

# INFECTION AND CONTROL GUIDANCE POLICY

Welfare requirement 3.44 and 3.51

Updated by Rachel Traczyk  
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This policy promotes the health and safety of children in our care and the staff who care for them.

## Included in this policy is:

- Children and staff with an infectious illness
- Pandemic Procedures and Questions
- General Cleaning

## Guidance

- Guidance on infection and control in schools and other childcare settings by Public Health

At Little Sparrows we promote the good health of all children attending (including oral health) through maintaining high hygiene standards to help reduce the chances of infection being spread. We follow the *health protection in schools and other childcare facilities guidance* which sets out when and how long children need to be excluded from settings, when treatment and/or medication is required and where to get further advice from.

Viruses and infections can be easily passed from person to person by breathing in air containing the virus, which is produced when an infected person talks, coughs or sneezes. It can also spread through hand and face contact after touching a person or surface contaminated with viruses.

We follow the guidance below to prevent a virus or infection from spreading around the nursery.

## STAFF RESPONSIBILITIES

All staff are responsible for Understanding procedures relating to:

- infectious illness
- Cleaning and hygiene
- Handwashing
- Infection control

## INFECTIOUS ILLNESS

(Children and staff with an infectious illness)

### Parent Responsibilities

- If you suspect your child has an infectious illness, please ring the Nursery and inform the Manager as soon as possible.
- Exclusion periods are set out on the Exclusion Table by Public Health - this can be found on our website (virtual noticeboard) or in the Parents Welcome Booklet.

### Staff must

- Notify management if you or a child in your care has a suspected infectious illness
- Take appropriate measurements to keep yourself and others safe through for example, covering your mouth when you sneeze, social distancing, wearing PPE, hand washing, additional cleaning.
- Follow any instructions from management for infection control
- Comply with all requirements in the Illness, Diseases and Exclusions Policy and the Exclusions Table.
- Use the appropriate cleaning products which kills bacteria/viruses, following the labelled instructions.

## Management Responsibilities

- To make sure that a child or staff with an infectious illness does not attend the setting for any applicable exclusion period set out in the Exclusion Table (Illness, Diseases and Exclusions Policy).
- Report any notifiable diseases to the relevant Public Health Agency listed on the Exclusion Table as soon as possible or within 14 days of becoming aware of the diagnosis.
- To provide staff with an appropriate communication for families regarding the notifiable disease in the setting.
- To give guidance and information, where necessary, in relation to non-notifiable infections
- Not to give any medical advice but refer parents/carers to the applicable NHS webpage and seeking advice by calling 111.

## GENERAL CLEANING AND HYGIENE

### Management Responsibilities

Management works to ensure that:

- That children's toileting and nappy change areas and all cleaning requirements are carried out to a high level of standard.
- The nursery has an adequate supply of soap, hand sanitisers, paper towels, disposable gloves, aprons, nappy cassettes and couch rolls.
- Staff only use disposable nappy wipes, tissues/ towels to clean children.
- The colour coding system for cloths and mop buckets and individually labelled brooms are adhered to..

## HAND WASHING

### Management & Staff Responsibilities

All employees, students & volunteers must regularly wash their hands with soap and hot water, following the steps laid out on the washing hands poster. Hand must be dried properly and the tap is turned off with the paper towel.

Staff and students must wash their hands:

- Before food and drink preparation
- Before giving medication
- After using the toilet
- After helping children with toileting
- After contact with bodily fluids (blood, urine, saliva) or discharges (faeces, vomit and mucus)
- After blowing yours or a child's nose (or using antibacterial gel if water and soap is not available)
- When hands are physically dirty or feel sticky.
- After removal of Personal Protective Equipment (PPE) such as disposable gloves
- After handling waste bins and bags
- After handling animals or their equipment.

### Supporting children in keeping themselves safe

Staff must encourage the children to cover their mouth when they cough or sneeze.

Staff must help children to understand how to wash all parts of their hands properly:

- Before and after eating food
- After using the toilet or potty
- After blowing their nose
- After messy activities
- After handling animals or their equipment
- When they look dirty or feel sticky / dirty

## INFECTION CONTROL

Staff must:

- Wash the meal tables thoroughly with hot soapy water and clean table and chairs well after meal times.
- Cover their cuts and grazes with a waterproof plaster. If you work in the kitchen, use a blue plaster when handling food.
- Cover their mouth when they cough or sneeze and washing hands after.
- Wear disposable gloves when changing nappies.
- Double bag soiled clothes and send it home with the child on the same day

- Make sure that all provisions required for changing a nappy such as nappy wipes and creams are next to the changing mat before placing the child on the changing mat.
- After each nappy change, wipe down the changing mat with the antibacterial spray.
- Empty, wash and spray each potty with anti bacteria spray after each use.
- Comply with the colour coding system for cleaning equipment.
- Clean toys, equipment, work tops, floors and other surfaces when there is visible food or dirt.
- If a child becomes soiled due to a toileting accident or through play, wash them as appropriate in a respectful way.
- Ensure sand pits are covered overnight
- Empty water from water play resources and the trays cleaned after use
- Ensure all toys and containers that are wet from waterplay are dried before storage. Water left inside bottles, boxes and containers can grow mould so lids must be kept off until they are dry.
- The kitchen gate, door handles and playroom bin must be anti bacteria sprayed at the end of each day.

### **Associated Documents**

- Illness, Diseases and Exclusions Policy
- Pandemic Procedures & Guidance
- Guidance on Infection Control in Schools  
[https://www.publichealth.hscni.net/sites/default/files/Guidance\\_on\\_infection\\_control\\_in%20schools\\_poster.pdf](https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf)
- Coronavirus Procedures and Risk Assessment