



Ladybirds Infection Control Policy (Revised 4th November 2024)

Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

Unique Child Positive Partnerships Enabling Environment Learning and Developing

Introduction

At Ladybirds Preschool we ensure the children are aware of how to keep themselves clean. The staff will ensure the Preschool is kept clean and tidy for use by the children and that food is prepared hygienically.

Procedures

To ensure that viruses and infections are not spread the children will be:

- Informed about the need to wash their hands with soap.
- Provided with paper towels to dry their hands and shown where to dispose of these.
- Given access to boxes of tissues, told to regularly blow their noses if they have a runny nose and instructed where to safely dispose of the tissue.
- Asked to cover their mouths with a tissue if they sneeze/cough, safely dispose of the tissue and wash their hands.
- Instructed to wash their hands after outside activities, cooking and always before eating snacks or lunch.
- Assisted if they have a soiling accident and the soiled articles of clothing will be put in a plastic bag by a member of staff using gloves and apron; the child will be adequately redressed using their own spare clothes from their peg (if already used spare underwear and clothes are available for emergency use and should be returned to the Preschool after).
- Encouraged not to share food or cups.
- When changing a child's nappy, gloves and apron will be worn by staff and the changing mat will be wiped down after use with anti-bacterial spray. That member of staff will then not be able to prepare a snack again that day.

To ensure that the Preschool is kept clean and tidy the staff will:

- Clean any spills or bodily fluids (vomit, urine, excrement) immediately with antibacterial and appropriate diluted hypochlorite cleaning solutions ensuring the floor is dry to avoid any slips or trips.
- Always use disposable gloves and a plastic apron for such cleaning.
- Toys and other equipment will be cleaned every term with sterilising solution or in a washing machine on a 90° wash or antibacterial washing agent such as Milton.
- Ensure the children and staff toilets and sinks are kept clean using antibacterial cleaning fluids and bleaches as and when during the day.

It is the intention of the Preschool to ensure the children are aware of how to keep themselves clean. The staff will ensure the Preschool is kept clean and tidy for use by the children and that food is prepared hygienically.

- Ensure the kitchen surfaces (particularly after fruit and other food preparation), fridges and sinks are kept clean using antibacterial cleaners as and when during the day.
- Sweep the floor daily during term time.
- All cleaning fluids will be kept well out of reach of children.
- Ensure any insect or vermin infestations are immediately investigated and treated as soon as practicable in a safe manner that is not a danger to the children.
- Cleaners are contracted out of hours to deep clean the preschool during the holidays and perform cleaning tasks once a week.
- At least 2 members of staff have completed a food hygiene course.

To ensure that the Preschool meets Food Safety legislation guidelines, the staff will:

- Use 'Safer Food Better Business (SFBB)' safe methods and diary system.
- Always thoroughly wash their hands with soap before preparing snacks.
- Ensure they are in good health before commencing any food handling.
- No return to work within 48 hours of the last symptoms of vomiting or diarrhoea.
- Ensure cuts are covered with a clean waterproof dressing and jewellery is removed (excluding wedding rings).
- Avoid coughing or sneezing over food.
- Use different coloured cleaning cloths for kitchen and toilet areas and regularly change these to avoid any cross-contamination.
- Ensure cups and plates are washed in the dishwasher at 70 degrees, allowed to air dry then stored in an airtight container between use.

- Ensure the parents are encouraged to provide ice packs for their child's lunch box during the day for those staying for the lunch session from April to October.
- Keep food covered, date of food opened recorded and refrigerated as necessary (adhere to storage food instructions as written on product) and check daily the refrigerator temperature with the thermometer is below 5°C.
- Ensure waste is disposed of properly and out of reach of the children. The bins in the kitchen and main room are emptied daily and hands are washed after.
- Before consumption, ensure all non-peel fresh fruit is thoroughly washed before any vegetables.
- Review the contents of the fridge on a daily basis and remove out-of-date items.
- Supervise food preparation by the children informing them of hygienic processes such as not licking bowls and washing hands before and after food is prepared.
- Tea towels will be regularly changed throughout the day when damp and / or visibly soiled and washed regularly by the staff on a 90° cycle or with a product such as Milton.
- All utensils will be kept clean and stored in a dust-free place, e.g. closed cupboard or drawer.
- Cracked or chipped cups/plates/bowls will not be used and will be disposed of.
- Any food incidents will be logged appropriately and reviewed every 4 weeks by the manager and by the Preschool at Committee Meetings.
- After every snack and lunch time, the floors are swept.
- The Preschool is cleaned thoroughly on a weekly basis by the staff.
- Preschool is inspected by the Food Standards Agency regularly and its hygiene score is displayed.

[Other Related Policies & Procedures](#)

The following policies provide additional information regarding the safeguarding and welfare of the children in our care:

- *Administration of Medicines Policy*
- *Children's Records Policy*
- *Children's Rights & Entitlement Policy*
- *Committee Policy*
- *Complaints Policy*

- *Confidentiality & Client Access Policy*
- *Critical Incident Policy*
- *Daily Running Policy*
- *Diversity & Equality Policy*
- *Emergency Closure Policy*
- *Employment & Staffing Policy*
- *Environmental Policy*
- *Equal Opportunities Policy*
- *Fire Safety & Emergency Evacuation Policy*
- *First Aid Policy*
- *GDPR Policy*
- *Health & Safety Policy*
- *Information Sharing Policy*
- *Key Person & Settling In Policy*
- *Looked After Children Policy*
- *Managing Children & Staff Allergies Policy*
- *Medicine Audit Policy*
- *Nappy Changing Policy*
- *Outings & Visits Policy*
- *Parent Involvement Policy*
- *Physical Contact & Handling Policy*
- *Physical Environment Policy*
- *Provider Records Policy*
- *Recording & Reporting of Accidents & Incidents Policy*
- *Risk Assessment Policy*
- *Safeguarding Policy*
- *Special Education Needs & Inclusion Policy*

- *Staffing & Volunteers Policy*
- *Suitable Persons Protection*
- *Toileting Policy*
- *Transfer of Records Policy*
- *Usage, Storage & Retention Policy*
- *Vaccination Policy*
- *Working in Partnership Policy*

This policy will be monitored and evaluated at committee meetings. It will be reviewed annually and unless new legislation or an incident occurs which requires an immediate review of this policy

November 2024

Review Date: November 2025

*** This policy was adopted by the committee on 30/11/2024**

Signed: *Jean de Paris*_____

Reviewed Date: 30/11/2025

Signature: *N L Mann-Rae*

Amendments: N/A