



### **Safeguarding and Welfare Requirement: Health**

Providers must have and implement a policy, and procedures, for administering medicines. It must include systems for obtaining information about a child's needs for medicines, and for keeping this information up-to-date.

## **6.1 Administering medicines**

### **Policy statement**

While it is not our policy 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 medication 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 in the setting. If a child has not had a medication before, especially a baby/child under two, it is advised that the parent keeps the child at home for the first 48 hours to ensure there are no adverse effects, as well as to give time for the medication to take effect.

These procedures are written in line with guidance in *Managing Medicines in Schools and Early Years Settings*; the manager is responsible for ensuring all staff understand and follow these procedures.

The key person is responsible for the correct administration of medication to children for whom they are the key person. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. In the absence of the key person, the manager is responsible for the overseeing of administering medication.

### **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 (medicines containing aspirin will only be given if prescribed by a doctor). NB Children's paracetamol (un-prescribed) is administered only for children under the age of one year with the verbal consent of the parents in the case of a high temperature. This is to prevent febrile convulsion and where a parent or named person is on their way to collect the child.

Children's 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. The staff receiving the medication must ask the parent to sign a consent form stating the following information. No medication may be given without these details being provided:

- the full name of child and date of birth;
- the name of medication and strength;
- who prescribed it;
- the dosage to be given in the setting;
- how the medication should be stored and its expiry date; any possible side effects that may be expected; and
- the signature of the parent, their printed name and the date.

Medication is given to a member of staff on child's arrival and kept in the appropriate storage as stated on the label.

We DO NOT supply any type of medicine. We only administer antibiotics if the child attends all day and three doses are required. Generally we advise that antibiotics are given to the child before and after they attend Pre-school.

Epi pens and inhalers are kept with the first aid kit in a bag, which is labelled with the child's name, in the Pre-school's kitchen cupboard, out of reach of children, but for quick access to staff.

Parents fill in medical information on the registration forms when the child first starts and any information about their allergies/illness is displayed on the inside of the Pre-school's kitchen cupboard.

All staff are made aware of any medical conditions / medications and any records are made in the pink incident book kept in the blue box.

The administration of medicine is recorded accurately in our medication record book each time it is given and is signed by the key person/manager. Parents are shown the record at the end of the day and asked to sign the record book to acknowledge the administration of the medicine.

The medication record book records the:

- name of the child;
- name and strength of the medication;
- date and time of the dose;
- dose given and method;
- signature of the key person/manager; and
- parent's signature.

We use the Pre-school Learning Alliance's Medication Record book for recording the administration of medicine and comply with the detailed procedures set out in that publication.

### *Storage of medicines*

All medication is stored safely in a locked cupboard or refrigerated as required. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.

The child's key person is responsible for ensuring medicine is handed back at the end of the day to the parent.

For some conditions, medication may be kept in the setting to be administered on a regular or as-and-when- required basis. Key persons check that any medication held in the setting, is in date and return any out-of-date medication back to the parent.

Medicines / medications are stored as instructed on the label. The Supervisor instructs all staff to read the instructions on the medicines to see appropriate storage.

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

If rectal diazepam is given, another member of staff must be present and co-signs the record book.

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 their key person what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

### *Children who have long term medical conditions and who may require ongoing medication*

A risk assessment is carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility of the manager alongside the key person. Other medical or social care personnel may need to be involved in the risk assessment.

Parents will also contribute to a risk assessment. They should be shown around the setting, understand the routines and activities and point out anything which they think may be a risk factor for their child.

For some medical conditions, key staff will need to have training in a basic understanding of the condition, as well as how the medication is to be administered correctly. The training needs for staff form part of the risk assessment.

The risk assessment includes vigorous activities and any other activity that may give cause for concern regarding an individual child's health needs.

The risk assessment includes arrangements for taking medicines on outings and advice is sought from the child's GP if necessary where there are concerns.

A health care plan for the child is drawn up with the parent; outlining the key person's role and what information must be shared with other staff who care for the child.

The health care plan should include the measures to be taken in an emergency.

The health care plan is reviewed every six months, or more frequently if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.

Parents receive a copy of the health care plan and each contributor, including the parent, signs it.

*Managing medicines on trips and outings*

If children are going on outings, staff accompanying the children must include the key person for the child with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.

Medication for a child is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the consent form and a card to record when it has been given, including all the details that need to be recorded in the medication record as stated above.

On returning to the setting the card is stapled to the medicine record book and the parent signs it.

If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the consent form signed by the parent.

As a precaution, children should not eat when travelling in vehicles. This procedure is read alongside the outings procedure.

**Legal framework**

The Human Medicines Regulations (2012)

**Further guidance**

Managing Medicines in Schools and Early Years Settings (DfES 2005)

This policy was adopted at a meeting of	Fyfield Preschool Committee
Held on	November 2016
Date to be reviewed	November 2017
Signed on behalf of the provider	
Name of signatory	Nicola Daly
Role of signatory (e.g. chair, director or owner)	Chairperson

**Other useful Pre-school Learning Alliance publications**

Medication Record (2010)  
Daily Register and Outings Record (2012)



**Safeguarding and Welfare Requirement: Health**

The provider must promote the good health of children attending the setting. They must have a procedure, discussed with parents and/or carers, for responding to children who are ill or infectious, take necessary steps to prevent the spread of infection, and take appropriate action if children are ill.

**6.2 Managing children who are sick, infectious, or with allergies**

(Including reporting notifiable diseases)

**Policy statement**

We provide care for healthy children through preventing cross infection of viruses and bacterial infections and promote health through identifying allergies and preventing contact with the allergenic substance.

**Procedures for children who are sick or infectious**

If children appear unwell during the day – have a temperature, sickness, diarrhoea or pains, particularly in the head or stomach – the manager calls the parents and asks them to collect the child, or send a known carer to collect the child on their behalf.

If a child has a temperature, they are kept cool, by removing top clothing and sponging their heads with cool water, but kept away from draughts.

The child's temperature is taken using a forehead thermometer strip, kept in the first aid box. In extreme cases of emergency, the child should be taken to the nearest hospital and the parent informed.

Parents are asked to take their child to the doctor before returning them to the setting; the setting can refuse admittance to children who have a temperature, sickness and diarrhoea or a contagious infection or disease.

Where children have been prescribed antibiotics, parents are asked to keep them at home for 48 hours before returning to the setting.

After diarrhoea, parents are asked to keep children home for 48 hours or until a formed stool is passed.

The setting has a list of excludable diseases and current exclusion times. The full list is obtainable from [www.hpa.org.uk/webc/HPAwebFile/HPAweb\\_C/1194947358374](http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1194947358374) and includes common childhood illnesses such as measles.

*Reporting of 'notifiable diseases'*

If a child or adult is diagnosed as suffering from a notifiable disease under the Health Protection (Notification) Regulations 2010, 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 body fluids. Hygiene precautions for dealing with body 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/sluicing clothing after changing. Soiled clothing is rinsed and either bagged for parents to collect or laundered in the setting.

Spills of blood, urine, faeces or vomit are cleared using mild disinfectant solution and mops; any cloths used are disposed of with the clinical waste.

Tables and other furniture, furnishings or toys affected by blood, urine, faeces or vomit are cleaned using a disinfectant.

Children do not share tooth brushes, which are also soaked weekly in sterilising solution.

#### *Nits and head lice*

Nits and head lice are not an excludable condition, although in exceptional cases a parent may be asked to keep the child away until the infestation has cleared.

On identifying cases of head lice, all parents are informed and asked to treat their child and all the family if they are found to have head lice.

#### *Procedures for children with allergies*

When parents start their children at the setting they are asked if their child suffers from any known allergies. This is recorded on the Registration Form.

If a child has an allergy, a risk assessment form is completed to detail the following:

- The allergen (i.e. the substance, material or living creature the child is allergic to such as nuts, eggs, bee stings, cats etc).
- The nature of the allergic reactions e.g. anaphylactic shock reaction, including rash, reddening of skin, swelling, breathing problems etc.
- What to do in case of allergic reactions, any medication used and how it is to be used (e.g. Epipen).
- Control measures - such as how the child can be prevented from contact with the allergen.

#### *Review.*

This form is kept in the child's personal file and a copy is displayed where staff can see it. Parents train staff in how to administer special medication in the event of an allergic reaction. Generally, no nuts or nut products are used within the setting.

Parents are made aware so that no nut or nut products are accidentally brought in, for example to a party.

*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 your insurance provider must be obtained to extend the insurance.

**At all times the administration of medication must be compliant with the Safeguarding and 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)*.**

*Oral medication*

Asthma inhalers are now regarded as 'oral medication' by insurers and so documents do not need to be forwarded to your insurance provider.

Oral medications must be prescribed by a GP or have manufacturer's instructions clearly written on them.

The setting must be provided with clear written instructions on how to administer such medication.

All risk assessment procedures need to be adhered to for the correct storage and administration of the medication.

The setting must have the parents or guardians prior written consent. This consent must be kept on file. It is not necessary to forward copy documents to your insurance provider.

*Life saving medication and invasive treatments*

Adrenaline injections (Epipens) for anaphylactic shock reactions (caused by allergies to nuts, eggs etc) or invasive treatments such as rectal administration of Diazepam (for epilepsy).

The provider must have:

- a letter from the child's GP/consultant stating the child's condition and what medication if any is to be administered;
- written consent from the parent or guardian allowing staff to administer medication; and
- proof of training in the administration of such medication by the child's GP, a district nurse, children's' nurse specialist or a community paediatric nurse.

Copies of all three documents relating to these children must first be sent to the Pre-school Learning Alliance Insurance Department for appraisal (if you have another provider, please check their procedures with them). Written confirmation that the insurance has been extended will be issued by return.

Key person for special needs children - children requiring assistance with tubes to help them with everyday living e.g. breathing apparatus, to take nourishment, colostomy bags etc. Prior written consent must be obtained from the child's parent or guardian to give treatment and/or medication prescribed by the child's GP.

The key person must have the relevant medical training/experience, which may include those who have received appropriate instructions from parents or guardians, or who have qualifications.

Copies of all letters relating to these children must first be sent to the Pre-school Learning Alliance Insurance Department for appraisal (if you have another provider, please check their procedures with them). Written confirmation that the insurance has been extended will be issued by return.

If you are unsure about any aspect, contact the Pre-school Learning Alliance Insurance Department on 020 7697 2585 or email [membership@pre-school.org.uk](mailto:membership@pre-school.org.uk).

**Further guidance**

Managing Medicines in Schools and Early Years Settings (DfES 2005)

This policy was adopted at a meeting of	Fyfield Preschool Committee
Held on	November 2016
Date to be reviewed	November 2017
Signed on behalf of the provider	
Name of signatory	Nicola Daly
Role of signatory (e.g. chair, director or owner)	Chairperson

**Other useful Pre-school Learning Alliance publications**

Good Practice in Early Years Infection Control (2009)





### **Safeguarding and Welfare Requirement: Health**

Providers must keep a written record of accidents or injuries and first aid treatment.

## **6.3 Recording and reporting of accidents and incidents**

(Including the procedure for reporting accidents and incidents to the HSE under RIDDOR requirements)

### **Policy statement**

We follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) for the reporting of accidents and incidents. Child protection matters or behavioural incidents between children are not regarded as incidents and there are separate procedures for this.

### **Procedures**

*Our accident book:*

- is kept in a safe and secure place;
- is accessible to staff and volunteers, who all know how to complete it; and
- is reviewed at least half termly to identify any potential or actual hazards.

*Reporting accidents and incidents*

Ofsted is notified as soon as possible, but at least within 14 days, of any instances which involve:

- food poisoning affecting two or more children looked after on our premises;
- a serious accident or injury to, or serious illness of, a child in our care and the action we take in response; and
- the death of a child in our care.

Local child protection agencies are informed of any serious accident or injury to a child, or the death of any child, while in our care and we act on any advice given by those agencies.

Any food poisoning affecting two or more children or adults on our premises is reported to the local Environmental Health Department.

We meet our legal requirements in respect of the safety of our employees and the public by complying with RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

- any work-related accident leading to an injury to a child or adult, for which they are taken to hospital;
- any work-related injury to a member of staff, which results in them being unable to work for seven consecutive days;
- when a member of staff suffers from a reportable work-related disease or illness; any death, of a child or adult, that occurs in connection with activities relating to our work; and
- any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident, but could have done; such as a gas leak.

Information for reporting incidents to the Health and Safety Executive is provided in the Pre-school Learning Alliance's Accident Record publication. Any dangerous occurrence is recorded in our incident book (see below).

*Our incident book*

We have ready access to telephone numbers for emergency services, including the local police. Where we are responsible for the premises we have contact numbers for the gas and electricity emergency services, and a carpenter and plumber. Where we rent premises we ensure we have access to the person responsible and that there is a shared procedure for dealing with emergencies.

We keep an incident book for recording major incidents, including those that that are reportable to the Health and Safety Executive as above.

These incidents include:

- a break in, burglary, or theft of personal or the setting's property;
- an intruder gaining unauthorised access to the premises;
- a fire, flood, gas leak or electrical failure;
- an attack on member of staff or parent on the premises or nearby;
- any racist incident involving staff or family on the setting's premises;
- a notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after on the premises;
- the death of a child or adult, and
- a terrorist attack, or threat of one.

In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, is also recorded.

In the unlikely event of a terrorist attack, we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety and Emergency Evacuation Policy will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.

In the unlikely event of a child dying on the premises, for example, through cot death in the case of a baby, the emergency services are called, and the advice of these services are followed.

The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file.

**Legal framework**

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 (As Amended)

**Further guidance**

RIDDOR Guidance and Reporting Form: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

This policy was adopted at a meeting of	Fyfield Preschool Committee
Held on	November 2016
Date to be reviewed	November 2017
Signed on behalf of the provider	
Name of signatory	Nicola Daly
Role of signatory (e.g. chair, director or owner)	Chairperson

**Other useful Pre-school Learning Alliance publications**

Accident Record (2010)  
Reportable Incident Record (2012)



**Safeguarding and Welfare Requirement: Health**

Providers must ensure there are suitable hygienic changing facilities for changing any children who are in nappies.

**6.4 Nappy changing**

**Policy statement**

No child is excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

We provide nappy changing facilities and exercise good hygiene practices in order to accommodate children who are not yet toilet trained.

We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgmental concern of adults.

All staff who are employed by the pre-school and have a registered CRB check or an enhanced DBS check may change nappies and/ or take children to the toilet. Volunteers or visitors are not allowed to change nappies or accompany children other than their own.

**Procedures**

- Key persons have a list of personalised changing times for the children in their care who are in nappies or 'pull-ups'.
- Key persons undertake changing children in their key groups; back up key persons change them if the key person is absent.
- Changing areas are warm with safe areas to lay children.
- Each child has their own nappies or pull ups and changing wipes.
- Gloves and aprons are put on by staff before changing starts and the areas are prepared. Paper towel is put down on the changing mat freshly for each child.
- All staff are familiar with the hygiene procedures and carry these out when changing nappies.
- In addition, key persons ensure that nappy changing is relaxed and a time to promote independence in young children.
- Children are encouraged to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet.
- Children are encouraged to wash their hands, and have soap and towels to hand. They should be allowed time for some play as they explore the water and the soap.

- Anti-bacterial hand wash liquid or soap should not be used for young children; young skin is quite delicate and anti-bacterial products kill off certain good bacteria that children need to develop their own natural resistance to infection.
- Key persons are gentle when changing; they avoid pulling faces and making negative comments about ‘nappy contents’.
- Key persons do not make inappropriate comments about children’s genitals when changing their nappies.
- A record is kept of when a child has had their nappy/pants changed and whether it was wet and/or soiled. Evidence of nappy rash is recorded too.
- Staff recognise that accidents do happen. Any child needing to be changed will be taken to the toilet area and will have their privacy and feelings respected appropriately. Parents are asked to provide a change of clothing for their child in a drawstring bag to be hung on their child’s peg. However a supply of spare clothing is available if necessary and parents are asked to return this as soon as possible
- Children’s clothes are checked and changed if necessary
- Older children access the toilet when they have the need to and are encouraged to be independent.
- Nappies and pull ups are disposed of hygienically. Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are rinsed and bagged for the parent to take home.
- The changing mat is cleaned with anti-bacterial spray immediately after use.
- We have a ‘duty of care’ towards children’s personal needs. If children are left in wet or soiled nappies/pull ups in the setting this may constitute neglect and will be a disciplinary matter.
- Staff should report any concerns or incidents relating to toileting or nappy changing immediately to the Safeguarding Officer, Julie Read or the chair of the pre-school committee.

All concerns will be recorded and addressed individually and confidentially.

This policy was adopted at a meeting of	Fyfield Preschool Committee
Held on	November 2016
Date to be reviewed	November 2017
Signed on behalf of the provider	
Name of signatory	Nicola Daly
Role of signatory (e.g. chair, director or owner)	Chairperson



### **Safeguarding and Welfare Requirement: Health**

Where children are provided with snacks and drinks, they must be healthy, balanced and nutritious.

## **6.5 Food and drink**

### **Policy statement**

Our provision regards snack and meal times as an important part of our day. Eating represents a social time for children and adults and helps children to learn about healthy eating. We promote healthy eating using resources and materials from the Pre-school Learning Alliance. At snack and meal times, we aim to provide nutritious food, which meets the children's individual dietary needs.

### **Procedures**

We follow these procedures to promote healthy eating in our setting. Before a child starts to attend the setting, we ask their parents about their dietary needs and preferences, including any allergies. (See the Managing Children who are Sick, Infectious or with Allergies Policy.)

We record information about each child's dietary needs in the Registration Form and parents sign the form to signify that it is correct.

We regularly consult with parents to ensure that our records of their children's dietary needs – including any allergies - are up-to-date. Parents sign the up-dated record to signify that it is correct.

We display current information about individual children's dietary needs in the kitchen area so that all staff and volunteers are fully informed about them.

We implement systems to ensure that children receive only food and drink that is consistent with their dietary needs and preferences, as well as their parents' wishes.

We plan menus in advance, involving children and parents in the planning. We display the menus of snacks for parents to view.

We provide nutritious food for all meals and snacks, avoiding large quantities of saturated fat, sugar and salt and artificial additives, preservatives and colourings.

We include a variety of foods from the four main food groups:

- meat, fish and protein alternatives;
- dairy foods;
- grains, cereals and starch vegetables; and
- fruit and vegetables.

We include foods from the diet of each of the children's cultural backgrounds, providing children with familiar foods and introducing them to new ones.

We take care not to provide food containing nuts or nut products and are especially vigilant where we have a child who has a known allergy to nuts.

Through discussion with parents and research reading by staff, we obtain information about the dietary rules of the religious groups to which children and their parents belong, and of vegetarians and vegans, as well as about food allergies. We take account of this information in the provision of food and drinks.

We provide a vegetarian alternative on days when meat or fish are offered and make every effort to ensure Halal meat or Kosher food is available for children who require it.

We require staff to show sensitivity in providing for children's diets and allergies. Staff do not use a child's diet or allergy as a label for the child, or make a child feel singled out because of her/his diet or allergy.

We organise meal and snack times so that they are social occasions in which children and staff participate.

We use meal and snack times to help children to develop independence through making choices, serving food and drink and feeding themselves.

We provide children with utensils that are appropriate for their ages and stages of development and that take account of the eating practices in their cultures.

We have fresh drinking water constantly available for the children. We inform the children about how to obtain the water and that they can ask for water at any time during the day.

We inform parents who provide food for their children about the storage facilities available in the setting.

We give parents who provide food for their children information about suitable containers for food.

In order to protect children with food allergies, we discourage children from sharing and swapping their food with one another.

For young children who drink milk, we provide whole pasteurised milk.

#### *Packed lunches*

Where we cannot provide cooked meals and children are required to bring packed lunches, we have requested that all parents include an ice pack to keep food cool;

- inform parents of our policy on healthy eating;
- we encourage parents to provide sandwiches with a healthy filling, fruit, and milk based deserts, such as yoghurt or crème fraîche.

We request that grapes are cut in half to prevent choking.

We request that, in no circumstances, are foods containing nuts brought in to the pre-school.

We discourage sweet drinks and can provide children with water or diluted fresh fruit juice;

We discourage packed lunch contents that consist largely of crisps, processed foods, sweet drinks and sweet products such as cakes or biscuits. We reserve the right to return this food to the parent as a last resort;

We provide children bringing packed lunches with plates, cups and cutlery. We ensure staff sit with children to eat their lunch so that the mealtime is a social occasion.

**Legal framework**

Regulation (EC) 852/2004 of the European Parliament and of the Council on the Hygiene of Foodstuffs.

**Further guidance**

Safer Food, Better Business (Food Standards Agency 2011)

This policy was adopted at a meeting of	Fyfield Preschool Committee
Held on	November 2016
Date to be reviewed	November 2017
Signed on behalf of the provider	
Name of signatory	Nicola Daly
Role of signatory (e.g. chair, director or owner)	Chairperson

**Other useful Pre-school Learning Alliance publications**

Nutritional Guidance for the Under Fives (Ed. 2010)

The Early Years Essential Cookbook (2009)

Healthy and Active Lifestyles for the Early Years (2012)





### **Safeguarding and Welfare Requirement: Health**

Where children are provided with meals, snacks and drinks, they must be healthy, balanced and nutritious.

## **6.6 Food hygiene**

(Including the procedure for reporting food poisoning)

### **Policy statement**

We provide and/or serve food for children on the following basis:

- Snacks.
- Packed lunches.

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

We are registered as a food provider with the local authority Environmental Health Department.

### **Procedures**

FOOD - All food prepared, stored or cooked on the premises will comply to the guidelines of the Food Safety Act 1995 and Food Hygiene (England) Regulations 2006.

All staff, whenever possible, involved in the preparation and handling of food will attend training and development sessions to ensure they are aware of their responsibilities in order to achieve and maintain high standards in food hygiene to a minimum level 1 in Food Hygiene Level 1 to appreciate the essentials of food hygiene before starting work.

At least one member of staff should have knowledge and training to a level equivalent to the Chartered Institute of Environmental Health (CIEH) Level 2 Award in Food Safety. The nominated practitioner with this knowledge is Charlotte Kearney. They will take the Food Hygiene Certificate Course regularly (every 3 years) in order to ensure that a complete understanding of the requirements regarding food safety are obtained.

Temperature readings will be monitored and recorded daily on a daily risk sheet designed specifically for the kitchen area.

Cross contamination will be monitored closely and working practices regularly reviewed.

**FOOD** -.The person in charge and all other persons responsible for food preparation understand the principles of Hazard Analysis and Critical Control Point (HACCP) as it applies to their business. This is set out in Safer Food, Better Business (Food Standards Agency 2011). The basis for this is risk assessment of the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination.

Appropriate emphasis and training on cross contamination will be enforced. All staff will follow strict procedures and regimes with regards to handling food, nappies and other contacts with bodily fluids. Reference to the “Safer Food – Better Business” guidelines will be taught and encouraged

The person responsible for food preparation and serving carries out daily opening and closing checks on the kitchen to ensure standards are met consistently and refers to the daily risk sheet designed specifically for the kitchen area (See Safer Food, Better Business.)

We use reliable suppliers for the food we purchase.

Food is stored at correct temperatures and is checked to ensure it is in-date and not subject to contamination by pests, rodents or mould.

Packed lunches are not stored in a refrigerator. Un-refrigerated food is served to children within 4 hours of preparation at home.

All parents have been made aware that lunch boxes have not been stored in a refrigerator and are advised to put ice blocks in to the lunch box to ensure that all high risk foods are stored at a safe temperature until such time that as the food is served to children, though this should be within 4 hours of the start of session (see attached).

Food preparation areas are cleaned before use as well as after use.

There are separate facilities for hand-washing in the toilet area and for washing up in the kitchen area.

All surfaces are clean and non-porous.

All utensils, crockery etc are clean and stored appropriately.

Waste food is disposed of daily.

Cleaning materials and other dangerous materials are stored out of children's reach.

Children do not have unsupervised access to the kitchen.

When children take part in cooking activities, they:

- Are supervised at all times;
- Understand the importance of hand washing and simple hygiene rules;
- Are kept away from hot surfaces and hot water; and
- Do not have unsupervised access to electrical equipment, such as blenders etc.

#### *Reporting of food poisoning*

Food poisoning can occur for a number of reasons; not all cases of sickness or diarrhoea are as a result of food poisoning and not all cases of sickness or 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 of the outbreak is within the setting, the manager will contact the Environmental Health Department to report the outbreak and will comply with any investigation.

Any confirmed cases of food poisoning affecting two or more children looked after on the premises are notified to Ofsted as soon as reasonably practicable, and always within 14 days of the incident.

**Legal framework**

Regulation (EC) 852/2004 of the European Parliament and of the Council on the Hygiene of Foodstuffs

**Further guidance**

Safer Food Better Business (Food Standards Agency 2011)

This policy was adopted at a meeting of	Fyfield Preschool Committee
Held on	November 2016
Date to be reviewed	November 2017
Signed on behalf of the provider	
Name of signatory	Nicola Daly
Role of signatory (e.g. chair, director or owner)	Chairperson

**Further guidance**

Safer Food Better Business (Food Standards Agency 2011)



## 6.7 Basic kitchen opening and closing checks template

The pre-school has designed a specific risk assessment for the kitchen area which is completed daily to We maintain the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food:

	MON	TUES	WEDS	THURS	FRI
Work surface clean and disinfected					
Floors clean					
Daily check to ensure that there are no signs of pests in the kitchen.					
Check no dirt/ debris on window ledge adjacent to sink					
Check mastic joints clean					
Hands washed.					
Clean apron and gloves					
Hair tied back					
<b>Fridge/freezer</b>					
Working properly					
Temperature checked – record temps.					
Raw and cooked food separate.					
Separate containers for shared fridge.					
Cooker working					
Kettle working					
Dish Cloth clean					
Surface Cloth clean					
Children’s food allergies checked (see list).					
Food fresh and in-date.					
Packed lunches to be used within 4 hours of school day					
No physical or chemical or pest contamination of					

stored food					
<b>Closing checks date:</b>					
Unused food put away correctly.					
Leftover food and past sell-by-date food discarded					
Crockery and utensils washed up and put away dry.					
Rubbish removed/bin cleaned.					
Dirty cloths removed for washing and replaced.					
Work surface clean and disinfected					
Floors clean					

Any problems/ Action Taken:

**Further guidance**

Safer Food Better Business (Food Standards Agency 2011)

This policy was adopted at a meeting of	Fyfield Preschool Committee
Held on	November 2016
Date to be reviewed	November 2017
Signed on behalf of the provider	
Name of signatory	Nicola Daly
Role of signatory (e.g. chair, director or owner)	Chairperson