



Promoting Health, Hygiene and food safety

Administering medicines

While it is not our policy at Twiggs Lane Preschool to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer **prescribed medication only** as part of maintaining their health and well-being or when they are recovering from an illness.

In many cases, it is possible for children's GPs to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given at the setting. If a child has not had a medication before, we ask that children are kept at home for the first 24 hours of any new medication, however this at the discretion of the manager/deputy manager on the day to decide if the child can attend.

At Twiggs Lane Preschool all first aid trained staff are responsible for the correct administration of medication to children. This includes ensuring that parent/carer consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures.

Procedures

- Children taking prescribed medication must be well enough to attend the setting
- Only medication prescribed by a doctor (or other medically qualified person) is administered. It must be in date and prescribed for the current condition.
- Childrens prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children
- Parents give prior written permission for the administration of medication. When staff receives the medication, they must ask the parent/carer to sign a consent form stating the following information. No medication may be given without these details being provided:
 - Full name of child and date of birth
 - Name of medication and strength
 - Who prescribed it.
 - Dosage to be given in the setting
 - How the medication should be stored and expiry date
 - Any possible side effects that may be expected should be noted
 - Signature and printed name of parent/carer and date

Parents may be asked to show a copy of the prescription

- The administration is recorded accurately each time it is given and is signed by staff. This is recorded on the medication form the parents/carers are asked to complete, each time it is given staff must record the date and time, the dosage given and sign by the staff member administering the medication. Parents/carers sign the record sheet to acknowledge the administration of a medicine at the end of the day.

Staff are responsible for ensuring medicine is handed back at the end of the day to the parent/carer.

- For some conditions, medication may be kept in the setting. Staff check that any medication held to administer on an, as and when required basis or regular basis is in date and return any out-of-date medication back to the parents/carers.



- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant staff member(s) by a health professional. With regards to EpiPens, staff are trained by the relevant professionals.
- No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell a member of staff what they need. However, this does not replace staff vigilance in knowing and responding to when a child requires medication.

Some children who have long term medical conditions may require on-going medication. The preschool will look at this on an individual basis and parents/carers will be asked to complete a Health Care Plan.

Managing medicines on trips and outings

- If children are going on outings, staff accompanying the children must include the first aiders.
- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name, name of medication. Inside the box is a copy of the consent form completed by the parents/carers, and staff will record the administration in the same way they would at preschool.
- If a child on medication must be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name, name of medication, inside the box will be a copy of the consent form parents/carers complete which will also show any administration of medication whilst the child has been in the care of preschool that day.

First aid

At Twiggs Lane Preschool staff can take action to apply first aid treatment in the event of an accident involving a child or adult. All staff at Twiggs Lane Preschool are up to date with current first aid training and must be to be in ratio, anyone who joins our staff team is trained within the first 3 months of starting their employment with us. The first aid qualification includes first aid training for infants and young children. First aid training is updated every 3 years.

Procedures

The first aid kit

Our first aid kit complies with the Health and Safety (First Aid) Regulations 1981 and is well always stocked.

- There is a first aid kit kept in the cupboard in the preschool room as well as one kept in the cabin in the garden. They are both kept out of the reach of children, but all staff have access to them.
- No un-prescribed medications are given to the children, parents/carers, or staff.
- At the time of admission to the setting, parents/carers are asked to provide written permission to seek emergency medical attention for their children.



Procedures for children who are sick or infectious

- Calpol and other paracetamol/Ibuprofen products are a great pain relief but it can mask other symptoms and therefore we cannot admit any child into preschool who have been given Paracetamol/Ibuprofen products within the last 6 hours before attending. We ask you keep your child at home for 24-48 hours depending on illness severity.
- If children appear unwell during the day – have a temperature, sickness, diarrhoea, or pains particularly in the head or stomach – a member of staff where possible manager or deputy will call the parents/carers and ask them to collect the child or send a known carer to collect on their behalf.
- Children who have been collected from preschool because they have been unwell we ask are kept home for 24 hours after to prevent any spread of illness.
- If a child has a temperature, they are kept cool by removing top clothing and sat in a quiet area with a member of staff awaiting collection from a parents/carer.
- In extreme cases of emergency, the emergency services would be called, and advice taken from them, parents/carers contacted and asked to attend preschool or if child was taken into hospital either parent/carer to go with them if they could arrive in time or a staff member would accompany the child until parents/carers could get to the child.
- Parents/carers are asked to ensure their child has fully recovered from any bout of illness
- If several cases of the same illness are reported then this is recorded, and the health protection Agency are contacted.
- Anyone who has sickness and/or diarrhoea must have at least 48 hours from the last bout before they can return to preschool.
- Any Child with a temperature must be 24 hours clear of a temperature before returning.
- Any Child with a head bump/injury must stay at home for 24-48 hours depending on severity/symptoms, we may ask that your child is seen by a medical professional before we can allow them to return to preschool.
- We have a list from the health protection agency of excludable illnesses/diseases and current exclusion times. The full list can be found at www.hpa.org.uk and includes common childhood illnesses such as measles.
- Although some illnesses may not have an exclusion time we reserve the right to refuse admission if we feel there is a risk to others' or we have a high percentage of children unwell with the same illness. We will request you attend a pharmacy or GP to establish if your child does not have a illness that is contagious and at risk of spreading to others . Your Child must be well enough to attend which will be advised by the healthcare professional .
We ask that you are open and honest with us as we have a duty of care to protect all children and staff in the setting and their families.

Reporting of 'notifiable diseases'

- If a child or adult is diagnosed as suffering a notifiable disease under the Public Health (Infectious Diseases) Regulations 1988, the GP will report this to the Health Protection Agency.



- When the setting becomes aware or is formally informed of the notifiable disease the manager informs Ofsted and acts on any advice given by the Health Protection Agency.

HIV/AIDS/Hepatitis Procedure

- HIV virus like other viruses such as Hepatitis, (A, B and C) are spread through bodily fluids. Hygiene precautions for dealing with bodily fluids are the same for all children and adults.
- Single use vinyl gloves and aprons are worn when changing children's nappies, pants and clothing that are soiled with blood, urine, faeces, or vomit.
- Protective rubber gloves are used for cleaning/washing clothing after changing
- Soiled clothes are bagged for parents/carers to collect
- Spills of blood, urine, faeces, or vomit are cleared using sanitiser powder and disinfectant, it will then be put in a yellow sack with a label on explaining contents for the infant school to dispose of.
- Tables and other furniture, furnishings or toys affected by blood, urine, faeces, or vomit are cleaned using a disinfectant.

Nits and head lice

Nits and head lice are not an excludable condition, on identifying cases of head lice; all parents/carers are informed and asked to treat their child and all the family if they are found to have head lice.

For covid related policy, please see our separate covid-19 policy and procedure.

Personal hygiene and nappy changing

No child is excluded from Twiggs Lane Preschool who may not yet be toilet trained. Staff will work with the family when the parents/carers feel the child is ready to start the progression of becoming toilet trained.

Staff understand and recognise that children develop at different stages in their life, however they will ensure that all children are given opportunities and encouragement to take an interest in toilet training.

We ask that children arrive to Twiggs Lane Preschool in a clean dry nappy.

When toilet training begins, we have potties, and training seat's for children to use however we are happy for children to bring their own in if they are more comfortable with that, these must come in a named carrier bag and be given to a member of staff.

When a child needs changing staff will follow the below procedure:

- Child Privacy is maintained by using a curtain in the 2 year old cabin and a screen in the disabled toilet outside the preschool room
- A changing mat will be placed on the floor either in the cabin for the 2 years olds or the toilet facilities.
- Staff will put on protective clothing reassuring the child about what they are doing and wearing, usually gloves, if required a mask and apron may be worn.
- Staff will adhere to health and hygiene practice whilst changing the child
- Nappy changing will be a positive and relaxed process



- Staff will then dispose of nappy in the nappy bin provided by the school. Nappy bin is collected twice weekly for disposing of.

Good hand hygiene practice will be encouraged by staff in hand washing.

Nappy changes are recorded on Famly app for parents/carers to see.

Managing children with allergies

When children start with us at Twiggs Lane Preschool, parents are asked whether their child suffers from any known allergies. This is recorded on their registration form when they start. Parents/carers will be asked by the manager/deputy manager to provide any information about the allergy and the signs/symptoms on a healthcare plan document which will then be passed onto all staff and reviewed regularly with parents in case of any change/new information.

If a child has an allergy it is recorded on our allergy sheet, this kept both in the preschool room and the cabin.

Staff will be trained in how to administer special medication in the event of an allergic reaction.

Training will be given by a relevant medical professional.

Twiggs Lane Preschool is a nut and egg free setting with posters around for all to see, a letter is sent home to remind parents/carers of this.

Insurance requirements for children with allergies and disabilities

The insurance will automatically include children with any disability or allergy, but certain procedures must be strictly adhered to as set out below. For children suffering life threatening conditions, or requiring invasive treatments, written confirmation from the insurance provider must be obtained to extend the insurance. The preschool manager will speak with the insurance company, regarding the child's medical condition for life saving and invasive treatment.

At all times the administration of medication must be compliant with the Welfare Requirements of the Early Years Foundation Stage and follow procedures based on advice given in Managing Medicines in Schools and Early Years Settings (DfES 2005)

Food Safety during snack and mealtimes

Twiggs Lane Preschool regard snack and mealtimes as an important part of the settings day. Eating represents a social time for children and adults and helps children to learn about healthy eating. At Twiggs Lane Preschool we promote healthy eating snacks and mealtimes, we aim to provide nutritious food, which meets the children's individual dietary needs.

We offer a hot food option prepared by the kitchen staff at Marchwood infant school who source all foods through ABM Catering.

Staff have completed food hygiene training.



Procedures

We follow these procedures to promote healthy eating in our setting:

- Before a child attends Twiggs Lane Preschool, we find out from parents/carers, any information regarding their child's dietary needs and preferences, including any allergies.
- We record information about each child's dietary needs on their individual Family account and on our allergies/dietary needs chart. We regularly check with parents to make sure all information is correct.
- We display current information about children's dietary needs within the snack area so that all staff and volunteers are fully informed.
- We implement systems to ensure that children receive only food and drink that is consistent with their dietary needs and preferences as well as parents' wishes.
- All children with allergies/intolerances use a purple plate and cup for Snack or their own water bottle from home.
- Any children with undiagnosed allergies that become apparent when in setting we will contact parents immediately to collect and seek medical attention and if necessary call an ambulance if the reaction is severe/life threatening whilst starting emergency first aid.
- Children are seated at the table on an appropriate sized chair for their age.
- Staff ratios are maintained at all times and staff place themselves appropriately within sight and sound of the children to be able to observe them eating to reduce the risk of choking and cross contamination of food.
- Record any incidents of choking to identify common trends that need to be addressed to avoid any future risk.
- Parents are contacted when their child has experienced any choking incident that has required attention to be checked over by a medical professional.
- All staff supervising children eating hold relevant first aid and food hygiene qualifications.
- All food is prepared appropriately for the child's age and stage of development to reduce the risk of choking. Posters are displayed in the rooms for reference and shared with parents throughout the school year.
- Snack bar is offered during the morning sessions where children can choose to come over and have their snack, a staff member is always with children. This encourages and promotes children's independence in selecting their own snack.
- We provide nutritious food for snacks, avoiding large quantities of saturated fat, sugar, salt and artificial additives, preservatives, and colourings.
- We take care not to provide food containing nuts, or nut products also any egg products however products with cooked egg are fine. Staff are especially vigilant where we have a child known to have an allergy to nuts and egg. We are a nut and egg free zone, and everyone is informed of this, we have posters around the room to promote this too.
- Through discussion with parents/carers and research reading by staff, we obtain information about the dietary rules of the religious groups to which children and their families belong, and of vegetarians, vegans and about food allergies. We take account of this information in the provision of food and drinks.
- We require staff to show sensitivity in providing for children diets and allergies. Staff do not use a child's diet or allergy as a label for the child to feel singled out because of their diet or allergy.



- We organise meal and snack times so that they are social occasions in which children and staff participate.
- We organise meal and snack times so each child has a designated eating space.
- We use meal and snack times to help children develop independence through making choices, serving food, drink and feeding themselves.
- We provide children with utensils that are appropriate for their age and stages of development and that take account of the eating practices in their cultures.
- We have fresh drinking water available for the children through out the day. We inform children about how to obtain the water and that they can ask for water any time during the day.
- We inform parents/carers who provide food for their children about the storage facilities we have available in the setting.
- To protect children with food allergies, we do not allow children to share their foods or swapping foods with each other.
- The option of having milk at snack time is available for children to choose.
- In December 2014 the legal requirements for allergens came into force, at Twiggs Lane Preschool we provide an allergen file with all ingredients/foods that we provide for snack. This complies with the new legislation a staff member is trained in this area and has a duty to keep snack records up to date. Parents/carers are informed about this and asked to speak to the designated member of staff regarding this.
- When providing a cooking activity all the above is adhered to and all ingredients are written down and sent home with the product or shared on Famly.

Packed Lunches

At Twiggs Lane preschool children who are staying for lunch bring a packed lunch with them. We ask parents/carers to include an ice pack in lunch boxes to keep them cool. We share our policy on healthy eating, for children who stay for lunch they have the option of having plates, and cutlery if they would like too.

We ensure children are supervised and ratios maintained while children are eating their lunch. A staff member will be with the children always whenever they are eating, whether this is snacks or lunch times.

If a child brings in food items that are not permitted in preschool due to allergies we would remove the item immediately and discard safely in a bin away from the children in the setting and replace this with another food item that we use for snack if necessary .

Hot Meals

From April 2024 we started to provide a hot meal option which parents can choose for their child at a cost of £2.75 a day.

Food is prepared by the kitchen staff at Marchwood infant school as we both have a contract with ABM catering who provide the foods that are cooked on site.

Children have their hot lunches at preschool alongside their friends and we ensure ratios are maintained at all times .



Parents are asked to complete allergy forms which go directly to ABM as well as the Infant schools and ourselves. The menu has to be approved and returned by ABM to preschool before any hot meals can be ordered.

All children with allergies/intolerances have their food served by the kitchen staff on orange plates. Any loose food is individually prepared and named by the kitchen staff.

A folder will be signed by the server of the food after checking the meal plan for each individual allergy/intolerant child that lunchtime and returned with the trolley at the end of the lunch session. We ensure children are supervised and ratios maintained while children are eating their lunch. A staff member will be with the children always whenever they are eating, whether this is snacks or lunch times.

Food hygiene

(Including procedure for reporting food poisoning)

At Twiggs Lane Preschool we provide healthy snacks for the children, if staying for lunch or all day the child provides their own packed lunch.

We maintain the highest possible food hygiene standards with regard to the purchases, storage, preparation and serving of food.

Procedures

- Staff have achieved a food hygiene certificate
- Staff carry out regular checks when preparing food
- Staff wear aprons at all times when handling and preparing food and hand washing or gloves when touching new foods to avoid cross contamination .
- We purchase all food we provide from local supermarkets.
- Food is stored at the correct temperatures and is checked to ensure it is in date and not subject to contamination by pests, rodents, or mould.
- Once food/drink is opened a label is completed and stuck on item detailing when opened and expiry date/consumption date.
- Packed lunches are stored in a cool place, unrefrigerated food is served to children within 4 hours of preparation at home, all parents are informed to include a cool pack with their child's packed lunch.
- Hot food from the school kitchen is probed by kitchen staff and recorded for our records in our log book.
- Food preparation areas are cleaned before use as well as after use
- There are separate facilities for hand washing and washing up
- All surfaces are clean and non-porous
- All utensils, crockery etc are clean and stored appropriately
- Waste food is disposed of daily in a food bin which is emptied at the end of each day.
- Cleaning materials and other dangerous materials are stored out of children's reach
- Children do not have unsupervised access to the kitchen area
- When children take part in cooking activities, they, are always supervised, understand the importance of hand washing and simple hygiene rules, are kept away from hot water and hot surfaces, do not have unsupervised access to electrical equipment.



Reporting of food poisoning

- Food poisoning can occur for many reasons, not all cases of sickness or diarrhoea are because of food poisoning, and not all cases of sickness and diarrhoea are reportable.
- Where children and/or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source outbreak is within the preschool, the manager will contact the environmental health department and the health protection agency to report the outbreak and will comply with any investigation.
- If the food poisoning is identified as notifiable disease under the public health protection (infectious diseases) regulations 2010 the setting will report the matter to Ofsted.

No Smoking including E-Cigarettes

At Twiggs Lane Preschool we comply with health and safety regulations and the welfare requirements of the EYFS making our setting a no-smoking environment – both indoor and outdoor.

- All staff, parents are made aware of our no smoking policy
- We display no smoking/e-cigarette signs
- The no smoking policy is stated in our prospectus for families
- Staff who smoke do not do so during working hours, unless on a break and off the premises, the staff will be asked to leave the grounds if they wish to smoke.
- Staff who smoke during their break make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues.

Review date: July 2026

Signed Manager: *R Copland*