

04 Health procedures

04.8 Nail Policy



1. Introduction

This policy outlines the guidelines regarding fingernail and toenail care for both staff and children at Super Kiddies Day Care. The primary aim is to ensure the health, safety, and well-being of all individuals, preventing injury, infection, and maintaining high standards of hygiene.

2. Scope

This policy applies to all staff, volunteers, students, and children attending the early years setting.

3. Policy Statement

We are committed to providing a safe and hygienic environment. Maintaining appropriate nail care is crucial in achieving this.

4. Staff Nail Care

4.1 Fingernails

- **Length:** Fingernails of all staff must be kept short, clean, and neatly trimmed. This is essential to prevent accidental scratches or injuries to children, especially during close physical contact, personal care routines (e.g., nappy changing), and play. Palm facing you at eye level - if you can see the tops of your nails then they are too long.
- **Jewellery:** Rings, especially those with sharp edges or stones, should be removed when working directly with children to prevent scratches or entanglement.
- **Hygiene:** Staff must ensure their fingernails are thoroughly cleaned as part of regular handwashing routines.

4.2 Toenails

- **Length:** Toenails should be kept short and clean. While less direct contact occurs, good foot hygiene is part of overall personal hygiene standards.

5. Children's Nail Care

5.1 Fingernails

- Length: Parents/guardians are requested to ensure their child's fingernails are kept short and clean. Long or jagged nails can cause scratches to themselves or other children.
- Hygiene: Staff will encourage and support children in maintaining good hand hygiene, including cleaning under their nails, during handwashing routines.
- Intervention: If a child's nails are observed to be excessively long or dirty, staff will discreetly communicate with parents/guardians to request that they be trimmed and cleaned. In exceptional circumstances where a child's nails pose a significant risk of injury to themselves or others and parents cannot be reached immediately, staff may, with parental consent obtained at enrolment, trim a child's nails carefully. This will only be done by a trained staff member and documented.

5.2 Toenails

- Length: Parents/guardians are encouraged to keep their child's toenails short and clean for comfort and hygiene.

6. Exceptions

There are no exceptions to this policy, as it relates directly to the health and safety of children.

7. Monitoring and Review

This policy will be reviewed annually by the management team and staff to ensure its effectiveness and compliance with current health and safety guidelines. Any concerns or incidents related to nail care should be reported to the setting manager immediately.