



Prevention and Control of Infection Policy

As infection can spread rapidly in pre-schools (due both to the children who have lower immunity because of their age, and to their lack of experience in personal care), Dunscore Pre-school Centre will strive to provide a healthy environment and encourage and support staff and children to maintain a high level of hygiene at all times. Staff will endeavour to minimise the risk of infection by endorsing basic hygiene procedures based on an understanding of the transmission of pathogenic micro-organisms.

We recognise our 'duty of care' and requirement in law to provide a safe environment for the children in our care. *The National Care standards: early education and children up to the age of 16* (Scottish Government, 2009) reflect this duty. Standard 2, A Safe Environment:

- Children and young people are cared for in a safe, hygienic, smoke free, pleasant and stimulating environment (2.1).
- You can be confident that:
 - staff keep all play equipment clean and well maintained
 - staff take measures to control the spread of infection (2.4).

All staff are fully trained to enable the setting to meet these requirements and follow the national guidance laid out in *Infection Prevention and Control in Childcare and Childminding Settings* (Health Protection Scotland, September 15).

Dunscore Pre-school Centre will contact the local Public Health Protection Unit and follow their advice on any incidents of reportable diseases.

It is the policy of Dunscore Pre-school Centre that children and adults suffering from vomiting, diarrhoea and other contagious diseases must not attend the centre and remain away for the time specified in the Public Health Agency poster, *Guidance on infection control in schools and other childcare settings* (October 2013). This is displayed in the cloakroom. In the event of other illnesses, attendance is at the discretion of the Manager or senior member of staff on duty, in consultation with the parent, as to the suitability of the child attending. However children must be fit enough to take part in the daily activities. This is in the interest of the child's personal well being as well as that of the other children and adults at the centre.

Procedures

Prevention of Spread of Infection

In order to minimise the spread of infection Dunscore Pre-school Centre will follow standard infection control precautions as recommended in the National Guidance. We will carry out regular risk assessments of activities and maintain up-to-date records (See Appendix 7 of the guidance). In carrying out these risk assessments we will take account of the environment, daily routines, regular activities and occasional activities such as outings. We will also take into consideration the risk to all service users especially those who are more vulnerable to infection e.g. pregnant women, children with conditions or on medication that makes them more susceptible to infection etc. In order to facilitate this parents will be requested on their child's admission to the setting to inform us of any relevant pre-existing conditions and also to inform us of illnesses as they occur.

We will ensure that all parents have access to information regarding immunisation. The child's current immunisation status will be checked on admission and parents reminded of the benefits of the programme.

Information gathered from risk assessments will be shared with all staff and with children and parents as appropriate in order to improve infection prevention and control practice.

We will endeavour to minimise infection by implementing the following basic hygiene procedures:

1. On a daily basis staff will ensure that:

- Both adults and children wash their hands after using the toilet and before eating.
- Staff will be trained in hand washing.
- The children are encouraged and helped to develop good hand washing skills.

- Cups are not shared and these are removed from the children immediately after use.
- Toilets are cleaned at the end of each session with anti-bacterial cleaner (including flush handles, taps, toilet seats, door handles and floors). Wipes or paper are used for cleaning toilets and are disposed of immediately through flushing. If necessary, toilets will also be cleaned during the session.
- Large supplies of paper tissues are at hand in both playrooms.
- Work surfaces are cleaned at start and end of each session.
- Liquid soap and towels from a hand dispenser are used.
- Medicated hand wipes will be used to supplement soap and water when hand washing facilities are inadequate.
- Snack tables are cleaned before and after snack. *For further details on the procedures in place for preventing infection through food handling and storage please refer to that policy.*

2. **Other procedures we will use to maintain hygiene and prevent infection include:**

- A weekly cleaning schedule is followed , including vacuuming and washing floors of playrooms.
- Play-dough is replaced on a regular basis or if contaminated
- Toys and equipment are cleaned, and sand is replaced as required and a record of this is kept.
- In the event of a child having an accident or vomiting, other children are kept away from the area and it is cleaned immediately with disposable towels, hot water and detergent and finally if required disinfected for at least ten minutes, following manufacturers instructions. Staff ensure that the area is wiped and dry before the children can return to play there.
 - ▶ Bleach (or 1% hypochlorite solution) is poured onto any spilt blood.
 - ▶ 0.1% hypochlorite solution is used for disinfection of faeces stained surfaces, or for cleaning after an outbreak of gastroenteritis
 - ▶ Ensure area is thoroughly ventilated during disinfection.
 - ▶ Disposable apron and gloves are available for staff to deal with such incidents. Hands will be washed after removing and disposing of gloves and apron.
 - ▶ Any soiled clothing is placed in a sealed plastic bag and given to the child's parent / carer to wash.
 - ▶ Any material used to clean up, including apron and gloves, is either flushed down the toilet or will be separately bagged, sealed and given to the parent / carer.
- Parents / guardians / emergency contacts will be called to collect their child immediately if they are unwell whilst attending nursery. This will include a child showing any of the following symptoms: diarrhoea, blood in the faeces, vomiting, severe or continuing stomach pains, rash, flu like symptoms, is abnormally hot or looks flushed. During this time the child will be kept away from close contact with the other children and carefully monitored. Parents are asked to leave a contact number if they are not at home. On collection the parent should be encouraged to consult their GP if the child's symptoms persist.
- Children or adults suffering from contagious or infectious diseases (including gastroenteritis, mumps, conjunctivitis, whooping cough, measles, German measles, chicken pox, impetigo, etc) will not be allowed to attend the pre-school group. This exclusion period will take regard of the medical guidance for the illness diagnosed. (See *infectious diseases folder*)
- As HIV and HepatitisB + C are spread by direct contact with blood and body fluids particular care must be taken when dealing with these. In light of this, the tooth brushing scheme is carried out carefully adhering to NHS guidelines.
- All cases of infection will be recorded in the accident and incident book along with the action taken (e.g. exclusion time, medical advise, informing other parents etc)
- Reportable diseases will be notified to the appropriate organisation and other parents and staff will be informed, whilst maintaining the anonymity of the staff and children involved.
- Activities which are liable to have additional risks of infection or allergic reactions (such as visits to farms,

and contact with animals, etc) will be individually risk assessed and all the adults in charge of the children made fully aware of the control measures needed to minimise the risk.

- Other details on waste management follows the details given in the NHS Guidelines from the “Control of Infection and Communicable Disease in Early Years Settings, Nurseries and School’s” page 16

3. Toddlers and other children still in nappies

- Children must be changed in the toilet area.
- If it is not your own child disposable gloves and an apron should be used.
- Nappy sacks must be used, these are available in the toilet area
- Once the child has been changed, cleaned and their hands washed they should be removed from the toilet area and the changing surfaces thoroughly cleaned with disinfectant spray or wipes then dried.
- Once the gloves and apron are removed and bagged then hands must be carefully washed.
- The nappies, wipes, gloves and apron must be taken home by the child’s parent / carer for appropriate disposal. We are NOT registered for the disposal of human waste including nappies and could end up being charged for our waste disposal.
- Toilets (including seats, flush, door handles and taps) must be leaned after use - at the minimum of at the end of each session.
- It is essential that nappies are changed and dealt with hygienically given that their contents may be infectious, potentially transmitting infectious diseases.

Reporting

The Care Inspectorate must be notified of any suspected or known outbreak of an infection. An outbreak is defined as two or more, or a higher than expected number of cases of confirmed or suspected infection, affecting people using the service and / or staff. Cases of suspected infection include people with diarrhoea and or vomiting, wound or skin infections, or respiratory illnesses such as flu.

A higher than expected number of cases may be single case if the confirmed or suspected case poses or may pose a significant risk to public health, for example E. coli 0157, tuberculosis or those described in the Public Health etc (Scotland) Act 2008, Part 2.

RIDDOR ‘13 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) 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). Reporting accidents and ill health at work is a legal requirement. This information enables enforcing authorities to identify where and how risks arise and to investigate serious accidents. The enforcing authorities can then help and advise you on preventative action to reduce injury, ill health or accidental loss. For full details see HSE guidance.

Reports should be made to the Incident Contact Centre (ICC), they will forward the information to the correct enforcing authorities and send a copy of the report for the records. This can be done online or by telephone. Once completed this form must be sent to Early Years Scotland to be lodged for insurance.