



Little Disciples Out of School Club

HYGIENE AND HEALTH CARE POLICY

HYGIENE

- All staff and volunteers are made aware of good hygiene practice during their induction period.
- Staff encourage children to maintain their own personal hygiene including the washing of hands after using the toilet and before eating/handling food and after certain activities e.g. painting, handling pets, gardening.
- Toilets will always have running water, soap and clean towels available.
- Tissues are used and disposed of hygienically and hands washed.
- Disposable gloves are available for clearing up after spills of bodily fluids. These spills will be cleaned immediately using disposable towels and a cleaning product that combines a detergent and disinfectant.
- The premises (toilets, tables and equipment) are checked regularly throughout the session and cleaned on a daily basis. Frequent hand contact sites such as toilet flush handles, taps, door handles etc are cleaned and disinfected regularly.
- Other equipment such as toys are cleaned routinely and according to need.
- Staff responsible for food preparation and handling are fully aware of and comply with regulations relating to food safety and hygiene and will have completed a recognised food hygiene qualification. This will be kept updated.
- Kitchen surfaces, chopping boards and utensils are cleaned before and after use.
- Disinfectants are used on food contact surfaces.
- Kitchen cloths are washed and disinfected regularly and left to dry before using them again. Disposable kitchen towels are used for wiping worktops and chopping boards.
- Fridge and freezer temperatures are checked and recorded daily.
- All waste is disposed of regularly and appropriately.

Further information/guidance (hygiene):

- Guidance on infection control in schools and other childcare settings, Health Protection Agency, April 2010 http://www.hpa.org.uk/web/HPAwebFile/HPAweb_C/1194947358374 [Accessed 13.04.11]
- The Health and Safety Guide for Early Years and Childcare Settings, Mudiad Ysgolion Meithrin 2009.
- Mind the Germs, Infection Control Guidance for Nurseries, Playgroups and other Childcare Settings, Welsh Assembly Government (2008).
- Health and Safety Executive, <http://www.hse.gov.uk/>
- Food and Health Guidelines for Early Years and Childcare Settings, Welsh Assembly Government, March 2009.

HEALTH CARE

- Children are encouraged to make use of outdoor space/activities available.
- Physical play equipment/opportunities to encourage physical activity are provided.
- Activities to increase children's awareness of health and hygiene issues are introduced.
- The Club has separate healthy eating and sun awareness policies.
- Parents/carers must inform the Club about any medical conditions, allergies, special dietary and health care needs their child/ren might have on the child registration form
- Parents/carers are required to give written permission to the Club in advance for any necessary emergency medical advice or treatment. This permission is given as a part of the parent's/carer's contract which is signed when a child first registers with the Club.

First Aid

- The Club has a first aid box, which complies with health and safety (first aid) regulations.
- It is accessible to staff, but out of the reach of children.
- A first aid kit will also be available for use during outings.
- Staff are trained in first aid in accordance with the National Minimum Standards for Regulated Child Care and other relevant regulations. First aid qualifications are renewed every 3 years.
- It is the responsibility of [enter name], the nominated qualified first aider within the Club, to maintain the contents of the first aid box for use. This includes checking that items are not out of date, packaging of sterile items is intact and replacing any items that are used or found to be unusable.

Children who are ill

- Please do not send your child to the Club if you are aware that he or she is unwell. If your child will not be attending due to illness, you must inform the Club as soon as possible in line with the Club's arrival and collection policy.
- No child or member of staff known to be suffering a communicable disease, or considered too ill to participate in normal club activities, shall be admitted to the club.
- If a child becomes unwell during their time at the Club, we will notify the parent / emergency contact and ensure the child is made comfortable in a quiet area. The child will be supervised at all times and observed for any worsening symptoms.
- Reasonable steps will be taken to avoid cross-infection should the child develop symptoms of any infectious illness.
- If a child's condition worsens to such an extent that club staff are seriously concerned, and suspect urgent medical treatment is required, the parent/carer will be notified immediately and if necessary an ambulance will be called to take the child for treatment.
- If the parent/carer has not arrived by the time the ambulance needs to leave, the child will be accompanied to the hospital by a member of staff. That member of staff shall take with them to the hospital the child's registration form and signed contract indicating consent for emergency medical treatment to ensure the hospital has all the necessary information.
- Reporting in accordance with RIDDOR (F2508) will be undertaken when necessary in accordance with the health and safety legislation (Contact Health and Safety Executive or visit www.hse.gov.uk).

- Care and Social Services Inspectorate Wales will be informed as soon as possible of any infectious illness, serious injury, illness or death of anyone on the premises.
- The Club's insurance company will also be notified.

Infectious Illnesses

- If any parent has concerns about infectious diseases or exclusion periods, they should contact the senior playworker in the first instance.
- If the Club becomes aware that any child has developed or been exposed to a communicable disease whilst at the Club, we will inform parents/carers as soon as reasonably practicable, whilst maintaining confidentiality.
- We ask that parents/carers notify the club as soon as possible if their child develops or is exposed to an infectious illness, so that the appropriate steps can be taken to notify other club users if necessary. This will be important particularly for children with low immunity who need to be informed promptly.
- Equipment will be cleaned and disinfected during an outbreak of illness
- The Club will liaise with relevant schools regarding exclusion periods for infectious illnesses and medical advice and procedures will be referred to.
- The following exclusion periods apply should a child have any of the following illnesses. It includes some common examples of illnesses but please note that this list is not exhaustive and will be reviewed regularly because advice changes. Further advice may also be sought from a healthcare professional.

Disease	Signs and Symptoms	Incubation period	Exclusion period (consider as a minimum)
Chickenpox	Low-grade fever, rash usually appears within 24-48 hours, in the mouth to begin with, then red spots with white raised centre on trunk and limbs - very irritating rash	7-21 days	7 days from onset of rash (all spots must be dry and scabbed over)
Cold Sores	Redness blisters or scabs on or around the lips.	Direct contact	Avoid contact with the sore until it has disappeared.
Conjunctivitis	Itching and pain in eyes which become red and inflamed. White discharge or "sticky eye"	Bacterial 1-3 days; viral 2-7 days	24 hours minimum or until improvement begins with medication from GP
Gastrointestinal infection	Vomiting, diarrhoea, dehydration, abdominal pain. In usual circumstances diarrhoea in a child constitutes 3 or more loose stools	7-14 days	Until well. 48 hours after diarrhoea and vomiting have stopped
Hand, Foot and Mouth disease	High temperature, sore throat, red spots with raised blister head on hands, feet and mouth	3-5 days	Until lesions are healed
Herpes simplex	Blisters inside cheeks, ulcers on the tongue, cold sores around the mouth	2-10 days	Until all symptoms have ceased
Impetigo	Yellow oozing sores with scabs on top, itching. Usually around nose and mouth, although can develop on body	Direct contact	Until dry and healing, or 48 hours after antibiotic treatment has started

Infective hepatitis (jaundice)	Gradual onset of headache, loss of appetite, nausea, urine dark, faeces pale putty colour	23-35 days	7 days from onset of jaundice
Influenza and Pandemic Flu	Sudden onset, fever, headache, pain in the neck, arms or legs.	2-3 days	Until recovered
Measles	Misery, high temperature. Heavy cold, with discharging nose and eyes. Later - harsh cough, conjunctivitis, white spots in cheek, followed by dusky red patchy rash, starting behind the ears and along ears/hairline - spreads to face, trunk and limbs	10-15 days	4 days from onset of rash
Meningitis (bacterial and viral)	Fever, pains in back of joints, vomiting. Headache, fear of bright lights, stiff neck, confusion. Skin pale/blotchy, red rash or purple spots/bruises may appear	2-10 days	Until recovered
Mumps	Fever, headache or ear ache, swelling of jaw in front of ears, difficulty opening mouth/chewing	7-28 days	4 days from onset of swelling
Otitis Media (Ear infection)	Severe ear ache, intermittent or continuous. Deafness (occasionally) and discharge from the ear, children may not localise the pain to the ears or head	Direct contact	Until symptoms have cleared up
Pertussis (whooping cough)	Heavy cold with fever, followed by spasmodic cough, characteristic cough and vomiting, breathlessness and exhaustion	7-10 days	21 days from onset of cough. If antibiotics are given this may be shortened
Rubella (German measles)	Slight sore throat, slight fever, enlarged glands behind ears, pain in small joints	14-21 days	4 days from onset of rash
Slapped cheek syndrome/Fifth Disease	Head ache, mild fever, sore throat, rash on cheeks	4-20 days	Once rash appears no longer contagious
Scabies	Itchy mite burrows, visible as red raised spots, especially between the fingers. Intense irritation, sleeplessness	Direct contact	72 hours following treatment
Temperatures	Normal range for child is 36.1-37.2 degrees C. 38.3 degrees C or higher is cause for concern	Not applicable	Until temperature returns to normal
Threadworms	Presence of threadworms in stools (white, cotton-like pieces) sore anus, itchy bottom, sleeplessness, lack of appetite	Direct contact	24 hours following treatment
Thrush	White patches inside mouth, red rash around mouth or in genital area	Direct contact	Mouth - 24 hours after treatment. Genitals - no exclusion necessary although treatment and

Tonsillitis	Very sore throat, white patches on tonsils, swollen glands in neck, aches and pains in back and limbs	2-5 days	good hygiene required Until recovered or at least 48 hours on antibiotics
Urinary Tract infections	General illness, abdominal pain, vomiting, high temperature, need to pass urine more often than usual	Not applicable	Until symptoms have cleared up

Further information/guidance:

- Guidance on infection control in schools and other childcare settings, Health Protection Agency, April 2010 http://www.hpa.org.uk/web/HPAwebFile/HPAweb_C/1194947358374 [Accessed 13.04.11]
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This policy was adopted by: Little Disciples OSC	Date: April 2016
To be reviewed: January 2017	Signed: <i>(Club Manager)</i>