INFECTION CONTROL POLICY AND PROCEDURES

**Point 1**

Staff members who prepare break or supervise the break table are not permitted to toilet children on this day.

**Procedure**

All staff members must check staff rota before session commences.

**Point 2**

1. The staff are responsible for their own personal hygiene.
2. The staff are responsible in assisting and ensuring children wash their hands thoroughly.

**Hands must be washed properly**

1. After toileting.
2. After messy play.
3. Prior to taking break/cookery activities.
4. After outdoor play.
5. After handling animals e.g. farm visitor.

**Procedure**

Staff should wash their hands:

1. Before starting and after work.
2. Before handling, preparing or serving food or drinks.
4. After using the toilet or helping the child use the toilet.
5. After all contact with human waste i.e. toilet accidents, runny noses, spit, vomit etc.
6. After handling contaminated linen or equipment.
7. After handling waste or waste containers.
8. After removing gloves and plastic aprons (even if they appear intact).
9. Before and after giving medication or applying ointment to a child or self.
10. Whenever they are visibly dirty.

**How to wash hands properly**

1. Always use warm, running water and a mild liquid soap. Antibacterial soaps may be used, but are not required.
2. Wet the hands, wrists and forearms and then apply a small amount of liquid soap.
3. Rub hands together vigorously until a soapy lather appears and continue for at least 15 seconds.
4. Be sure to rub between fingers, under nails and around the tops of palms of their hands. Most people miss their fingertips, thumbs, wrists and back of hands.
5. Rinse hands thoroughly under running water.
6. Dry hands thoroughly with disposable towels as wet hands will harbour germs.

**Hand washing for the under fives**

1. Supervision is vital for young children. If assistance is required, staff should either hold the child or have the child stand on a safety step at a height at which the child’s hands hang freely under the running water. Assist the child in performing all the steps above.
2. Pre-moistened wipes should not be used as an alternative to soap and running water.
3. Rubbing hands together under running water is the most important part of washing away infectious germs.
4. Shared towels and bars of soap should be avoided as they assist in person to person spread of pathogens.

**Point 3**

Accidental soiling: staff are not permitted to carry out sluicing of clothes, i.e. rinsing soiled clothes under the tap, due to toileting/vomiting accident.
Procedure

1. Soiled material can be scraped off into the toilet.
2. Wear disposable gloves and disposable apron when doing this.
3. Place the soiled clothing in a double bag for parents to launder.
4. Staff must wash their hands after handling soiled clothing, even if wearing gloves.

Point 4

Nappy changing: special circumstances only.
In such circumstances i.e. special needs staff will follow procedures.

Procedure

The child should be made comfortable while 2 members of staff wash their hands and ensure all items required for changing are available.

1. Staff should wear disposable gloves and apron when changing children.
2. Remove wet/spoiled nappy and child cleaned from back to front.
3. Clean nappy secured on child.
4. Used nappy and cleaning materials to be disposed of in double bag into outdoor bin.
5. Staff should remove gloves.
6. Wipe child’s hands.
7. Child should be seated safely.
8. Staff should thoroughly clean changing mat and surrounding floor with antibacterial cleaner.
9. Staff should dispose of the apron in a black bin and wash hands.
10. Staff to return child to playroom.
11. Thorough cleaning of toilets and affected areas at end of the session.

Point 5

Staff are to ensure toilets are clean at the start and finish of each session.
Additional cleaning will be carried out during the session if required.

Procedure

1. All toilets are to be cleaned down daily with hot soapy water. This also applies to the toilet seats and handles, sinks, taps and door handles. If the toilet seat is stained a cream cleanser will be used. Disposable cloths will be used.
2. If an area becomes contaminated with infected material i.e. diarrhoea or vomit (not urine), the area will be washed with hot soapy water and detergent, then finished using a bleach based disinfectant.
3. Toilet floors will be washed daily and spillages attended to as they occur.
4. Toilet paper will be provided for the children at all times and staff will report and shortage to the leader immediately. Toilet roll holder will be provided in close proximity.
5. All children will be supervised when going to the toilet.
6. Children will be educated on how to wash their hands properly and supervised at this activity on every occasion.
7. The water will be checked regularly to ensure correct temperature for hand washing, i.e. 43C.

Point 6

Cleaning materials: staff will adhere to colour coded cloth and mop system and ensure cleaning procedures are followed.

Procedure

1. Cloths will be disposable and will be changed daily.
2. Mops will be washed thoroughly after use in a cleaning equipment sink (not a kitchen sink) with hot soapy water and left to dry.
3. Mops used to clean bodily fluids should be-
   a) Cleaned with hot soapy water.
b) Rinsed with a disinfecting agent.

c) Wrung as dry as possible.

d) Hung to dry completely.

4. Buckets and basins will be washed out and dried after use.

5. Separate cleaning materials will be used for the kitchen and the toilet. Colour coding is in place.

Point 7

Equipment, toys, and furnishings: Staff will ensure all are cleaned on a regular basis.

1. Mats will be vacuumed daily and steam cleaned as required (at least once a year).
2. Tables and chairs will be cleaned and washed with hot water and detergent daily.
3. Hard toys will be washed with hot water and detergent and dried, on a monthly basis. Additional cleaning will be carried out when required.
4. Soft toys will be washed in the washing machine at as hot a cycle as possible (minimum 60°C) and tumble dried.
5. Water play toys will be sorted dry and water tray will be emptied, rinsed and dried out daily by turning upside down so that no condensation can collect.
6. Play dough will be changed weekly and children will be discouraged from putting dough in their mouths.
7. In the case of an outbreak of infection, all water play and the use of play dough will cease.
8. Sand will be sieved on a weekly basis.

Point 8

Sick children: Parents are required to sign an *Infection Control Agreement* with the pre-school. This is vital to minimise the spread of infection within the setting. Parents will be provided with exclusion times for common infections.

Procedure

1. Children who are unwell with an infectious disease should not be at pre-school. The leader will ensure there is an exclusion contract signed for all children. Once they are better they can return unless they pose a risk of infection to others.
2. If a child falls ill whilst at pre-school, the sick child will be excluded from the others without delay to the foyer.
3. A member of staff will stay with the child while arrangements are being made for the child to be sent home.

Point 9

All staff are required to follow the procedures in order to minimise the spread of infection.

Procedure

1. Staff infection: All staff will cover all cuts, breaks in their skin, scratches or moist skin conditions with a waterproof dressing (without visible air holes) when they are at work.
2. Dressing and plasters will be replaced as often as necessary, and these will be blue if staff are involved in preparing food.
3. All staff immunisations will be checked and staff will report symptoms of sickness to the Leader.
4. Staff will observe exclusion period so infectious diseases and advice will be sought from the Health Visitor if in doubt.
5. Some infections if caught by a pregnant woman can pose a danger to her unborn child.
   - Chicken pox.
   - Rubella.
   - Parvovirus.
6. If a female member of staff comes into contact with the above she will contact the Leader and GP immediately.

Point 10

Animals in school: During the year we do have visits from animals and their carers. We also may go on a visit to a farm.
Procedure

1. Children will be supervised at all times when around animals.
2. Visiting pets will only be in the playroom and the area will be disinfected on their departure.
3. If visiting a farm, the Leader will check that the farm has washing facilities adequate and accessible for our children. Checks will be made that there is running water, liquid soap and disposable towels.
4. Children will be told they must not eat or drink anything while touring the farm, or put their fingers in their mouths because of the risk of infection.
5. Children will be warned not to put their faces against the animals or taste the animal feed.
6. Staff will ensure children will wash their hands after being in contact with animals and particularly before eating and drinking.
7. Snack time will be taken well away from the areas where the animals are kept.
8. Any crops produced on a farm will be washed thoroughly before consumption.
9. Staff will ensure all children will wash their hands thoroughly before departure and that footwear is as clean as possible from faecal material.

Point 11

Food hygiene and food safety: Staff will ensure that food hygiene is followed and every precaution is made to minimise infection.

Procedure

1. Snack tables will be washed with the detergent and hot water prior to and after snack time.
2. Toast will be served on individual plates that are easily washable.
3. Children will be encouraged to use the tongs to serve themselves fruit.
4. Fridge temperatures will be recorded daily and will be kept at between 4C and 8C; there is a thermometer in the fridge.
5. Separate chopping boards will be used for preparing fruit and toast. There is a colour coding system displayed on the kitchen wall. All utensils will be washed thoroughly on a daily basis.
6. Tea towels will be laundered at 60C on a daily basis.

This policy has been adopted by the pre-school committee at a meeting on:

Date: __________________________

Signed: ________________________
(Chairperson)