All hygiene procedures should be followed daily. The Manager must establish a cleaning routine which is suitable for the daily running of the nursery.

All staff must read the Policies and Procedures in order to understand the reasons for hygiene being kept at high standards.

The Nursery should be checked each day for cleanliness and tidiness.

Please be aware certain areas may have different cleaning schedules, equipment or different coloured cloths. These rules must be strictly adhered to.

Staff must be vigilant with regards to spills and wet puddles and clear them up straight away. Staff must not rely on others to do so.

The correct procedure must be followed regarding the disposal of clinical waste products.

Hands must always be washed before and after handling food, changing children and using sanitary products.

All equipment must be cleaned everyday after meals and usage and cleaned with a sterilising solution every week.

Floors must be swept and mopped after each snack time and mealtime and at the end of each day with the correct floor cleaning solution or the steam mop.

Baby toys and equipment must be cleaned regularly with sterilising solution.

All equipment and toys must be checked regularly and cleaned if required.

The correct procedure must be followed regards to disposing of animal waste. (Pets in nursery).

Ensure children follow basic hygiene after handling a pet or an animal that may be visiting.

Staff must always supervise children and encourage them to wash hands and equipment after handling pets etc.

Children’s Hygiene

Staff should promote good practice and show the children how they should stay clean and hygienic.

Children should be encouraged to wash their hands after using the toilet with soap and water and correctly dry them afterwards.

Children should be encouraged to wash their hands and face after snack and meal times.
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Children should have tissues placed at the correct level for them to be able to use them to wipe their noses when necessary and be encouraged to dispose of the tissue in the appropriate container and then wash their hands afterwards.

The children should know the correct toilet procedure re wiping themselves and flushing the toilet.

Infection should be controlled by encouraging the children to put their hand over their mouth when coughing and sneezing.

Children should wash their hands after handling pets, animals and equipment used by them.

Staff must consistently encourage the children to be aware of their personal hygiene and prompt them if necessary e.g. providing them with clean clothes, if dirty, or making sure their hands and faces are properly clean.

Cultural differences or religions must be taken into account when raising hygiene issues.

Infection Control Guidelines

The list below is to be followed at all times

1. When there may be risk of contact with blood, or any other bodily fluids, staff must always wear protective clothing i.e. gloves & apron, which should always be available within the setting.

2. Always dispose of all used equipment appropriately in the clinical waste (yellow) bin situated in each nappy changing area and outside the nursery.

3. When cleaning up any blood, or any bodily fluids, always use paper towels and disinfectant.

Toilet and Nappy change areas

These areas must have exceptional levels of hygiene at all times as they are a breeding ground for all types of infections and if cross contamination is not stopped here, there may be an epidemic of infectious diseases within the nursery.

Toilet Facilities

Check these areas at all times, encourage the children to be as independent as possible but supervise them to check this is possible.

Give the children privacy and only help them if necessary.

Ensure staff/child ratios are correct which will allow you to help children adequately.
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Children with special needs should be supervised and attended by a member of staff at all times.

Toilet and nappy changing areas must contain the correct equipment i.e. disposable gloves, aprons and the correct sanitizer, kept out of the children’s reach and used appropriately by the staff members.

Toilet areas must be cleaned throughout daily and disinfected to ensure high hygiene standards.

Nappy Change Facilities

The nappy changing mats must be sanitized after every use and kept clean for every nappy change.

One or more areas should contain disposable gloves, aprons, sanitizer, children’s nappy baskets which contain their nappies, creams, wipes and cotton wool in them, for when the staff require them.

Staff must ensure that they prepare the area before it is required. The children’s nappy changes will be recorded in their daily report book or sheet.

A new apron and gloves should be used on every change to prevent cross contamination. Hands are to be washed before and after the nappy change and disposable items disposed of by following the nursery’s clinical waste procedure.

All nappies must be disposed of in the nappy bin which contains the clinical waste yellow bag and should only hold nappies, blooded items and any sick cloths etc.

Animals

If the nursery has a pet e.g. a fish or a hamster, all the staff should be aware of making sure that hygiene standards are always met. When cleaning the pet’s cage the staff should ensure that this is done in a safe place away from the children unless they are watching and therefore supervised.

If pets or other animals are brought into the nursery for visits then hygiene and safety procedures are to be followed ensuring all the children wash their hands and do not put their fingers in their mouths after having touched an animal.

If the animals mess whilst here within the nursery then a member of staff must wear protective clothing to dispose of it correctly.

All pregnant staff should follow the pregnant staff risk assessment.

Last updated: 01/05/2012