

INFECTION CONTROL POLICY

This Policy is designed to ensure that a safe, healthy and hygienic environment is consistently maintained at Torphins Playgroup. We recognise that infection can spread quickly amongst children in a childcare setting and endeavour to ensure that infections are controlled and good health and hygiene practices are maintained.

Preventing spread of Infection

All children, parents and members of staff who have a contagious illness must be excluded from the Playgroup for the recommended period of time. (See Appendix 1 for exclusion periods). The Manager will ensure all staff and parents are aware of the correct exclusion periods and will also inform the parents and notify the Care Inspectorate if there is an outbreak of a contagious illness. (An 'outbreak' means: the occurrence of two or more, or a higher than expected number of cases of confirmed or suspected infection affecting service users in the same area). Any suspected illness must be reported to the Manager and/or the Lead Practitioner. The child's parents/carers will then be contacted and asked to collect the child as soon as possible.

All staff must ensure they have current Infection Control and Food Hygiene certificates.

We are aware that some medical conditions place children at a higher risk of infection that would not normally be serious in most children. If a child is more vulnerable then the information received will then be recorded within the child's care plan or record and an Individual Risk Assessment will be completed.

Implementation of Policy

Torphins Playgroup aims to prevent the spread of infectious illnesses and infections by adhering to the following procedures:

- Children and staff with infectious illnesses and infections will not be allowed to attend Playgroup for the recommended period of time (see Appendix 1)
- All members of staff have attended Infection Control training and are familiar with common infectious illnesses and signs of illness in children and staff.
- Parents/carers will be contacted promptly if their child becomes ill whilst at the Playgroup and will be asked to collect or arrange for their child to be collected at the earliest opportunity. When the parents cannot be contacted the child's emergency contact provided on the registration form will be called. The person collecting the child will be asked to sign out said child.



- Children who become unwell during the course of the session will be made comfortable and will be cared for by a member of staff in the office until they are collected.
- Contact of sick children with other children will be limited where possible but always taking into account the sensitivity of the situation and ensuring that the child feels cared for at all times.
- The following types of infections will be reported to parents and members of staff;

Head Lice
Measles
Chicken pox
Mumps
Scabies
Meningitis
Whooping cough

- Highlight the importance to parents that if their children have not been immunised then they will be in a high risk category if an infectious illness presents itself in the setting. Parents have the right to choose whether or not they will send their child to the setting. This is particularly relevant in cases of:

Measles
Mumps
Rubella
Whooping Cough

- Members of staff who become unwell during work hours will immediately be sent home and a relief member called in.

Legionella

The water supply is through Scottish Water which is governed by two different bodies in terms of managing the quality of the water. They are The Water Supply (Water Quality) (Scotland) Regulations 2001 with the drinking water quality being monitored by the (DWQR) Drinking Water Quality Regulator. Water temperatures and checked and recorded termly.

Equipment Cleanliness

A cleaning schedule is in place to ensure consistent cleanliness and correct procedure. It will be completed daily. (See Appendix 2). Bins should be lined and emptied daily.

To prevent germs spreading:

- There must be a hand wash basin with warm running water, liquid soap and disposable paper towels in all toilets and areas where nappies are changed or potties used.

- Areas where nappies are changed or potties are used must be separate from where food is prepared or eaten, and where children play.
- Sand does not need to be cleaned daily but equipment should be cleaned when soiled and when changed.
- Water should be changed daily.
- Toys and equipment that children access should be cleaned immediately when soiled, sprayed daily and deep cleaned when changed.
- Any soft furnishings should be washed immediately when soiled or weekly.

Food and Kitchen Hygiene

All staff are required to have an up to date Food Hygiene Certificate and everyone involved in food preparation at Playgroup must understand the importance of good food hygiene practices and of the need to handle food in a safe, clean environment.

The Nursery Food Safety Management System from Aberdeenshire Council will be used to ensure safe handling of food at Playgroup. (See Appendix 3).

In addition the Eating, Cooking and Snack Preparation Risk Assessment will be followed. (See Appendix 4)

- All members of staff have a responsibility to ensure that the fridge is cleaned at least once a week, items in the fridge should be checked daily for freshness and items should not be kept in the fridge when they are past their use by date.
- Fridge temperature will be checked and recorded daily.
- Lunch temperatures will be checked and recorded daily with a food probe. The probe must be cleaned after each use.
- Opened items must be sealed and labelled with the date opened.
- Staff must wear an apron when serving the children's food and gloves if wearing nail varnish.
- The Torphins Primary School lunch boxes and trays must be washed in the dishwasher or in hot soapy water with anti bacterial soap before returning to the school.

Hand Hygiene

Hand hygiene is important to help prevent the spread of common infections.

Washing Hands (see Appendix 5)

- Use warm water

- Never share water in a communal bowl when washing hands. Use liquid soap. Dry hands thoroughly using paper towels. Used towels must be placed in a designated, lined bin.
- When away from the childcare facility, and if there is no running water available, hand wipes and anti bacterial gel may be used (children and staff should wash their hands at the first available opportunity).
- All visible cuts and abrasions should be covered with a blue waterproof dressing.
- The wearing of acrylic false nails and nail products are not recommended for staff performing hand hygiene. Gloves should be used during food preparation and serving if nail varnish worn.

When should hands be washed

- After visiting the toilet
- Before and after handling food or eating
- Before putting on and after removing gloves when dealing with toileting or bodily fluids
- After touching animals/pets or animal/pet waste, equipment, linen or bedding
- After coughing, blowing nose or sneezing
- After contact with contaminated surfaces or anything dirty (e.g. food-contaminated surfaces, rubbish bins, cleaning cloths).
- When returning from outside play or messy play e.g. playing with sand

Linen/Laundry

The management of laundry and children's soiled clothes is an important part of Infection Control. Washing should be done daily, especially if items are soiled.

Laundry will be clearly separated to minimise contamination and washed using an antibacterial cleaning agent. Used mop heads will be secured in a nappy sack and separated into the correct drawer to prevent cross contamination before. Laundry will be done in the kitchen.

The children's sleep mats are spray with Evans Esteem after every use and individual child's sheets will be cleaned after every use or stored separately and cleaned weekly if the child is in all week.

If the linen or bed linen is soiled/infected, it should be placed directly in the washing machine for immediate washing. Mop heads should be cleaned after every use.

The person responsible for doing this should wear a disposable apron and gloves.

Soiled/infected linen should be washed at the highest temperature possible with anti bacterial cleaner (as per manufacturer's instructions).

Children's Clothing - Children's personal clothing will be double bagged in a nappy sack and returning to the parent/carer for washing or disposal. It should be placed inside their bag and zipped up to prevent other children from touching. Any member of staff dealing with children's soiled clothing will wear disposable gloves and apron. They will not rinse, soak or wash any soiled items of clothing.

Nappy Changing Routine

Wash hands thoroughly, look out nappy, wipes, nappy sack, gloves and apron.

- Put on disposable gloves and an apron.
- Lay out floor covering and then place changing mat on top.
- Lay the child on the changing mat, or if they prefer stand over the change mat.
- Remove the dirty nappy and clean the child thoroughly using the child's own wipes.
- Apply child's own cream to nappy area if needed. Put on clean gloves if cream needs to be applied.
- Remove gloves and put in a nappy sack with dirty nappy.
- Put clean nappy onto the child, remove apron and dispose of it in a nappy sack.
- Dress the child, wash yours and the child's hands.
- Spray or wipe the changing mats with correct spray or wipes and return to sealed containers.
- Wash hands thoroughly after each nappy change.
- Record nappy change in folder.

If potties are being used they should be emptied and cleaned with Evans Est-eem after every use.

Procedure for spillages of blood and bodily fluids/vomit

To minimise the risk of infection, please follow these steps

- Act immediately, make the area safe ensuring all children are directed safely away from the incident.
- Wash hands and then put on a disposable apron and gloves before tackling any spills.
- Any spills should be absorbed with a paper towel and discarded into a nappy sack.
- Area to be cleaned with disinfectant using a mop and bucket
- Wipe dry area with paper towels
- All unsoiled/soiled items of clothing are to be put in a nappy sack..
- Take off your apron and gloves and dispose of this in the same nappy sack as the spills and dispose in our nappy bin.
- Wash hands thoroughly using warm running water and liquid soap. Dry hands using paper towels

❖ **PPE SHOULD ALWAYS BE WORN WHEN DEALING WITH BODILY FLUIDS**

Appendix 1

[1_infection-prevention-control-childcare-2018-05.pdf \(windows.net\)](#)

Appendix 2

Cleaning Schedule

Areas to be Cleaned	Frequency	Method of Cleaning	M	T	W	T	F
All kitchen work surfaces to be cleaned before and after use.	After each use	Evans Esteem and dish cloth					
Toilets seats, rim and nappy areas to be cleaned	Every day and as required	Evans Protect and blue disposable roll or cloth					
Wash basin taps and sinks to be cleaned	Every day and as required	Evans Protect and blue disposable roll or cloth					
Cupboards, units, toy storage and doors to be cleaned	Every day and as required	Evans Esteem and coloured cloth					
Any toys being placed in a child's mouth	As required	Soak in Milton or dishwasher					
Floors to be swept and mopped.	After lunch, at the end of the day and as required	Use green mop head and bucket and Evans Esteem. Wash after every use.					
Bathroom floor	End of the day and as required	Use red mop head and bucket and Evans Protect. Wash after every use.					
Sleep mats and bedding	After every use	Mats sprayed and wiped with Evans Esteem and disposable blue roll or cloth Bedding washed in washing machine.					

Washing machine, microwave and kettle	Weekly and as required	Wiped with Evan Esteem and dish cloth					
Tables and chairs	To be wiped after snack and meal time Daily and as required in classroom	Dish cloth (coloured cloth in classroom) and Evans Esteem					
Fridges	Weekly	Dish cloth and washing up liquid and then Evans Esteem					
Bins	Daily and as required	To be emptied and disposed of into waste bin and sprayed with Evans Esteem (Protect for bathroom bins) and disposable blue roll					
Toys	Daily, when put away and as required	Sprayed with Dettol daily. Cleaned in dishwasher or Milton weekly and when put away.					

Appendix 3 – Council Food Safety and Management

Appendix 4 – Food risk assessment

Appendix 5 – Handwashing

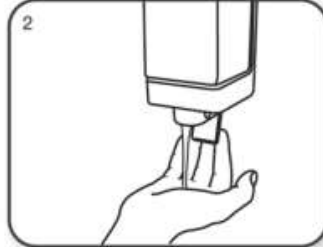
Appendix 6 – Care Inspectorate Nappy Changing

Appendix 7 – How hands should be washed

Source: World Health Organisation



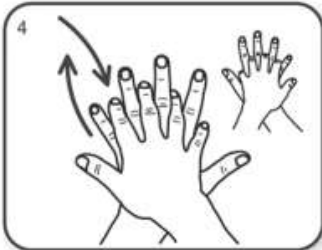
Wet hands with water



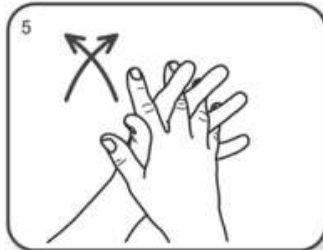
Apply enough soap to cover all hand surfaces



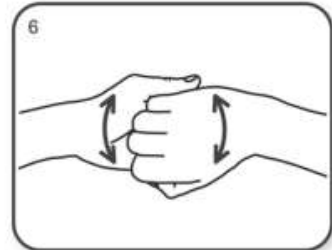
Rub hands palm to palm



Right palm over the back of the other hand with interlaced fingers and vice versa



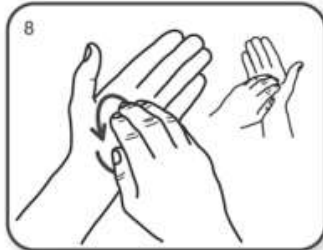
Palm to palm with fingers interlaced



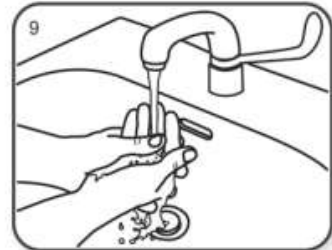
Backs of fingers to opposing palms with fingers interlocked



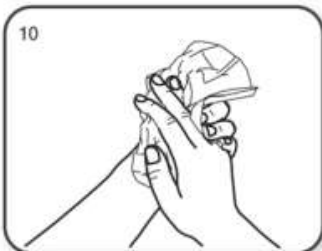
Rotational rubbing of left thumb clasped in right palm and vice versa



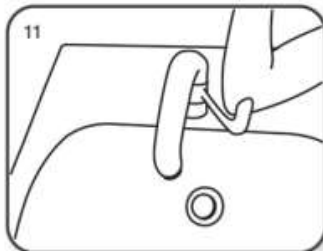
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa



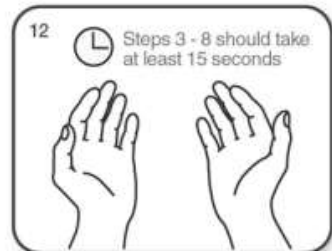
Rinse hands with water



Dry thoroughly with towel



Use elbow to turn off tap



Steps 3 - 8 should take at least 15 seconds

...and your hands are safe