



Health & Hygiene - Policy and Practice

Definition

OSCARS promotes a healthy lifestyle and a high standard of hygiene in its day to day work with children and adults.

Purpose

To minimise the occurrence of infections and illness from spreading

Procedure

This high standard is achieved in the following ways:

1. Health

a. Food

- All meals and snacks provided will be nutritious and pay due attention to children's particular dietary requirements.
- OSCARS strives to be 'nut free'. OSCARS will not use any nut products in snacks or cooking activities. Parents are requested not to provide their children with nut products in packed lunches etc.

b. Outdoor Play

- Children will have the opportunity to play in the fresh air throughout the year.

c. Illness

- Parents are asked to keep their children at home if they have any infection and to inform OSCARS as to the nature of the infection so that other parents can be alerted and to promote careful observation of any child who looks unwell.
- Parents are asked not to bring into OSCARS, any child who has been vomiting or has had diarrhoea, until at least 48 hours after the last attack. This rule also applies to all staff.
- Cuts or open sores, whether on children or adults, will be covered with a sterile dressing.

If a child is on medication, the following procedures will be followed:

- If possible, the child's parents will administer medicine. If not, then medication must be clearly labelled with the child's name, dosage and any instructions. Where local regulations require it, guidance from Ofsted will be sought before people other than parents agree to administer medicines.
- Written information will be obtained from the parent, giving clear instructions about the dosage, administration and permission for a member of staff to follow the instructions. Play scheme staff may only supervise the administration of prescribed medicines.
- All medications will be kept in a lockable cupboard. A medication record will be available to log in:
 - Name of child receiving medication
 - Times that medication should be delivered
 - Date and time that medication is administered.
 - The signature of the person who has administered the dose and a witness
 - The signature of the parent as notification of medication being administered

With regard to the administration of life saving medication such as insulin/adrenaline injections or the use of nebulisers, the position will be clarified by reference to the club insurance company.

- OSCARS will ensure that first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept in their sealed packages until needed.

2. Hygiene

To prevent the spread of infection, adults in the group will ensure that the following good practices are observed:

a. Personal Hygiene

- Hands are washed after using the toilet.
- Children with pierced ears are not allowed to try on or share each other's earrings.
- A box of tissues is available and children are encouraged to blow and wipe their noses when necessary. Soiled tissues are disposed of hygienically.
- Children are encouraged to shield their mouths when coughing.
- Paper towels or individual towels are used and disposed of appropriately.
- Hygiene rules related to bodily fluids are followed with particular care and all staff and volunteers made aware of how infections, including HIV can be transmitted.

b. Cleaning and Clearing

- Any spills of blood, vomit or excrement are wiped up and flushed away down the toilet. Rubber gloves will be provided and used for this.
- Floors and other affected surfaces will be disinfected according to the manufacturer's instructions.
- Fabrics contaminated with bodily fluids will be thoroughly washed in hot water.
- Spare laundered pants and other clothing, will be available in case of accidents together with polythene bags in which to wrap soiled garments.
- All surfaces will be cleaned daily with an appropriate cleaner.

3. Food

OSCARS will observe current legislation regarding food hygiene, registration and training.

In particular, each adult will:

- Always wash hands under running water before handling food.
- Use different cloths for kitchen, toilet and general play areas.
- Ensure waste is disposed of properly and out of the reach of children.
- Tea towels will be kept clean and washed between each session.
- All utensils will be kept clean and stored in a dust free place.
- Cracked or chipped china will not be used.

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Review signed on behalf of OSCARS	C. Mumby
Position	Chairperson