

Tummy Tickles Day Care

HEALTH POLICY AND PROCEDURE

CONTENTS

- Accident, injury & existing injury
- Administering medicine
- Food & drink
- Head lice
- Illness & sick child
- Intolerances & allergies
- Long term medication
- Nappy rash
- Pets
- Promotion of good health & hygiene
- Smoking
- Sun Safety
- Teething
- Toys
- For Covid-19 health and hygiene see 'Covid-19 risk assessment'

Accident, Injury & Existing injury

It is my absolute priority to ensure the safety of the children in my care. My premises have been checked and they meet the requirements of Ofsted and the Early Years Foundation Stage. I will regularly review, update and practice safety routines. The safety of your child is paramount and I will take every measure I can to protect your child from hurting themselves, however sometimes accidents do happen and I have written the following procedure on how I will deal with such a situation:

- I will comfort the child and reassure them
- I will assess the extent of their injuries and if necessary call for medical support/ambulance
- I will carry out any first aid procedures that are necessary and that I have been trained to do
- Once the child is more settled I will contact you as soon as possible to inform you of the accident and if necessary to ask you to return to care for your child/ meet me at the hospital

After every accident, however minor I will:

- complete an incident / accident report
- ask you to sign the report

If the incident or accident is serious and requires any emergency medical treatment from the emergency services then I will:

- Inform Ofsted (Under the Early Years Foundation Stage *providers must notify Ofsted and local child protection agencies of any serious accident or injury, or serious illness of, or the death of, any child whilst in their care, and act on any advice given. An early years provider who, without reasonable excuse, fails to comply with this requirement, commits an offence*)
- Inform my Insurance Company (Morton Michel)
- Contact Bristol Childminding Support Team for additional advice/support

It is important that you keep me informed regarding your child's condition following an accident and if you have sought medical advice.

Administering Medicine

I require prior written permission from parents / carers for each and every medicine before that medication is given to the child. I keep a record of all medicines administered to children in my care and parents will be asked to sign the record to say they have or have not given medication prior to attending. Parents / carers will also be asked to sign to acknowledge that their child has been given medication whilst attending a session at Tummy Tickles.

Medicines are stored in a high kitchen cupboard, or on a high shelf of the fridge if required. The exception to this is medicines which may be required in an emergency evacuation (e.g. inhalers), which are kept in the grab bag on

Tummy Tickles Day Care

HEALTH POLICY AND PROCEDURE

a high hook in the hall when that child is attending. I cannot administer medicines containing aspirin to any child under 16 unless it is prescribed to that child and I have a signed letter from your doctor to tell me to do so.

Food and drink

Provision of healthy meals, snacks and drinks are essential to give children the right kind of energy for playing and learning. All meals, snacks and drinks are included in the fees. We like to promote healthy eating habits by involving the children in the food they are going to consume. We like to see them choosing, tasting and making their own lunch, according to age and developmental stage. We like to have tasting sessions of different types of food and then talking about where the food comes from, does it grow underground, above ground, does someone make it, is it cooked, raw, discussing the smell of it. All these types of experiences help to promote a healthy interest into what goes into their tummies.

Please see some key points regarding the provision of food at Tummy Tickles:

- Menus and food activities are designed to encourage new experiences.
- Likes and dislikes of the child are always taken into consideration on a regular basis.
- Records are kept of allergies, religious or medical dietary needs.
- Water and milk are available to children at all times.
- Pre-verbal children are offered drinks frequently in particular with food and exercise.
- You are welcome to provide your child with meals or snacks for your child, but I request that we discuss it first so that I can ensure I can meet the needs of all the children attending.
- Breastfed babies are welcome and provisions will be made to support you.
- Jar foods and specific baby weaning recipes need to be provided by the parent in suitable containers with instructions on their feeding wishes.
- I feed babies from 6 months old all the 'normal' foods offered to any other child but they will be cut up or mashed according to their individual developmental stage of weaning.
- Any hot drink consumed at Tummy Tickles Day Care will be placed out of reach of the children and only consumed if it is safe to do so.
- I always plan a weekly menu which contains details of breakfast, snacks, lunch and dinner. This menu is available to see on my kitchen wall.
- To prevent cross contamination or the spread of diseases we will always discourage the sharing of food, plates or cups between each child.

Head Lice

If a case of head lice is discovered amongst my minded children or my minded children have come into contact with another person with head lice I will handle the situation with care, consideration and confidentiality. A head lice infestation is not the result of dirty hair or poor hygiene. Head lice can affect all types of hair irrespective of its condition and length. NO person will be excluded from my care because they have head lice.

Here is a link to the NHS website where there is good advice on what nits are and how they can be treated. This was copied on 30.04.2021 . <https://www.nhs.uk/conditions/head-lice-and-nits/>

What are head lice and nits?

Head lice are tiny wingless insects that live in human hair. They are common, particularly in children.

Head lice are grey-brown in colour, the size of a pinhead when hatched and of a sesame seed when fully grown.

They cannot fly, jump or swim and are spread by head-to-head contact, climbing from the hair of an infected person to the hair of someone else. Head lice only affect humans and cannot be passed on to animals or be caught from them.

Life cycle of head lice

A female head louse lays eggs by cementing them to hairs (often close to the root) where they are kept warm by the scalp. The eggs are pinhead size and difficult to see. After 7-10 days, the baby lice hatch and the empty eggshells remain glued in place. These remains are known as nits. Nits glisten white and become more noticeable as the hair grows and carries them away from the scalp. Head lice feed by biting the scalp and feeding on blood.

Tummy Tickles Day Care

HEALTH POLICY AND PROCEDURE

They take 6-10 days to become fully grown. Once mature, a head louse can crawl from head to head. A female head louse may start to lay eggs as early as seven days after she has hatched. So to break the cycle and stop them spreading, they need to be removed within seven days of hatching.

Treating head lice

Head lice can usually be effectively treated using medicated lotions or by wet combing, using a specially designed head lice comb. Wet combing can be used without medicated lotions, but needs to be done regularly and can take a long time to do thoroughly. Medicated lotion or spray can be used as an alternative. However, no medicated treatment is 100% effective. Your pharmacist will be able to recommend an over-the-counter lotion or spray."

To reduce the risk of a head lice infestation within my setting I will;

- Always try to wear my hair tied back during my working day.
- Request that parents check their children's hair regularly to aid early detection.
- Request that parents inform me immediately if they have discovered that their child has head lice.
- Provide information on the effective treatment and detection of Head Lice via the internet at my setting.
- Inform all parents using my service if a child has head lice whilst keeping confidentiality.
- Assist in the prevention of head lice by ensuring dressing up clothes, toy brushes, winter hats, summer hats and scarfs used will be washed on a hot wash.

Illness & Sick Child

I am happy to care for children with the usual coughs and colds but I will take every step necessary to prevent the spread of general sickness bugs, diarrhoea and infectious diseases between my family members and the children I care for. I will do this by;

- Refusing to care for any child that is suffering or suffered these symptoms within the previous 48 hours and would ask that any parent keep their child at home for 48 hours after the last episode of sickness/diarrhoea.
- If I, or any of my family members that would be at home during the hours of my childminding day, have suffered any of these symptoms I will contact you as early as possible in the childminding day to discuss alternative arrangements for your child to be cared for.
- If your child has suffered these symptoms please contact me before the start of the childminding day to discuss whether it is a good idea for your child to come to me or not.
- Provision of care will depend on your child's needs; those of any other children in my care; my family and me.
- If your child becomes ill whilst in my care, I will contact you immediately and arrange collection of your child with you.
- I will try to isolate your child from any other children that I care for whilst maintaining a safe environment for all children.
- I will offer your child comfort and support until you arrive to take your child home or to the doctors.
- I will then record the incident and keep it on file.
- I would ask that you keep me updated if possible with the health and well being of your child until all returns to normal.
- For Covid-19 information, please see Covid-19 risk assessment and policy and procedure.

If I, or one of the members of my family, contract a confirmed infectious disease, I will;

- Inform all parents of children that I care for as soon as I am physically able to.
- If there is a child I care for who has been diagnosed with an infectious disease I will inform all parents confidentially of the disease as soon as I am physically able to.
- If your child suddenly develops the symptoms of an infectious disease and no emergency medical treatment is essential I will contact you immediately for collection of your child.
- I will try to isolate your child from any other children that are in close proximity whilst maintaining a safe environment for all children that I care for.
- I will offer your child comfort and support until you arrive to take your child home or to the doctors.
- I will then record the incident and keep it on file.

Tummy Tickles Day Care

HEALTH POLICY AND PROCEDURE

- I would ask that you keep me updated if possible with the health and well being of your child until all returns to normal.
- For Covid-19 information, please see Covid-19 risk assessment and policy and procedure.

If a child in my setting is suffering from a notifiable disease, identified as such in the Public Health (Infectious Diseases) Regulations 1988, I will act on the advice given by the Health Protection Agency and inform Ofsted of any action taken. Diseases notifiable (to Local Authority Proper Officers) under the Health Protection (Notification) Regulations 2010 are:

Acute encephalitis	Malaria
Acute infectious hepatitis	Measles
Acute meningitis	Meningococcal septicaemia
Acute poliomyelitis	Mumps
Anthrax	Plague
Botulism	Rabies
Brucellosis	Rubella
Cholera	SARS
Covid-19	Scarlet fever
Diphtheria	Smallpox
Enteric fever (typhoid or paratyphoid fever)	Tetanus
Food poisoning	Tuberculosis
Haemolytic uraemic syndrome (HUS)	Typhus
Infectious bloody diarrhoea	Viral haemorrhagic fever (VHF)
Invasive group A streptococcal disease	Whooping cough
Legionnaires' Disease	Yellow fever
Leprosy	

Intolerances and Allergies

Food intolerances and food allergies can be life threatening and therefore taken very seriously at Tummy Tickles Day Care. I will always work with you to ensure that your child has balanced healthy meals or snacks at my setting despite having an allergy or intolerance. Please note the following points:

- You must make me aware of any foods that your child is sensitive to and how seriously it may affect them.
- I will need some time to plan and prepare special diets to ensure the safety of children with intolerances or allergies to food, therefore it is important that you give me all the information I need to prepare a suitable menu for your child.
- Food can be provided by you and will be stored appropriately either in a fridge or in a cupboard in the kitchen.
- If a child does have a serious allergy to a food then that food will not be allowed on the premises.
- I follow the 'Safer Food Better Business for Childminders work pack which is published by The Food Standards Agency, see link below

Long Term Medication

If your child has a long-term medical condition I will need to ask you for information so that I have sufficient knowledge to manage your child's condition. This may include written information i.e. leaflets you are able to give me. It may also mean that a specific care plan needs to be completed but this will always be done in consultation with you; your child and any other professionals involved with your child.

- Medical training for Epi-Pens must be sought and a written and signed care plan to be agreed with parents/careers.
- Asthma inhalers require written consent from parents/careers and information on when and how much to give by parent demonstrations and written instructions.
- To ensure information is correct and up to date please tell me of any changes to your child's medical needs or to any long term medication / treatment needs. I will regularly review any long-term permission forms with you.

Tummy Tickles Day Care

HEALTH POLICY AND PROCEDURE

- It is vital that you inform me of any medication that you may have given your child before they arrive into my care. I need to know what medicine they have had, the dose and the time given.
- If your child has a self-given medication (e.g. asthma inhaler) an additional one should be given to me to keep at my home.
- I will ensure that all medicine given to me is stored correctly, out of the reach of children
- You must make sure the medication you give me to administer to your child is within its expiry date and is prescribed to that specific child.

Nappy Rash

Nappy rash can be extremely uncomfortable for babies and toddlers. It is important that I can take measures I can apply to your child as and when necessary. I will label the nappy cream with your child's name and only ever use it for your child. I will return any unused cream to you should it no longer be required. I keep a record of nappy cream applications in my medical folder. I will need a permission slip signed by you to be allowing me to apply the cream. If you do not wish me to use any nappy cream and the rash had become worse during the time the child had been with me that day and was clearly giving your child distress, I would contact you to ask what you feel would be an appropriate form of treatment for them and I would follow your instructions to best of my abilities. Should I feel the child is not getting sufficient treatment for nappy rash I will seek medical and professional advice regarding the child's welfare.

Pets

I have 1 cat and 1 dog who are friendly. To ensure the hygiene and safety of the children in my setting with regard to my animals I will always do the following:

- The animals only have dry food available during the minding day.
- Teach any child to treat the animals with respect and not hit, tease or scream at them.
- Drinking water needs to be available at all times, this water is fresh every day and her bowl is cleaned every morning and every evening to minimise bacteria. Whenever possible the bowl will be placed outside.
- I will always ask the children to wash their hands after touching any of the animals.
- I keep the animals de-flea & worming treatments up to date as and when seasonally needed.

Promotion of Good Health and Hygiene

Practicing good health and good hygiene routines are crucial to creating a safe environment for children. I follow the 'Safer Food Better Business for Childminder's work pack which is published by The Food Standards Agency <http://www.food.gov.uk/business-industry/caterers/sfbb/sfbbchildminders/#.UXge6bXvsfs>

You can download a copy from this link or you are welcome to look at my Health & Hygiene folder where there is an up to date copy of the document. I am registered with The Environmental Health Department, Bristol City Council as a home caterer, this complies with Food Hygiene (England) Regulations 2006. I take into consideration areas below to ensure I provide good health and hygiene:

- Thorough hand washing is promoted during the day and always before consuming food / drink, I try to use antibacterial soap at all times.
- I make sure all my clothes are clean and freshly washed and that I am washed daily, my hair is tied back and I am presented smartly to the children and the parents.
- Storage of all food and drink is correct according to the manufacturer instructions or the guidelines given by The Food Safety Agency.
- Nappy changing takes place in a separate room from where food is prepared and consumed on the changing table located in the lounge.
- Changing table is cleaned after each nappy change with anti bacterial wipes.
- Food allergies and intolerances are addressed by using guidelines from parents and also taking into consideration guidelines set out by The Food Standards Agency.
- Cleaning of all food preparation areas and the cleaning of utensils is an on-going practice throughout the day using anti bacterial sprays, anti bacterial wipes and disposable cloths.
- Tea towels, towels and face cloths are all washed daily on a 90 degree wash.
- Food that belongs in the fridge is not left out for periods of time.
- Food that is not consumed within a reasonable amount of time is thrown away.

Tummy Tickles Day Care

HEALTH POLICY AND PROCEDURE

- I ensure all food that I cook is thoroughly cooked by making sure there is no pink colouring to the meat or fish, it is 'steaming' hot and I have followed cooking / reheating instructions properly.
- When microwaving food I always stir several times during the cooking process and make sure it is steaming hot all the way through.
- I only reheat food once.
- Formula milk is stored in the fridge for a maximum of 24 hours then thrown away.
- Breast milk is stored in the fridge for a maximum of 24 hours then thrown away.
- If I make formula milk I will follow manufacturer's instructions using freshly boiled water. I allow the mixture to cool to room temperature (30 minutes) and always test it on myself before giving it to a child.
- Honey will not be given to babies under 12 months old.
- Peanut butter will not be given to children unless they have started doing it at home already.

Smoking

In accordance with the National Standards produced by the Department for Education and Skills I have a no smoking policy in my premises. **No one** is permitted to smoke in my home or any outside areas of my premises. I will not take the children I mind into smoky environments and will avoid places that permit smoking wherever possible.

Sun Safety

Although a little sunshine makes life so lovely a lot of sunshine can be incredibly harmful especially to young skin. Sun cream with a protection factor of 50 or total sun block should be used to protect your child from harmful rays so I will always have sun cream and sun block with me to apply should it be necessary. I will use clean hands to apply the cream and wash my hands before applying to another child. If I can, I will wear disposable gloves to apply the sun cream to your child to minimise contamination from child to child. I require a signature from you on your contract with me so that I can apply the sun cream to your child. In addition to sun cream I will also be using sun hats and trying to keep to shaded areas when out and about. I will never expect your child to be in direct sunlight at any time in the day without thinking about sufficient sun protection. I will plan my activities and outings so that they will not be exposed to excessive sunlight. If you do not want me to provide the sun cream for your child or apply it to them then please can you provide a sun cream you are happy with or apply sufficient sun cream before your child visits my setting or provide me with a suitable and practicable solution for your child so they are not in danger from exposure to the Sun's harmful rays.

Teething

Teething can be a very distressing and painful time for children so I ask that you consider this when handing over your child to me on drop off. A bad teething day can be very upsetting for a child and I would ask that you tell me if you think your child may be teething so we can work together to make the day a little more bearable for them by:

- Providing teething rings or chewy toys.
- Think about some form of paracetamol or ibuprofen based pain relief for your child.
- If you have given your child medication within the last 12 hours before they arrive at my setting please can you inform me when dropping off so I can document it on the daily register.
- Sign a medical permission slip provided, by me, so I can administer any teething medication you wish your child to have or for me to apply to your child's gums. The medication must be labelled clearly for your child only and be in its original box with clear instructions of dosage amount and frequency of dosage.
- Provide a sufficient amount of bibs or neck ties as babies do tend to dribble a lot when teething.
- Provide extra nappies and changes of clothes because sometimes teething can cause diarrhoea.

Toys

- Any toy that can be will be cleaned as and when necessary and on a regular basis to avoid the spread of bacteria and germs.
- Children will only be offered toys that are suitable for their stage of development.
- On discovery of a broken toy I will remove it from play immediately to find out if it can be fixed, if it cannot be fixed then it will be thrown away or recycled.
- I will rotate toys so that the children do not always play with the same toys.

Tummy Tickles Day Care

HEALTH POLICY AND PROCEDURE

- I will use toy libraries to give variety in the toys I can offer children.
- Try to bring diversity to my setting by using toys that support that.
- Toys need to be explored and loved but they also need tidying away when finished with so that they do not cause trip hazards or get broken so I encourage children to have tidy up times during the day.
- I will teach children to treat the toys with kindness so they do not get broken.
- Dress up clothes will be checked for cleanliness, rips, tears, missing clasps or buttons and also for breakages beyond repair.
- If the dress clothes can be washed I will wash them when necessary or will discard them once they become un-wearable.