

Portobello Toddlers Hut

Charity number: SCO 21068

Infection Prevention and Control Policy

Policy adopted:

Signed:

Infection Prevention and Control Policy

This policy has been written in line with the Early Years Scotland Infection Control Policy and the Health Protection Scotland Infection Prevention and Control in Childcare Settings (2011)

Young children under the age of six are often susceptible to infectious diseases because their immunity may not be fully developed. Their close contact in care and play situations, coupled with their inexperience in practicing good hygiene makes it easy for germs to spread.

The mainstay of infection control in pre-school groups is the implementation of basic precautions outlined in this policy, underpinned by a common sense understanding of how germs are transmitted.

Policy Statement

Management committee and/or staff members will report any concerns about illness, outbreaks or incidents of infection to the Health Protection Team (HPT), NHS Lothian (0131 465 5420 or 465 5422) and the Care Inspectorate (0345 600 9527)

Children or adults suffering from an infectious disease will be excluded from the group for a period as advised by Health Protection Scotland guidance.

The group will provide a healthy and hygienic environment for children and will endeavour to minimise the risk of infection by endorsing basic hygiene procedures.

If a child becomes unwell during the session they will be taken to a quiet area away from others and monitored. If required the parent/carer will be notified and asked to collect the child.

All cases of infections will be recorded in the accident/incident file along with action taken. Certain infections which will be reported to the parent group, for example, chicken pox, mumps, scabies, measles, meningitis and impetigo, whilst maintaining anonymity of children or staff involved.

Equipment within the playroom is cleaned regularly, see Cleaning Record file in kitchen. Home made play dough and sand will be changed regularly and fresh water will be used every session in the water tray.

Staff and parent helpers will be made aware of and be expected to follow the following procedures and guidelines:

Procedures

Hand Washing

The playgroup follows hand hygiene practice as outlined in HPS Infection Prevention and Control in Childcare settings 2011.

Illness

There may be instances when children should be excluded from playgroup, both in terms of the child's personal well-being as well as that of staff, parent helpers and other children. Children or adults will not be permitted to attend playgroup if suffering from possible infectious disease. "Exclusion Criteria for Childcare and Childminding Settings: Recommended time to be kept away from daycare" will be used for reference and HPT or local NHS Board can also advise on exclusion criteria.

If a child contracts an infectious illness the group should be informed as soon as possible to enable precautions regarding cross infection to be taken. To prevent cross contamination and spread of infections in the group the following practices will be adhered to:

- Disposable powder-free gloves and disposable aprons will be worn when changing nappies and dealing with toilet accidents. Hands will be washed immediately after removal of apron and gloves.
- Any accidents will be cleaned using paper towels and area will be cleaned after with appropriate cleaners/disinfectants.
- Soiled clothing will be placed in a sealed polythene bag and given to the child's parent/carer to wash.

Food handling and Storage

Hands are thoroughly washed and disposable powder-free gloves and disposable aprons are worn in the preparation or handling of food. A checklist for staff and parent helpers is on display in the kitchen.

A fridge thermometer is in place and checked and recorded weekly by staff on the weekly food menus.

Food menus are kept after use.

All reusable cups and dishes are washed in the dishwasher after every use.

Cleaning and Disinfection in the Environment

Good housekeeping including vacuuming (avoid sweeping), damp dusting and washing is essential in the prevention of the spread of infection. See attached Cleaning Schedule for playgroups regular cleaning procedures.

Disinfectants will be used during an outbreak of gastroenteritis or dealing with blood or blood stained spillages.

Rubber gloves and plastic aprons will be worn when cleaning up small spillages/smears of blood, vomit or excreta. Soak up as much of spillage as possible with disposable towels. Clean the area thoroughly with hot water and detergent. If required disinfect with bleach solution and dry area.

Nappy hygiene, changing and disposal

Children are changed in the designated toilet area, where nappy sacks, spray cleaner, powder-free gloves and plastic aprons are accessible and out of reach from children. Gloves and aprons are worn whilst changing nappies.

All soiled nappies and wipes are placed in a sealed bag and disposed of in outdoor bin. This bin is emptied on a weekly basis.

Once the child has been changed staff and child will wash their hands. The changing surface will be cleaned with spray cleaner and warm water and dried with disposable towels.

Nappy changing facilities and practice are in line with Care Inspectorate requirements for service providers (2014)

Contact with Animals

See HPS Infection Prevention and Control on Childcare settings 2011 for action to be taken before, during and after contact with animals.

HIV, Hepatitis B and C

These are spread by direct contact with an infected person's blood or certain bodily fluids. They are not spread by normal daily contact and activities.

Universal precautions are taken at all times when dealing with spillages of blood/bodily fluids as outlined previously.

Head Lice

These are a common problem which can affect anyone. They are contracted only by direct head to head contact. An alert letter should be used to inform the parent/carer of a child who appears to have a head lice infection who can then seek further advice from a health professional or pharmacist. Exclusion from playgroup is not required. A notice will be put on the notice board if staff are aware of a case of head lice to inform parents and carers to take extra care.

All staff and committee will have a working knowledge of this policy and will be reviewed every 3 years.

Cleaning Schedule for Portobello Toddlers Hut

Daily Procedures:

Surfaces including tables and chairs will be cleaned before snack and at the end of every session with cleaning spray and warm soapy water.

All floors will be swept/hovered at end of every session.

Toilets and sinks will be cleaned at end of every session with warm water and cleaning spray.

All kitchen surfaces will be cleaned with warm soapy water and cleaning spray at end of every session.

All cloths etc will be used once then put in washing bag.

Art equipment and messy play area will be cleaned thoroughly.

Twice Weekly:

The playroom floors will be hoovered and cleaned with hot water and neutral floor gel

Weekly Procedures:

All contact surfaces in both playrooms and toilets will be cleaned with warm soapy water and cleaning spray.

All cleaning cloths etc will be cleaned on a hot wash cycle.

Toys and fabrics will be cleaned on a rota basis (see Cleaning Record file)

Monthly

A contract window cleaning company clean all windows internally and externally.

Yearly:

A cleaning company will provide the playgroup with a deep clean service of all contact surfaces and flooring.