



Sunshine

Creche & Montessori *Ltd.*

Sunshine Crèche & Montessori
Policies on Hygiene Procedures and Infection
Control

HYGIENE PROCEDURES

All Staff are trained in nappy changing procedures to ensure their own safety and to ensure standards of hygiene are maintained (see nappy changing procedure handout).

All staffs are trained in the area of infection control.

Daily changing rotas and checklists are organized on weekly basis for children areas.

Children are supported in personal hygiene, washing hands before eating, after using the toilet; after nappy change; after playing in the garden and after art &craft time.

- **All staff members are trained to conduct potty training and help the child with the toilet hygiene, but the help to the child will be given only after parents and child's permission (in respect of Child Protection policy)**

Staff must ensure there are adequate supplies of toilet paper, soap and paper towels.

Hot water is thermostatically controlled. Any breakdown should be reported immediately to Manager.

All bins must have lids.

All staff members must wear gloves when nappy changing, assisting in potty training; assisting the child with hygiene procedure; cleaning organic waste; during first aid procedures.

All staff members must wash hands before and after: handling food, nappy change, assisting child in the toilet, first aid practice.

For more information refer to the Chapter: Infection Control

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INFECTION CONTROL

STATEMENT OF INTENT

At Sunshine Crèche & Montessori it is our aim to minimize the spread of infection for Staff and children through the implementation of controls which reduce the transmission and spread of germs. We aim to promote and maintain the health of children and Staff through the control of infectious illness.

Aims:

- We aim to control infection by providing on-going infection control training for staff (hand washing, food hygiene, cleaning)
- Exclusion guidelines are recommended by the Pre-school Environmental Health Officer apply in the case of all suspected infectious conditions. These guidelines will be distributed to all parents and staff.
- Parents will be informed should staff, children or visitors to the centre report the presence of any contagious condition to the centre.

PREVENTION

Hand hygiene

- Washing hands facilities are always available for children and include hot (not exceeding 43 degrees) and cold water, liquid soap and paper towels;
- Hand washing facilities are available in all toilets, nappy changing areas, kitchen;
- Children are encouraged and reminded to wash their hands after using toilet, before eating and after playing outside;
- Staff must wash their hands:
 - Before preparing and serving food;
 - Before feeding children;
 - Before eating or drinking
 - After assisting children at the toilet;

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- After nappy change;
 - After dealing with any body fluids;
 - After cleaning procedures;
 - After handling soiled clothing or items;
 - After dealing with waste;
 - After removing disposable gloves and/or aprons;
- Hand washing technique: wet hands under hot water (not exceeding 43 degrees for children to prevent scalding), apply liquid soap, rub vigorously paying particular attention to palms, backs, wrists, fingernails and fingers and rubbing between each finger and around the thumbs, rinse, dry thoroughly using disposable paper towels and turn off the tap using the paper towel.

Toilets:

- Toilets areas, including toilet handles, doors, toilet seats and wash hand basins are cleaned frequently throughout the day in accordance with the cleaning schedule and immediately if soiled;

Bodily Fluid Spillage

- Spills of blood, vomit, urine or excreta will be cleaned up as quickly as possible. The area will be sectioned off if possible until the spill has been dealt with;
- Disposable plastic gloves are worn when cleaning up any bodily fluid spillage. Paper towels are used to clean up spillages and placed directly into a plastic bag for disposal;
- Ordinary household bleach freshly diluted (1 to 10 parts water)/ Milton/ Antibacterial disinfectant is used for cleaning and disinfection of bodily fluid spillages (bleach solution should never make contact with skin. If accidental contact does occur, the skin, eyes or mouth should be flushed with cold water)
- If possible and safe to do so, diluted bleach will be poured directly over the spill, it will then be covered and mopped up with disposable paper towels;
- Disposable paper towel and gloves are disposed of in a plastic bag and sealed.

Food and Kitchen Hygiene

- Staff will not engage in any aspect of minding children while preparing food;
- All staff members are trained in area of snacks preparation (hygiene and HACAP standards).
- All meals are prepared on the premises by our cook using fresh ingredients and are HSE recommended. Only staff members and authorized person have an access to the kitchen (due to infection control and cross contamination risk).
- Menu will be exposed to the parents view on the notice boards. List of possible allergens will be written down (according to new HSE regulation and standards).
- When cooking activities take place, staff and children must wash hands in preparation. All surfaces and equipment must be thoroughly clean in preparation.

Cleaning

- All areas are cleaned regularly in accordance with a documented cleaning policy and rota. Toilets and hard contact surfaces (playroom tables) be cleaned frequently;
- All cleaning equipment is kept separate to each area and easily distinguished e.g. colour coded
- Playroom tables are cleaned before being used for meals and snack times.

Toys and Equipment

- Toys and equipment will be cleaned up according to the toy cleaning programme and schedule;
- Toys and equipment will be cleaned with hot water and detergent and disinfectant/ steam disinfectant;

Outings to farms or zoos

- Children will wash and dry their hands after contact with animals, animals cages as well as before eating and when leaving the farm/zoo;

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- All meal break will be taken in designated areas away from where the animal's kept;
- Children will be constantly supervised during their visit to the farm/zoo. The importance of hand washing will be reiterated to the children by the staff throughout the visit;
- Non sharing food policy apply;

PROCEDURES

Reporting/ Recording of Illness

- Parents are requested to report any infections amongst children immediately to the staff.
- Sunshine Crèche & Montessori will provide information (please check the table below) to make clear under what, if any, circumstances will accept a sick child.
- If the child appears sick at the entry point staff and Management have the right to refuse admission.
- If the child's temperature will be raised up to 37.8 degrees – at any time while on the premises, parents will be contacted immediately (refer to: Medicine Administration page 13: **Anti – Febrile Agent – Temperature Reducing Medication**)
- Sunshine Crèche & Montessori will inform parents by notices on front door/ email when infection occurs.
- Parents are advised that children who are contagious cannot attend Sunshine Crèche & Montessori and information on the particular infections and the length of contagion is posted for this purpose.
- In the event of suspected scabies, cold sores, impetigo etc. Staff should make Manager aware so that one person alone has responsibility for informing parents that the child cannot attend. If parents had already left, they must be phoned immediately to collect the child.
- A contingency plan is in place should an outbreak of an infectious disease occur. All staff roles and responsibilities regarding reporting are clearly defined;
- Staff will report any infectious illness to the Pre-school Manager;

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- Manager will report an outbreak of any infectious disease to the HSE Pre-school Environmental Officer (EHO) and the Public Health Department;
- The Pre-school provider/ Manager will record all details of illness reported to them by staff or reported by Parents of the child attending the service. These details will include the name, symptoms, dates and duration of illness.

It is the responsibility of the parent to notify service if their child has an infectious/contagious condition. Sunshine Crèche & Montessori cannot accept the care of the child until they have been medically treated and the condition is no longer contagious. The parents of other minded children must be informed of any infectious or contagious conditions e.g.

- **Children will be excluded from the service based on the timeframes outlined in the Pre-school EHO exclusion criteria (see table below);**
- **A doctor's certificate may be required for certain conditions to ensure they are no longer contagious before children return to the service;**
- **Clear note from doctor is requested If your child needs to receive pain relief medication/ antibiotic.**

If your child is on a course of antibiotic then it is required to be excluded from the service for minimum 2 days (from the first dosage applied).

Diseases	Early symptoms	Incubation period	Period when infectious	Maximum period of exclusion
Measles	Cold, cough, fever of chill, sore eyes, white spots in mouth (1 or 2 days), rash after 2-3 days on face, weak chest.	8-15 days	From few days before the running nose and head cold to 7 days after rash appears	7 days from appearance of rash
German Measles	May have fever, sore throat, stiff	14-21 days usually 12	From 7 days before to at least 4 days	7 days from appearance of rash

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	neck, rash after 1-2 days usually starts on face	days	after rash appears	
Whooping Cough	Fever and catarrh for approx. 1 week before cough develops	7-14 days	From 7 days after exposure to 21 days after whooping begins	21 days after whooping begins (if no antibiotic treatment) 5 days from commencing antibiotic treatment
Mumps	Fever, sore throat, dry mouth, pain when chewing	12-25 days	From 7 days before swelling appears to 9 days afterwards	5 days from onset of swelling
Chicken Pox	May be slight fever, headache, nausea, spots appear on the 2 nd day	11-21 days	From 5 days before until 6 days after the last lot of blisters	5-7 days from appearance of rash Until scabs are dry
Conjunctivitis	Sore eyes, inflamed discharge or watering	1-3 days	Contagious until treated	Until treated. Until yellow discharge disappears
Impetigo	Blisters, spreading at the edges which are raised, thick yellow crust when blisters breaks	10 days	Contagious, spread by hands and by object touched	Until skin is completely healed or 24 hours after commencing antibiotic treatment
Ringworm	(Body) round red areas with a raised border	10-11 days	Contagious spread by scratching and material under finger nails	Until treated
Scabies	Intense itching, blistering, pin point blood crusts	Several days	Mites spread rapidly by contact with clothing and bedding	Until treatment has commenced
Bad cold	Coughing or	Varies	While child is	Coughing or

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	sneezing		coughing or sneezing	sneezing may pass germs between children Until recovered – no fever, discharge becomes clear
Gastroenteritis	Diarrhoea and vomiting	Varies dependant on organism	Varies	48 hours after normal bowel habits have returned and/or vomiting had stopped. Exclusion may be longer for certain organism e.g. E. Coli 0157)
Scarlet Fever	Red rash (looks like sunburn) texture of sandpaper, red lines on folds of the skin, strawberry tongue	5 days	Contagious and can be caught by: breathing in bacteria in airborne droplets	Child can return 24 hours after commencing antibiotic treatment
Hand, foot and Mouth	Ulcers, sores inside and around the mouth, rash on the hands, feet, legs	3-6 days	Mostly contagious during first week of illness	Until las blisters has dried up
Slapped Cheek	Rash on both cheeks	14-21 days	Contagious until 24 hours before rash begins Spread by touching or breathing in the coughed or sneezed fluid drops from an infected person.	Service reserves the rights to refuse admission re: Staff Pregnancy
Flu (Influenza)	Fever, headache, stuffy nose, sore	1-4 days	Contagious 3-5 days after illness begins	Until recovered

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	throat, aches and pains, dry cough, feeling fatigued, tired, or weak, chills			
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DEALING WITH OUTBREAKS and infectious diseases:

“An outbreak is defined as an episode in which 2 or more people, thought to have a common exposure, experience a similar illness or proven infection”

The best way to control an outbreak is an early, rapid response.

Action checklist:

1. Inform Parents/ guardians about outbreak and advice re symptoms and exclusion criteria (letter to be distributed/ information to be send by e-mail/ information to be displayed on the main doors);
2. Inform Public Health Department of Outbreak;
3. Manager to monitor that staff are washing hands effectively;
4. To keep staff working in designated areas (restrict food handling if possible);
5. Liquid soap ant hand towels are available all the time;
6. Twice daily cleaning for all surfaces with warm water and detergent followed disinfection with chlorine based disinfectant (e.g. 1000ppm) especially hand contact areas;
7. Suspend use of soft toys plus water and sand play/ cookery activities during the outbreak
8. Clean hard toys daily and then disinfect with chlorine based disinfectant (1000 ppm) or wash in dishwasher at 60 degrees if possible.
9. Steam clean carpets in childcare areas at the end of outbreak;
10. Visitors to be restricted;
11. Guidelines on enteric precautions to be displayed in the Afterschool;

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VACCINATIONS

This is our best practice to keep children's immunisation records up to date. Immunisation report should be filled out by Parent/ Guardian prior to child's enrolment.

Report need to be updated If your child received new vaccination.

If the child wasn't vaccinated that special clause need to be sign by parents. Parents will be reinsure of all consequences; aware of any threats arising from the fact that their child wasn't vaccine.

HEAD LICE RESPONSE

If a child has live eggs (nits) we'll ask the parents (in all respect of their possibilities) to treat the child immediately and minimize child's attendance to the crèche / preschool to avoid spreading the infection.

The letter about Head Lice Alert will be send/ distributed to all parents, but child's/ children names will be anonymous in terms of keeping them away from being escalated and isolated.

All parents will be asked to check their children at home and treat if necessary.

CLEANING PROCEDURES

Dress ups; blankets, soft toys (any fabrics child could have a contact with) must be washed and bagged for two weeks.

STAFF AND INFECTIONS

If staffs have head lice they should tip up or cover hair immediately and treat as soon as possible.

Staffs do not need to stay out but should take the necessary precautions and avoid close contact with children until treatment is complete.

Staff with other minor infectious disease should follow infection guidelines.

Introduction of the Policies:

- Policy on Infection Control will be introduced to all Staff members on the Staff Meeting/ following training will be provided. Copy of the Policy will be kept in the Teacher's folder in the classroom. All staff member will sign statement that they are familiar and adhere to Sunshine Crèche & Montessori Policies and Procedures.
- Policy on Infection Control will be send via e-mail to all Parents whose children avail afterschool service. It will be displayed on the main corridor for further review purpose.

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*Health and Safety Policies and
Procedures 2022*

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