



Infection Control Policy

EDITION 6

Summary

At Dicky Birds we believe that our staff have an important duty to each other and to the children in their care to apply the procedures and precautions outlined in this document to ensure safe practice and prevent the spread of infection.

The standards of basic hygiene must always be maintained regardless of what is known about an individual, this is because it is not always possible to identify if someone has an infection. Some infections are passed on before a person becomes unwell. There are also people who have been infected with blood borne viruses who do not have any signs and symptoms; it is therefore essential to follow the same standards of basic hygiene for everyone.

Procedure

Hand washing - Staff

Thorough **washing AND drying** of hands is one of the most important methods for controlling the spread of infection.

Staff **MUST** wash their hands with soap and hot running water:

- After EVERY visit to the toilet
- After assisting children in the toilet
- Before and after changing nappies
- After carrying out cleaning procedures
- After emptying clinical and other waste bins
- Before and after meal-times or when handling food
- When entering the kitchen
- Before unloading the dishwasher
- After dealing with blood, vomit or other body fluids
- After handling animals
- After handling soiled clothes or linens.
- After changing a child's dribble bib/ muslin
- After caring for a sick child
- After blowing their nose or coughing or assisting a child with nose blowing/coughing
- Frequently throughout the day

Hand washing - Children

Staff **MUST** ensure that children are taught good hand washing techniques and understand the reasons for good hygiene. They **MUST** supervise hand washing and drying. Poorly washed, warm, damp skin is a perfect host for bacteria!

Staff **MUST** ensure children wash their hands:



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- After EVERY visit to the toilet
- Before and after meal-times or when handling food
- After handling animals
- After activities when they are likely to be dirty (e.g painting, shaving foam, sand, soil)
- After nose blowing/coughing
- After a nappy change

Older children MUST wash their hands with soap and warm running water. They MUST dry their hands thoroughly with disposable paper towels provided.

As an alternative to soap and water for younger babies, single-use wipes may be used, when appropriate.

Personal Protective clothing

- Disposable non-powdered vinyl gloves must be worn when:
 - In direct contact with blood and other body fluids
 - Nappy changing – staff MUST use fresh gloves for each child
 - Handling soiled linens and clothing or clinical waste
- Disposable aprons MUST be worn by staff as follows;
 - WHITE for nappy changing or assisting the older children with toileting, cleaning the children's toilets, whilst working with children who have been taken ill during an outbreak of infection and for any other reason which may spread infection onto their clothing.
 - BLUE/RED for meal times or when handling certain foods or during cooking activities
- Children should be provided with appropriate aprons for cooking activities
- Baby room staff MUST provide a pair of shoes to be worn EXCLUSIVELY in the baby unit. These MUST conform to the Personal Appearance Policy and should have washable soles so that they can be cleaned should the need arise for them to be worn outside of the baby room – e.g. during a fire evacuation.
- **Children in the baby rooms, (new walkers and toddlers)** We ask parents to provide soft shoes, slippers or socks **with gripper soles** for their child to wear whilst indoors, we feel that bare feet/ socks are not appropriate in a group care setting due to the heightened risk of injury from falling objects/slipping etc. Children for whom one of these items is not provided will remain in their outdoor shoes.
- Baby room staff MUST wear single-use, disposable, blue shoe covers when leaving the baby room for a short period e.g. to visit the kitchen or go to the toilet.
- Non baby unit staff, visitors or anyone else who enters the baby room must wear single-use, disposable, blue shoe covers.



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Waste disposal

- Nappies MUST be put into nappy sacks and disposed of in the striped yellow bags provided by the clinical waste contractor. The bags must be tied before placing in the yellow clinical waste bin provided.
- The yellow waste bin should be kept locked and stored so that it is inaccessible to the children and the public.
- Where possible foot-operated pedal bins are provided for the disposal of hand towels, tissues and wipes and should be emptied regularly.
- Disposable waste from cleaning up blood or body fluid spills should be tied in a nappy sack and placed in the striped yellow bag for disposal in the clinical waste bin.

Personal hygiene & sickness

- Hair MUST be clean and tied back if it is long enough to do so.
- Jewellery must be kept to a minimum. Multiple rings and bangles, cloth or leather 'friendship' bracelets and rings with raised stones should not be worn.
- Cuts, open lesions or abraded skin on exposed areas of the body must be covered with a waterproof plaster.
- If suffering from repeated diarrhoea and/or vomiting staff should not return to work until they have been clear of symptoms for 48 hours and feel well.
- Following staff sickness absence, Return to Work Interviews will be conducted by Managers to assess wellbeing and risk to others – it may be necessary to exclude a staff member if they are deemed unwell or a risk to others.
- Children who are unwell should not attend nursery. It may be necessary to exclude a child if they are deemed unwell or a risk to others.
- Parents must notify the nursery if their child has any common childhood illness.
- The nursery Manager retains the right of refusal to anyone who is deemed contagious and may impact on the welfare of the children and staff; this includes parents, contractors and visitors.
- Parents are requested to advise the nursery if any family members or authorised collectors are at higher risk of any common childhood illnesses.
- Records of children's vaccination history MUST be available. If you decide that you do not want your child to have one or more of the routine vaccinations as stated on the Child Entry Form we will ask you to sign a declaration, individual details will not be disclosed, however, we will advise other parents in the setting that we have a child who has not received the vaccination/s.
- Staff are encouraged to have appropriate vaccinations.

Environment and Equipment

- The nursery is cleaned daily and general housekeeping is undertaken throughout the day



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- Hand contact surfaces i.e. door handles, hand rails etc. are regularly cleaned using a sanitiser and disposable paper towel.
- The nursery is well ventilated; windows are opened to circulate fresh air daily.
- Equipment and furniture are in a good state of repair and there is a robust repair/replacement system in place.
- Nursery linens are sent off-site, twice per week, to be laundered.
- Soft furnishing and soft toys are sent off-site to be laundered regularly, as required.
- All 'hard' toys are routinely cleaned and there is a sterilisation programme in place for smaller toys.
- Children's dummies are stored in named, individual boxes with lids if they are not in the steriliser or in use, this is to prevent cross contamination with other dummies, the boxes are sterilised after use.
- Cleaning cloths, mops and buckets are colour coded and cloths and mop heads are changed regularly.
- Sleep mats are waterproof, cleaned between use and stored dry.
- Cot mattresses are waterproof or have a fitted waterproof sheet which can be laundered. Cotton sheets are used on top of the waterproof sheet.
- Sheets are NOT shared. They are changed after each use or used exclusively by one child for one day.
- Meal tables and chairs are cleaned after use and the floor area is mopped.
- Water trays are emptied daily, thoroughly washed and left to dry overnight.
- Sand is replaced regularly and outside sand trays are covered when not in use.
- There is a robust food safety management procedure in place.
- Nursery cooks are trained and have a current Food Hygiene level 2 qualification which is renewed every three years.

Nappy Changing & Toilet areas

Generally our policy is **NOT** to allow potties in the nursery, however, in order to fulfil the welfare requirements it may be necessary to allow potties to be brought in from home in exceptional circumstances.

- There are separate toilet and hand washing facilities for staff and children
- Hot water, antibacterial liquid soap and paper towels are provided for use by children and staff. Toilet rolls are on holders.
- Where possible foot operated pedal bins are provided for the disposal of hand towel and tissue waste.
- Cleaning materials are available for use by staff to clean toilets, toilet training seats and wash hand basins. A cleaning rota is in place for the children's toilets.
- Where possible, nappy changing units are located in toilet areas with hand washing facilities.
- Nappy changing areas are kept clear of soft toys and furnishings.



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- Staff receive training on appropriate routines with guidelines displayed in each nappy changing area.

Staff training – Infection Control

Staff MUST adhere to all nursery policies. At induction and throughout their probationary period, staff are trained in the following areas:

- Hand washing, HOW and WHEN for themselves and the children
- Nappy changing
- Management of blood and other body fluid spillages
- Personal protective equipment (PPE)
- Proper use and storage of chemicals under COSHH
- Waste disposal
- Animal handling and cleaning (If applicable)
- Meal times
- Sleep times
- Personal hygiene
- Laundry sorting and procedure for soiled clothes
- Toy cleaning and sterilising routines
- Housekeeping
- Proper cleaning methods and use of colour coded cloths, mops and buckets
- Proper use and cleaning of sinks (including disinfection of multi-use areas)
- Sand and water equipment, cleaning and storage

EXTREME MEASURES

In the event of an outbreak of infection, the Nursery Manager will consult with the senior management and relevant agencies to agree any necessary action to minimise the spread of infection.

It may be necessary to operate under 'Extreme Measures' for a period of time – e.g. until the infection is eradicated (72 hours clear of new cases).

Here are the additional or varied requirements – above and beyond usual housekeeping:

- Ensure staff wash hands regularly throughout the day with liquid soap and hot water, drying with disposable paper towels IN ADDITION to usual times. (Alcohol gel is ok as an extra measure but not to be used to replace hand washing.)
- Ensure children are washing hands regularly with soap and drying with disposable paper towels IN ADDITION to usual times.
- Change mop heads DAILY
- Increase monitoring of use of coloured cloths and ensure thrown away after SINGLE USE



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- Water stations MUST be SUPERVISED AT ALL TIMES
- All hand-contact surfaces must be cleaned down REGULARLY throughout the day with sanitiser– e.g. door handles, toilet flushes, light switches, telephones.
- All toys MUST be cleaned AFTER EACH USE.
- Toys MUST NOT be shared between rooms
- Staff must wear a white apron **whilst in their room** if the children in their care have contracted an infection.
- When nappy changing, disposable white aprons MUST be changed AFTER EVERY CHILD regardless of whether soiled or not.
- Staff to wash hands between each nappy change
- Ensure NO OTHER CHILDREN are near nappy changing area when a child is having their nappy changed
- POSTPONE settling-in sessions for children moving rooms
- POSTPONE show rounds to infected areas.
- AVOID staff moving between rooms and other sites
- MILTON nappy changers regularly – IN ADDITION to usual sanitiser spray
- POSTPONE messy play and cooking activities
- REMOVE all soft toys and furnishings - these must all be laundered and not returned for the children to play with until the nursery is completely clear of any signs of the illness.
- INCREASE MONITORING of all housekeeping and infection control measures – particularly enforcing personal hygiene and sickness rules.

Following a period of serious infection a deep-clean will be carried out by the nursery cleaners.

Further guidance

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

Linked Policies

- *Medication Policy*
- *Sickness and Illness Policy*
- *Personal Appearance Policy*
- *Immunisation Policy*

To be used in Conjunction with the following Nursery Forms, Documents & Resources

- *Child Entry Form*
- *DB form based on the Exclusion Table published by Public Health England.*



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- *Method Statement for handling soiled clothes and linen*
- *Method Statement for the use of mops, buckets etc.*
- *Method Statement for mealtimes*
- *Method Statement for managing blood and other body fluid spillages*
- *Method Statement for cleaning the children's toilets*
- *Method Statement for nappy changing*
- *Method Statement for the daily use of children's beakers*
- *Method Statement for the safe handling and care of nursery pets*
- *Teaching the Children to Wash their Hands*
- *Toilet Maintenance and cleaning chart*
- *Nappy Chart*
- *COSHH data sheets*
- *General waste bins, Clinical waste bins, recycling bins;*
- *Vinyl gloves; disposable white, blue and red aprons*
- *Nappy Changing Units and shelving/storage areas*
- *Wipes, tissues*
- *Colour cloths notice*
- *Hand washing posters for staff and children*

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