 years by an externally qualified person.
- Risk assessments on electrical equipment are read by all staff
- Young Persons are not to handle or use any electrical equipment on the premises.

## **POLICY ON MANUAL HANDLING**

- All staff and students are given induction training by a qualified member of staff.
- All staff and students are to read risk assessment on manual handling
- All qualified staff will attend Manual Handling Training with the Local Authority every 3 years.

The health and safety and wellbeing of the children within the setting is paramount and all infectious diseases/illnesses will be dealt with inline with Health and Safety guidelines from HPT Wales and Local Authority Environmental Health. Parents/carers are given guidance for exclusion in the parent pack prior to starting.

All accidents sustained by children and adults are recorded on an Incident/accident investigation and injury record, which includes a body map. All work-related incidents/accidents must be reported to the Manager/Deputy

Public health Wales Contact number for any Queries or Concerns-  
01443 233333

RCT have policies and procedures regarding Health and Safety available via the intranet. They can be accessed by Manager/Deputy if required or all staff through RCT SOURCE.

This policy should be read in conjunction with:

Risk assessment policies

Safeguarding policy

Outings Policy

Sun care policy

Allergens Policy

Medication Policy

First Aid Policy

Smoking Policy

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By: Natasha Adams and Emma Johns

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