



Hand-Washing Procedure

Purpose of Policy

Little Dreams is committed to maintaining the health and hygiene of the children and the staff team. The children's/staff's hands must be washed properly and at appropriate times during the day. Staff to instil the understanding of hand washing, e.g. to remove germs after playing outside or eating.

Who is Responsible

It is the responsibility of the staff team to ensure the children understand the importance of hand hygiene and the reasons we wash our hands. It is also the staff team's responsibility to ensure they lead by example, washing their hands regularly alongside the children. Hand washing sink temperatures are thermostatically controlled; staff are also responsible for checking hand washing sink temperatures each month to ensure the water is not too cold or hot.

Procedure to be carried out

Mealtimes

0-2's room (non-walkers)

- Each child is seated at their allocated seat/highchair
- Their hands are cleaned with a wipe
- The wipe is disposed of in the bucket
- Bib placed on child
- Child has food and is allowed time to finish
- Face and hands washed thoroughly with an individual face cloth
- Face cloth disposed of in the washing box
- Bib removed and placed in the washing box
- A clean child will be removed from the chair and offered a stimulating experience
- The washing is removed following the meal to the machine

0-2 's (walkers) and 1-3's room

- Children use the sink in the playroom and individually wash their hands with the staff
- Children place their hands under the tap and warm water to wet their hands
- Staff member helps squeeze soap onto hands
- Child encouraged to rub hands together to distribute soap - staff member helps child to ensure soap covers hands fully
- Child holds hands under the tap to remove all soap from hands
- Staff member checks and helps remove all soap from hands
- Hands are dried thoroughly using a disposable paper towel - this is then disposed of in the bucket
- Child takes a seat at the table for the meal
- Following the meal, the child is offered a wet face cloth to wash their face
- Hands are to be washed at the sink, following the above procedure

- Staff member checks that the child is clean and helps the child remove any remaining food debris and marks
- Once the child is clean, the child is offered a stimulating activity
- Face cloth is disposed of in the washing box, and then to the washing machine following the meal

2-4's room

- Children go in small groups of 4 to the bathroom
- A staff member opens the bathroom door for the children who move to a sink
- Children use warm running water to wet their hands
- Staff member distributes soap to each child in turn
- Soap is then removed to the adult sink
- Children rub their hands together to distribute soap all over their hands
- Staff members monitor to ensure children's hands are being thoroughly cleaned
- Children to remove soap under warm running water until all soap is removed
- Children use disposable paper towels to thoroughly dry all water from their hands and wrists
- Paper towel is then disposed of in the rubbish bin - the staff member ensures that the bin is not touched
- When all children finish, count the children before leaving the bathroom
- Staff member opens the door to leave the bathroom and enter the lunchroom/playroom
- Children sit at the table for their meal/snack
- Following lunch, the children will leave the lunchroom and wash their faces when back to their playroom
- When clean, children will go to bed or choose an experience
- Face cloths to be put in the washing box and then in the machine
- Staff take the children to clean their teeth after sleep (those with toothbrushes)
- Tooth brushing is carried out following the tooth brushing procedure

3-5's rooms

- Children go in small groups of 4/6 to the bathroom
- A staff member opens the bathroom door for the children who move to a sink
- Children use warm running water to wet their hands
- Staff member distributes soap to each child in turn
- Soap is then removed to the adult sink
- Children rub their hands together to distribute soap all over their hands
- Staff members monitor to ensure children's hands are being thoroughly cleaned
- Children to remove soap under warm running water until all soap is removed
- Children use disposable paper towels to thoroughly dry all water from their hands and wrists
- Paper towel is then disposed of in the rubbish bin - the staff member ensures that the bin is not touched
- When all children finish, the staff to do a head count before leaving the bathroom
- Staff member opens the door to leave the bathroom and enter the lunchroom/playroom
- Children sit at the table for lunch/snack
- Following lunch, the children will go back through to their playroom and wash their faces.
- Staff members to ensure hands and faces are clean and free of food debris
- Staff take the children to clean their teeth at 2 pm (those with toothbrushes)
- Tooth brushing is carried out following the tooth brushing procedure

Returning from the garden

0-2's room (non-walkers)

- Children returned to the room safely from a walk or the garden
- Hands cleaned using a baby wipe and then disposed of in the bucket
- Children are offered a stimulating activity

0-2's (walkers) and 1-3's room

- Children return from the garden or a walk
- Children place their hands under the tap and warm water to wet their hands
- Staff member helps squeeze soap onto hands
- Child encouraged to rub hands together to distribute soap - staff member helps child to ensure soap covers hands fully
- Child holds hands under the tap to remove all soap from hands
- Staff member checks and helps remove all soap from hands
- Hands are dried thoroughly using a disposable paper towel - this is then disposed of in the bucket
- Child is offered a stimulating activity

2-4's room

- Children return to the room from the garden or a walk
- Children place their hands under the tap and warm water to wet their hands
- Staff member helps squeeze soap onto hands
- Child encouraged to rub hands together to distribute soap - staff member helps child to ensure soap covers hands fully
- Child holds hands under the tap to remove all soap from hands
- Staff member checks and helps remove all soap from hands
- Hands are dried thoroughly using a disposable paper towel - this is then disposed of in the bucket
- Child is offered a stimulating activity

3-5's room

- Children return to the room from the garden or a walk
- Children place their hands under the tap and warm water to wet their hands
- Staff member helps squeeze soap onto hands
- Child encouraged to rub hands together to distribute soap - staff member helps child to ensure soap covers hands fully
- Child holds hands under the tap to remove all soap from hands
- Staff member checks and helps remove all soap from hands
- Hands are dried thoroughly using a disposable paper towel - this is then disposed of in the bucket
- Child is offered a stimulating activity

Following the use of the toilet

1-3's room

- The toileting policy is followed for the children
- Child places hands under the tap, warm water to wet hands
- Staff member helps squeeze soap onto hands
- Child encouraged to rub hands together to distribute soap - staff member helps child to ensure soap covers hands fully

- Child holds hands under the tap to remove all soap from hands
- Staff member checks and helps remove all soap from hands
- Hands are dried thoroughly using a disposable paper towel - this is then disposed of in the bucket
- Staff member washes their own hands thoroughly
- Staff member returns the child to the room, opening doors for them

2-4's room

- A small group of 4/5 children (maximum) taken at any one time to the bathroom
- The toileting policy is followed for the children
- Child places hands under the tap, warm water to wet hands
- Staff member helps squeeze soap onto hands
- Child encouraged to rub hands together to distribute soap - staff member helps child to ensure soap covers hands fully
- Child holds hands under the tap to remove all soap from hands
- Staff member checks and helps remove all soap from hands
- Hands are dried thoroughly using a disposable paper towel - this is then disposed of in the bucket
- Children wait for their friends without touching the walls or the bucket
- Staff member washes their own hands thoroughly
- Staff member returns the child to the room, opening doors for them

3-5's room

- A small group of 6 children (maximum) taken at any one time to the bathroom
- The toileting policy is followed for the children
- Child places hands under the tap warm water to wet hands
- Staff member helps squeeze soap onto hands
- Child encouraged to rub hands together to distribute soap - staff member helps child to ensure soap covers hands fully
- Child holds hands under the tap to remove all soap from hands
- Staff member checks and helps remove all soap from hands
- Hands are dried thoroughly using a disposable paper towel - this is then disposed of in the bucket
- Children wait for their friends without touching the walls or the bucket
- Staff member washes their own hands thoroughly
- Staff member returns the child to the room, opening doors for them

Following art and craft, or messy activities

0-2's room (non-walkers)

- The child finishes the activity, and a wipe is used to remove the worst of the mess from hands, which is disposed of in the bucket
- Using a wet face cloth, the child's hands are washed thoroughly
- Any soiled clothing will be changed - clothing will be put into a nappy sack, labelled and placed in the child's bag
- Child is redressed and offered a stimulating activity

0-2's (walkers) and 1-3's room

- The child finishes an activity and moves to the sink
- Child places hands under the tap, warm water to wet hands
- Staff member helps squeeze soap onto hands

- Child encouraged to rub hands together to distribute soap - staff member helps child to ensure soap covers hands fully
- Child holds hands under the tap to remove all soap from hands
- Staff member checks and helps remove all soap from hands
- Hands are dried thoroughly using a disposable paper towel - this is then disposed of in the bucket
- Any soiled clothing will be changed - clothing will be put into a nappy sack, labelled and placed in the child's bag

2-4's room

- The child finishes an activity and moves to the sink
- Child places hands under the tap warm water to wet hands
- Staff member helps squeeze soap onto hands
- Child encouraged to rub hands together to distribute soap - staff member helps child to ensure soap covers hands fully
- Child holds hands under the tap to remove all soap from hands
- Staff member checks and helps remove all soap from hands
- Hands are dried thoroughly using a disposable paper towel - this is then disposed of in the bucket
- Any soiled clothing will be changed - clothing will be put into a nappy sack, labelled and placed in the child's bag

3-5's room

- The child finishes an activity and moves to the sink
- Child places hands under the tap warm water to wet hands
- Staff member helps squeeze soap onto hands
- Child encouraged to rub hands together to distribute soap - staff member helps child to ensure soap covers hands fully
- Child holds hands under the tap to remove all soap from hands
- Staff member checks and helps remove all soap from hands
- Hands are dried thoroughly using a disposable paper towel - this is then disposed of in the bucket
- Any soiled clothing will be changed - clothing will be put into a nappy sack, labelled and placed in the child's bag

Following blowing a child's nose

- Staff member disposes of the tissue in the bucket
- Staff member washes hands under a hot tap
- Applies a small amount of soap and rubs it in thoroughly - both sides of hands, between fingers and around both thumbs
- Soap is removed in hot running water
- Hands are thoroughly dried using a disposable paper towel
- The paper towel is disposed of in the bin