



The Little Firefly Hygiene Practice Policy

All Staff are responsible for ensuring a high standard of hygiene within the nursery at all times.

Staff must follow the following guidelines:

In the forest setting/outdoor setting:

- Spray cleaners and all cleaning equipment will be kept in a locked shed/locked box or out of reach of the children at all times within The Little Firefly. Children do not have access to the shed;
- Cleaning equipment will be stored immediately after use
- All equipment is cleaned on a rotational basis
- Dummies are sent home with children every night.
- Tissues are provided;
- A waste bin with lid and liner will be available to children for safe disposal of used tissues;
- All bins will be cleaned on a regular basis;
- All spillages will be wiped immediately;
- The toilet area should be inspected upon arrival each morning and afternoon;

- Clean disposable kitchen towel, washable clothes and antibacterial spray and/or wipes are to be used for all cleaning in the nursery;
- There are two hand washing methods: one wash station near the kitchen areas (for hand washing before mealtimes), handwashing at the toilet and antibacterial hand gel for other times.
- The hand washing stations are elevated off the ground.
- The nappy changing mat is disinfected between each use using antibacterial wipes or spray;
- Antibacterial wipes or spray will be placed out of the reach of children, for example by hanging from the tipi, or in a lockable box;
- Hand washing after toileting must follow the procedures set out in the The Little Firefly toileting and nappy changing policy;
- Where possible warm water will be used as often as possible throughout the day;
- In the forest/outdoor setting, soap will be dispensed and worked over both sides of the hands and between fingers for a good lather. Hands are washed and then rinsed thoroughly.
- All nappy waste is placed in the nappy waste bin (which has a secure lid) and kept out of reach of the children.
- All toilet waste will be disposed of at the end of each day in an onsite composter, as per compost toilet instructions

- All potty contents are to be put into the compost toilet after use, and disinfected (Upton site only).

Good Hygiene Practice in both settings:

- All children and staff will wash their hands before lunch, dinner and snacks and after going to the toilet;
- In all cases of normal 'First Aid' the use of an apron and disposable gloves should be employed;
- After use the gloves and aprons should be disposed of in the BLACK waste bag
- In an emergency, direct mouth-to-mouth resuscitation should not be withheld. 'Fluid proof' mouth masks are now available for mouth-to-mouth resuscitation and are strongly recommended - 'rigid resuscitation airways' may only be used by specially trained first aiders;
- All staff and children with minor cuts, open or weeping skin lesions and abrasions keep them covered with waterproof dressings;
- If staff have cuts or abrasions they should not administer First Aid if another member of staff can provide it;
- The disposal of all used disposable gloves, aprons or soiled linen/clothes, etc. should be in the appropriate bin
- When the administering of First Aid is finished then an accident report form should be completed to afford a level of protection to staff and child.

Prevention of Infection

The nursery has in place a wide variety of procedures, policies and contracts which relate to the prevention of infection. All practices within the nursery take account of Health and Safety issues.

Toileting / Changing in all areas:

- Aprons and gloves worn where necessary;
- Nappies placed in nappy sacks then into black bin bags.
- Changing mat and surrounding areas sprayed and wiped with disinfectant;
- Staff and children hands washed after toileting;
- A single-use disposable plastic apron and disposable gloves will be available if desired;
- Soiling on clothing should be bagged in nappy sacks and sent home. Staff should not rinse soiled clothing.

Changing nappies:

- Ensure changing mat is sterile before use by using disinfectant spray or antibacterial wipes;
- Gather equipment needed before use. For example, gloves, wipes, nappies, etc;
- Ensure changing mat is free from any hazards.
- Gloves and disposable aprons will be available to staff if desired;
- After EVERY change, nappies, gloves and wipes should be placed in appropriate bin;
- After EVERY change, the changing mat should be disinfected

Toileting / Potty Training:

- After emptying, potties must be rinsed, cleaned and sterilised with disinfectant spray and dried with paper towels after every use;
- Staff must clean hands thoroughly after use and remove PPE (if worn);
- Wash children/staff hands;
- Put potties in a clean, dry area — do not store potties one inside the other.

Food:

- All food remains used for compost where possible
- All staff handling food wash hands before handling food and wear gloves/aprons.

General

The supply of all toilet paper, hand towels and soap is checked at the beginning and end of each day by a staff member.

There are various sections of this policy which cover aspects of prevention of infection. There are other policies within the company which also cover prevention of infection.

- Health and safety (including COSHH) policy;
- Sickness, Medicine and Emergency Treatment Policy;
- Medication Procedure Policy;
- Accident and Incident Policy;
- Toileting Policy and Procedure.

The main contracts and routines, which take account of Prevention of Infection, are:

- Hazardous / clinical waste contract;
- Food preparation routine and hygiene;
- Toilet and cleaning supplies contract;
- Cleaners employed;
- Staff cleaning / sterilising routines.