

NEWBURGH PRESCHOOL – INFECTION CONTROL POLICY

Person Responsible	Chairperson, Wendy Walker, Manager
Date Agreed with Staff and Committee	March 2020
Signed on behalf of Committee	
Frequency of policy review	ANNUAL
Date next Review Due	March 2021

Indication for policy:

Young children under the age of six are often highly susceptible to infectious diseases because their immunity may not be fully developed. Their close contact in care and play situations, coupled with their inexperience in practising good hygiene, makes it easy for germs to spread. In addition, pre-school children lack prior exposure to most germs; this lack of immunity means that they can contract and transmit infections easily, resulting in the rapid spread of infection.

Policy Statement

Management committees, designated staff members or owners of groups will report outbreaks or incidents of infection to their local Consultant in Public Health Medicine (CPHM) or Public Health Protection Unit (PHPU), so that appropriate prompt action may be taken to contain the incident. The CPHM/PHPU will be consulted if groups have any concerns about illness or infections control issues.

Children or adults suffering from an infectious disease will be excluded from the group. The exclusion period will take regard of medical guidance for the illness diagnosed. Doctor's guidance regarding periods of exclusion for each illness should be adhered to.

The group will provide a healthy and hygienic environment for children and will endeavour to minimise the risk of infection by endorsing basic hygiene procedures based upon a 'common sense' understanding of how germs are transmitted.

If a child becomes unwell during the session they will be taken to a quiet rest area away from others. The child will be closely monitored at this time. The child's parent/carer or emergency contact will be notified in the event of a child feeling unwell or taking ill. They will be asked to collect their child.

All cases of infections will be recorded in the accident and incident record book along with the action taken; for example, exclusion period and informing other parents. The types of infections reported

to other parents will be head lice, measles, chicken pox, mumps, scabies, meningitis, and whooping cough. The anonymity of children and staff involved will be maintained.

Equipment within the playroom will be cleaned regularly. Homemade play dough will be changed at regular weekly intervals, or earlier if it becomes contaminated or foul smelling. Sand will be changed at regular intervals or earlier if it becomes discoloured or foul smelling.

Staff and parent helpers will be made aware of, and be expected to, adhere to the following procedures and guidelines.

Procedures

Hand washing

Hand washing is the most important public health measure of all time. Effective hand washing is the mainstay of infection control for most germs amongst children and adults in a pre-school setting, regardless of the way germs are transmitted.

Hands will always be washed after using the toilet and before meals. Very young children will have help with hand washing and older children will be supervised during hand washing. Liquid soap (rather than bars of soap that can actually grow germs) and paper towels from dispensers on the wall above the wash basin will be used.

Hands will be washed vigorously using a small amount of simple unscented liquid soap. Hands will be rubbed together covering all surfaces until a good lather has appeared on all skin surfaces. Allow the lather to last for at least twenty seconds. It should be noted that after using the toilet both adults and children may unwittingly contaminate the taps while turning them on with germs on the hands. After washing they may re-contaminate their hands by touching the taps.

To overcome this, if a mixer tap is available, shut the tap off with your elbow/wrist or use a paper towel. Medicated hand wipes/hand sanitiser will be provided when washing facilities are inadequate.

Illness

On occasions there may be instances when children should be excluded from a pre-school setting, both in terms of the child's personal well-being as well as that of staff, volunteers and other children.

Children or adults will not be permitted to attend the pre-school group if suffering from any infectious or contagious disorder. This would include diarrhoea, fever, prolonged coughing spells, conjunctivitis, whooping cough, mumps, measles, chicken pox, impetigo, German measles etc.

If a child contracts an infectious illness the group will expect their parent/carer to inform them as soon as possible to enable precautions regarding cross infection to be taken.

To prevent cross contamination and spread of infections in the group the following practice will be adhered to:

- Disposable powder-free gloves will be worn when changing nappies and dealing with toilet accidents. Hands will be washed after removing disposable gloves.
- Any accidents will be cleaned immediately using appropriate cleaners and disinfectants.
- Soiled clothing will be placed in a sealed polythene bag and given to the child's parent/carer to wash.

Food Handling and Storage

It is essential for food safety to have systems and procedures in place within the kitchen to prevent cross contamination between raw and cooked foods, and to ensure that foods are cooked or reheated thoroughly and stored at the correct temperatures.

Food hygiene advice and training will be obtained from the local Environmental Health Officer.

Hands will be thoroughly washed prior to handling or serving food. This applies to both children and adults.

Anyone handling food will ensure that all cuts are covered with a blue food handler's plaster.

Hair will be tied back where possible and jewellery kept to a minimum. Earrings and rings with stones will be removed before handling food. Nail varnish will not be worn.

Raw and cooked foods will be stored separately with cooked foods stored above raw foods. Working surfaces and utensils will be identified regarding raw or cooked food use. Food items stored will be in suitable airtight containers and stored at the correct temperature. A fridge thermometer will be in place and checked and recorded daily.

Once food items have been opened they will be date marked to highlight when it was opened and when it should be disposed of (follow manufacturer's recommendations).

Consumables belonging to children or staff will be labelled and dated prior to placing in the fridge or cupboard.

Checks will be carried out to ensure 'best before' date is complied with.

Food storage areas will be cleaned weekly or after spillages/contamination.

Cooking times and temperatures will ensure that the centre or core of the product reaches the temperature of 75°C. If foods are to be reheated they will be reheated to a temperature of 82°C. Food will be checked with a probe to ensure the correct temperature.

Where possible all re-useable cups and dishes will be washed in a dishwasher. In premises where this facility is not available they will be washed according to food hygiene regulations. In this case disinfection can be achieved by using one of the readily available bactericidal washing up liquids and having the water temperature between 53 degrees to 55 degrees centigrade (gloves will be required) and then allow the drinking utensils to air dry. Where dish washing is being done in a sink, children will be taught to change the water frequently thus avoiding the build up of germs.

Raw Shell Eggs. A small percentage of raw shell eggs are infected with Salmonella Enteritidis bacteria. If humans contract Salmonellosis this can result in gastro-enteritis causing abdominal pain, diarrhoea, fever and vomiting. To avoid this:

- Shell eggs should not be used in uncooked dishes, e.g. butter icing, or lightly cooked dishes e.g. scrambled eggs.
- Raw eggs or mixtures containing raw eggs such as cake mix should not be eaten. Licking the baking bowl or spoon should be prohibited in a pre-school setting.
- Shell eggs must be well cooked and, if being fried or boiled must be cooked until both the white and yolk are solid.
- Raw egg shells will be disposed of safely and will not be used for play.
- In storage eggs must be:
 - Stored under refrigeration (below 8°C)
 - Used within the date code – consider using date stamped eggs
 - Kept separate from other food to avoid cross contamination.

Cleaning and Disinfection in the Environment

Good housekeeping including vacuuming (avoid sweeping), damp dusting and washing is essential in the prevention of the spread of infection. Standard household general purpose detergent is usually sufficient for cleaning most surfaces.

Surfaces in the toilet or bathroom, such as flush handles, taps, toilet seats, and door handles should be cleaned more than once a day. Surfaces that toddlers and infants are likely to touch should be washed at least once a day. Floors should be cleaned daily, especially as children spend so much time playing on them.

Two obvious examples where disinfectants may be required are:

- During an outbreak of gastroenteritis
- When dealing with blood or blood stained spillages of body substances.

Hypochlorite tablets are recommended for use when making up a solution, but ordinary liquid household bleach can be used as well. The concentration required depends on the task. A general guide is as follows:

- 10,000 parts per million (1% hypochlorite solution): disinfection of spillages of blood and body fluids or follow manufacturer's instructions for other products
- 1,000 parts per million hypochlorite solution when disinfection is required of faeces-stained surfaces
- 250 parts per million hypochlorite solution when disinfecting more fragile items that are used to serve food such as babies' bottles

- Ensure the disinfectant is left in contact with the spillage for the correct length of time otherwise the disinfectant will not work. Follow the manufacturer's instructions.

Granules are also available which can be applied directly to a spillage, excluding urine.

Carry out standard cleaning procedures followed by disinfection for small spillages.

Rubber gloves and a plastic apron will be worn when cleaning up small spillages/smears of blood, vomit or excreta. Soak up as much of the spillage as possible with disposable towels or add granules. Clean the area thoroughly with hot water and detergent and, finally, disinfect with a hypochlorite solution which should be left on the surface for at least ten minutes. Wipe the disinfectant off and dry thoroughly.

Disinfectants can damage carpets and furnishings. Please assess suitability prior to use.

Do not use bleach products in an unventilated area.

Hygiene and disposal of nappies.

It is essential that children's nappies are changed and disposed of hygienically, given that their contents may be infectious, potentially transmitting several diseases.

If there is enough room to change children in the toilet area this area will be utilised. All toilet waste will therefore be contained within the one area. If this is not practicable, however, the group will designate another suitable private area. The changing area must be separate from areas where food is being prepared or eaten or where other children's activities are carried out. Nappy sacks and disinfectant wipes should, of course, be readily available. Nappies will be double bagged and placed in bin. This will be emptied as soon as the session has finished or before if possible.

Once the child has been changed, cleaned and removed from the area, the changing surface will be cleaned with a general purpose detergent and water and rinsed and dried. Hands will be thoroughly washed after removing gloves.

Remember that infants who have been vaccinated against polio will be excreting this into their nappy.

Contact with Animals

During visits to farms, zoos and wildlife parks, children are often encouraged to touch livestock and to help bottle feed calves and lambs. This presents a real risk of children acquiring infections such as e.coli 0157, campylobacter, salmonella and cryptosporidium which can cause severe diarrhoeal illness. These germs can be transmitted to humans by touching animals or their manure and then touching food or mouths.

Visits to these places are part of the group's activities.

To avoid catching an infection adopt the following guidelines:

Before the visit:

- The farm will be checked to ensure that it has suitable washing facilities for visitors – soap, very warm water and disposable towels.
- An adequate number of supervising adults will be designated for the visit, taking into account the age and stage of development of any children involved.
- No eating or drinking will be permitted while touring the farm because of the risk of infection.
- The group will advise that wellington boots or sturdy outdoor shoes (not sandals) should be worn.

During the visit:

The adults will:

- Check that cuts and grazes on children's hands are covered with a waterproof dressing.
- Ensure that if anyone is in contact with or feed farm animals, they are warned that they must not place their faces against the animals or put their hands in their mouths afterwards.
- Keep everyone especially children away from sick animals.
- Instruct everyone to wash and dry their hands thoroughly after direct contact with animals, manure or slurry. If young children are in a group, hand washing will need to be supervised.
- Ensure everyone washes their hands before eating any snacks or taking a meal break.
- Ensure meal breaks or snacks are taken well away from areas where animals are kept and children are warned not to eat anything that has fallen onto the floor.

At the end of the visit

The adults will:

- Ensure that everyone washes their hands thoroughly before departure even if they have had no direct contact with animals.
- Ensure footwear is free from faecal material. Ensure everyone washes hands after removing wellington boots.

Animals within the childcare setting

- Children's allergies will be considered prior to a visit; children with asthma may be affected by the presence of animals.
- Check that the animal's vaccinations and treatments are up to date and that they have been declared healthy by a vet.
- Make sure that children understand that animals may carry germs and that they need to wash their hands after touching animals.
- Children will be supervised at all times when handling animals. They will be discouraged from kissing pets and allowing animals to lick their faces.
- Animals will not be housed or fed in the kitchen or food preparation areas.

HIV, hepatitis B and hepatitis C

HIV (human immunodeficiency virus), hepatitis B and hepatitis C infection are spread by direct contact with an infected person's blood or certain body fluids. These infections are not spread by normal daily contact and activities, e.g. coughing, sneezing, kissing, hugging, holding hands, sharing bathrooms/toilets, food, cups, cutlery and crockery.

In early years settings the sharing of toothbrushes (which may be contaminated with blood) may spread these infections. Toothbrushes and storage racks must therefore be clearly marked with an appropriate symbol to identify ownership, and staff will be present to ensure that children use their own toothbrushes and avoid potential cross contamination.

Head Lice

Parent information leaflets on head lice are available from local education departments and NHS Board's health promotion departments.

National Guidance on Managing Head Lice in Children (2003) produced by the Scottish Executive is available at www.scotland.gov.uk

Reportable diseases

RIDDOR'95 requires the reporting of work-related accidents, diseases and dangerous occurrences. If a doctor notifies the group that an employee is suffering from a reportable work-related disease then under the requirements of RIDDOR the group will make a report to the Incident Contact Centre (ICC).

Note: RIDDOR '95 means the **R**eporting of **I**njuries, **D**iseases and **D**angerous **O**ccurrences **R**egulations 1995, which came into force on 1 April 1996. If you are an employer, self-employed or in control of work premises you have duties under these Regulations. Reporting accidents and ill health at work is a legal requirement. The information enables the enforcing authorities can then help and advise you on preventive action to reduce injury, ill health and accidental loss.

Reportable diseases include: Hepatitis, Tetanus, Tuberculosis, Occupational Dermatitis etc. A full list is available on RIDDOR website www.riddor.gov.uk.

How to make a Report

Reports can be made to the Incident Contact Centre (ICC). This allows reports to be made to one single point; it is user friendly, fast and effective. There is no need to make any other reports to the Health and Safety Executive (HSE) or a Local Authority: the ICC will forward your report to the correct enforcing authority for you.

You can report incidents in a variety of ways but telephoning is the quickest, with no need to fill in a report form. You will be sent a copy of the final report for your own records – this meets your statutory obligation to keep records of all reportable incidents for inspection and also allows you to correct any omissions or errors.

You can also make a report by completing an interactive form on the RIDDOR website, via email, by fax or through the post. If your group is insured through SPPA's Royal & Sun Alliance Scheme, send the completed RIDDOR form to SPPA Centre.

How to contact the ICC

- Tel: (local rate) 0845 300 9923 (8.30am – 5.00pm, Monday to Friday)
- Internet: www.riddor.gov.uk
- Email: riddor@natbrit.com
- Fax: 0845 3009924
- Post: Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG.

The reportable diseases form F2508A is available via the SPPA sales list if required.

For more information a *RIDDOR Explained* booklet can be viewed and downloaded from the website at www.hse.gov.uk/pubns/hse31.pdf

Additional Reading

A second edition of the booklet entitled *Keep It Clean and Healthy* has been produced to provide infection control guidance for all professionals working in pre-school childcare settings. This booklet provides information on a variety of conditions and their management. It has been supported by an education grant from Reckitt Benckiser, the makers of Dettol.

The pack is full of practical suggestion and easy to follow information, including:

- Step by step guides on preventing the spread of infection.
- Activities to involve the children in the process.
- Summary boxes and definitions for quick reference.
- 'Do' and 'Don't' checklists to reinforce staff learning

Contents include:

- Infection and hygiene
- Hand hygiene
- Toilet hygiene
- Nappies
- Baby feeding equipment
- Food and kitchen hygiene
- Healthy eating
- Toys and play equipment
- Exclusion periods
- Common Infections.

How to obtain your copy:

For individual copies, please supply a large A4 stamped envelope.

For a box of 115 copies, delivery charge will be £15.00. Please send a cheque payable to Pat Cole, and your delivery address. A receipt for the cheque will be sent with the goods. Copies cannot be despatched without payment. Postal address for orders: Pat Cole, Hartford Cottage, 1 Longstaff Way, Hartford, Huntingdon PE29 1XT.

Acknowledgements

The Pre-School Carer's Guide to Infection Control – Greater Glasgow Health Board.

NHS Health Scotland and the Care Commission for their advice.

This policy will be kept readily available for all to read.

All staff and management group members will have a working knowledge of this policy.