**Castlemilk Day Nursery**

**Prevention and Control of Infection Policy**

The importance of providing a safe, clean and hazard-free environment has been very well documented.

Our policies and procedures have been informed by the NHS guidance ‘Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings), May 2018. This guidance promotes the on-going use of other useful national advice streams i.e:

* Safe hand washing - <http://www.washyourhandsofthem.com/the-campaign/childrens-pack.aspx>
* Health Protection Scotland - <http://www.hps.scot.nhs.uk/>
* Food Standards Agency - <http://www.foodstandards.gov.scot/>

In addition, we take account of other advice to be accessed as follows:

* Early Years Health - <http://www.maternal-and-early-years.org.uk/>
* World Health Organization - <http://www.who.int/en/>

**All staff members are responsible for preventing and controlling the spread of infection.** Staff members need to be able to demonstrate their knowledge through discussion and implementation of a variety of policies outlining the measures taken to ensure the centre is a clean and safe environment for children, parents, staff and visitors. By so doing, the risk of infection is kept to a minimum and any outbreak of infection is dealt with promptly and efficiently.

The practice with regards to the prevention and control of infection is contained in a number of appendices to this policy. These are as follows:

* Appendix 1 – Cleaning of toys, resources and play equipment
* Appendix 2 – Floors and surfaces
* Appendix 3 – Changing of children
* Appendix 4 - Hand washing
* Appendix 5 – Management of ill children
* Appendix 6 – Laundry policy
* Appendix 7 – Cleaning of fridges and milk procedures
* Appendix 8 – Lateral Flow Testing

**Appendix 1**

**Cleaning of toys, resources and play equipment**

At Castlemilk Day Nursery, we ensure that we provide a clean and hygienic play and learning environment for children. We ensure that:

* All resources, toys and equipment are kept in good condition.
* Broken or damaged toys/resources will be disposed of immediately.
* Toys/resources purchased will be from a reputable company.
* Toys/resources for the nursery can all be cleaned.
* Resources/equipment should be cleaned on a regular basis and not only when visibly dirty. **During COVID-19 period, all toys and resources to be cleaned daily after use of each cohort of children using QUEST +/bactericidal manual dish washing liquid and dried using disposable paper towels.**
* Small toys/resources should be placed inside a net bag and washed/sterilised in the dish washer. The items should be left to drip-dry or dried using disposable paper towels.
* Larger toys/resources should be washed using bactericidal manual dish washing liquid/QUEST+ in the adult sinks in the playroom. The items should be left to drip-dry or dried using disposable paper towels.
* Toys/resources should be stored in clean storage tubs (washed with bactericidal manual dish washing liquid/QUEST+ and dried with paper towel) or clean cupboard once washed/sterilised.
* Soft toys and furnishings should be washed in the washing machine where possible following manufacturer’s instructions. **Such items have been removed during the COVID-19 period as part of our on-going establishment risk assessment.**
* Rugs should be washed where possible in the washing machine. Larger rugs should be cleaned using the carpet shampooer. **These have been removed at present with the exception of the larger floor coverings during the COVID-19 period as part of our on-going establishment risk assessment.**
* A record of cleaning should be kept for all items washed/sterilised.

**Water**

* Water in the water tray should be changed twice daily i.e. fresh water in the morning session then emptied and refilled with fresh water for the afternoon session.
* Water tray must always be emptied at the end of each day.
* Water tray must be washed using bactericidal manual dish washing liquid/QUEST+ and dried using a disposable paper towel before being re-filled with clean water.
* Water tray and equipment should be washed using hot water and a general purpose detergent (bacterial manual dish washing liquid/QUEST+). The water tray and resources/equipment should be dried using disposable paper towels.
* Spillages should be mopped or wiped up immediately.

**Sand**

* Sand pits should be inspected on a daily basis and any obvious dirty sand should be discarded**. During COVID-19 period, sand should be changed daily after each cohort of children as per establishment on-going risk assessment.**
* Entire contents of each sand pit should be emptied on a regular basis (post COVID-19 period).
* The sand pit should be thoroughly washed with hand hot, soapy water (bacterial manual dishwashing liquid/QUEST+) and then dried using paper towels before refilling.
* Sand spillages should be swept up and discarded, not placed back in the sand pit.
* When ‘wet sand’ is in use, the lid should be left off the sand tray to avoid malodour.

**Play dough**

* Children and staff should wash and dry their hands before and after using play dough or plasticine for a minimum of 20 seconds as per NHS hand-washing guidance.
* Playdough should not be used during any outbreak of infection. **During COVID-19 period, this should be changed daily after each cohort of children and disposed of at the end of the day.**
* Play dough should be replaced regularly – handmade should not be kept for any longer than one day.
* Play dough should be stored in an airtight bag or container.
* Wash all cutting tools, rolling pins etc. with hand hot water and a general purpose detergent (bacterial manual dishwashing liquid/QUEST+). A dishwasher may be used if the tools do not have wooden parts. Items should be dried thoroughly using paper towels that can be washed immediately after use.

**General Practice**

* Staff and children should always wash their hands using the designated hand washing sinks, following the displayed hand washing procedures, after touching contaminated toys (minimum of 20 seconds as per NHS hand-washing guidance). Staff must ensure that they fully support children to wash their hands.
* It should be noted that toys from some play experiences require more regularity regarding cleaning routines, particularly for children with additional support needs. This should be treated on a case by case basis. **This must be after each use as per COVID-19 guidance and establishment on-going risk assessment.**
* All toys would require a thorough clean following any outbreak of infection as reported by parents. The Head of Centre/member of the Senior Leadership Team (SLT) would advise staff accordingly of such steps.
* **Children’s toilet doors must NEVER be wedged open. This is to reduce potential cross-contamination of germs between toilet areas and playroom environments.**
* **Where a staff member or child is sent home with suspected covid-19, cleaning will be undertaken in areas they have been in and all areas will be disinfected. As the nursery observes guidance on infection prevention and control, this will reduce risk of transmission, closure of the whole nursery will not generally be necessary.**

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**Appendix 2**

**Floors and Surfaces**

At Castlemilk Day Nursery, we aim to provide a safe and stimulating environment. Although walls and floors create a low risk of contamination, it is vital that all playrooms are well maintained due to children playing/crawling on the floor. **During COVID-19 period, the establishment’s daily cleaning is complimented with a day-cleaning service throughout the duration of the day to clean touch points, toilet areas etc.**

To ensure floors and surfaces are a low risk of contamination, we will:

* Ensure floors are mopped on a daily basis especially where young children play (cleaning staff/day cleaning service).
* Mops are colour coded (see below). All other mops are general playroom use. The heads of these mops must be washed in the washing machine on their own at the end of each week.
* Deal with blood and body spillages immediately.
* Wear disposable gloves and aprons to clean spillages and bodily fluids.
* Use paper towels (or blue roll) to wipe up spillages and bodily fluids, dispose into double plastic bags and place in nappy bin. This should be carried out **before** using a mop.
* Disposable paper towel should be used immediately on spillage to ‘soak up’ before any detergent is used (cleaner/janitor can support with this).
* Disinfect all contaminated surfaces with freshly prepared solution (Quest+) and hot water.
* Remove PPE and put into the plastic bag, secure and seal the bag then place it in the waste bin.
* Wash hands using the appropriate guidance following removal of gloves.
* All cleaning products must be used and stored in compliance to COSHH. COSHH risk assessment available for the safe use of QUEST+ which has been shared with all staff. All cleaning bottles are made up when needed, the bottles have clear labels and have safety guidance labels on all bottles.
* Ensure the appropriate colour coded mops are used.
* Discard all cloths at the end of each day.

**The nursery has a day cleaner who cleans the rooms between morning and afternoon sessions and also each morning and at night.**

**Mops:**

Red- Toilet and bodily fluids

Blue – General purpose

Mops are used by cleaning staff.

**Appendix 3**

**Changing of children/toilet procedures**

* The toilets will be cleaned thoroughly each day by facilities staff at the beginning of the day and at regular times throughout the day. **During COVID-19 period, this is enhanced with the day-cleaning service.**
* Hygiene supplies will be replenished daily by facilities staff.
* Always inspect toilet area (including toilet seats) before use, and during the day to make sure visibly clean.
* Facilities staff should be contacted to provide the ‘red’ mop for the toilet which is kept in the cleaner’s cupboard. If janitor unavailable, staff should contact a member of management.
* For spillages of body fluids, blue roll should be immediately placed over the fluid. The area should then be cleaned using Quest+ antibacterial spray and blue roll. Any used blue roll should be double bagged and disposed of in the nappy bin. Soiled rugs – use blue roll on the area immediately, then wash in the washing machine if possible, or for larger rugs – clean using the carpet cleaner and carpet cleaning fluid. These should then be thoroughly dried. **During COVID-19 rugs and soft furnishings should not be used in any playrooms.**
* Staff should ensure they wear a disposable apron and gloves each time they change nappies or soiled clothing. Please ensure you put soiled nappies in a nappy sack before placing in the nappy bin.
* Staff must ensure they encourage the children to use the steps when accessing the changing table. This is to ensure safe moving and handling procedures for both the children and adult.
* The changing mat should be cleaned using Quest+ antibacterial spray and wiped/dried using disposable blue roll. The used blue roll should be disposed of in the nappy bin. Changing mats will be replaced regularly and when noticeably worn.
* Any soiled clothes should be double bagged and a label with the child’s name and date put onto the bag. This should then be placed immediately into the sealed container within the children’s toilet and given to their parent/carer when they leave that day.
* Staff should ensure they wash their hands thoroughly using the appropriate hand washing procedures (minimum of 20 seconds as per NHS hand-washing guidance) using liquid soap, then dry using disposable paper towels before and after each change, including after wearing gloves.
* Children should be encouraged to wash their hands after being changed (nappy/soiled clothes etc) in the same way. **This is for all children in all playrooms.**
* Staff should ensure they complete the ‘changing children’ form when they change a child’s nappy.
* Parents/carers should supply changes of clothes for their child. These will be placed in a clear, washable bag with the child’s name and picture clearly displayed on the bag. Where possible, the nursery will not supply changes of clothes to reduce the risk of contamination of COVID-19.

**Storing of nappies/resources**

* Children’s individual nappies should be labelled with child’s name and stored in the storage area of each playroom’s changing unit in the children’s changing toilet. **NO** nappies/wipes etc. should be stored on the floor or on-top of the changing cupboard to prevent contamination.
* All prescribed nappy creams/lotions should be stored in the child’s individual tubs and be clearly labelled with the child’s photograph, name and details of condition. All administration details will be kept with the cream/lotion. The tub will be stored in the first aid cupboard in the children’s toilets.

**Nappy Changing**

* For nappy changing, a safe, clean and private area is provided immediately off each of the playrooms.
* For privacy, and also to reduce the risk of infection, the doors to the changing areas are kept closed .
* For health and safety purposes, nappy changing units used for children over the age of one year, have steps attached to enable the children, who can, to climb up to the nappy changing area.
* All nappy changing areas have foot operated, lidded nappy bins, which are emptied regularly.
* All nappy changing areas have an adult height hand washing sink, with hot and cold water, in close proximity.
* Guidelines, to be followed for changing nappies, are displayed on the wall in each nappy changing area.
* For consistency and security, as far as possible, the child’s keyworker changes the child’s nappy.
* To reduce the risk of infection, the waterproof changing mat, and the surfaces are cleaned with antibacterial cleaner before and after each nappy change.
* All cleaning products, gloves and aprons are kept out of reach of the children.
* Staff wash their hands before and after each nappy change for at least 20 seconds and where appropriate, the child washes his/her hands after each nappy change following hand washing guidelines.
* Gloves and an apron are worn by the member of staff changing the child’s nappy, and, after use, they are removed and disposed of in the nappy bin provided.
* If the child has had a soiled nappy and then child requires to have cream applied, a new pair of gloves is put on by the member of staff before applying the cream.

**Nappy bins**

* Nappy bins are changed twice a week via ‘Initial Cleaning Services’ (contracted by Glasgow City Council). These are located within each toilet area; one in Skye, two in Arran and two in Tiree.

**Child protection**

* Only permitted staff should be in the children’s toilet and changing area.
* Students should only change children through agreement with the management team (on an individual basis depending on the level of training/experience of the student). All students have current P.V.G checks prior to placement commencing.
* Parents/carers or visits are **NOT** permitted to enter the children’s toilets at any time. Staff should support children if required. Parents/carers/visitors should be directed to the accessible toilet if they need to change their child.

**Appendix 4**

**Hand Washing/good hand hygiene procedures**

At Castlemilk Day Nursery, we aim to ensure all children and staff have a clear understanding of good hand hygiene. Washing hands thoroughly, at the right time, using appropriate facilities and products will help prevent the spread of common infections (flu, thread worms, stomach bugs, COVID-19). Germs are found everywhere and are easily transferred through touch, body fluids, animals, contaminated surfaces and foods.

Hand washing is one of the most effective ways to stop germs from spreading and causing infection, especially during the COVID-19 pandemic. Children need to understand why it is important to wash their hands and be taught how to wash, rinse and dry their hands correctly.

Staff and children are required to wash their hands:

* Before eating or handling food.
* After using the toilet.
* After blowing your nose, sneezing and coughing.
* After touching animals/pets or animal/pet waste, equipment or bedding.
* After handling rubbish.
* After changing nappies/changing soiled children.
* Before and after touching a sick or injured person.
* Whenever visibly dirty.
* After touching potentially contaminated surfaces.
* After touching blood or bodily fluids.
* When returning from outside play or breaks e.g. playing with sand/in the mud.
* **Staff MUST accompany ALL children to the toilet and support them to thoroughly wash their hands for a minimum of 20 seconds as per hand-washing guidance.**

**How should we wash our hands?**

* Wet hands under warm running water.
* Never share water in a communal bowl.
* Apply a small amount of liquid soap only.
* Rub hands together vigorously ensuring soap and water is applied to all surfaces of the hands and wash for a minimum of 20 seconds as per hand-washing guidance.
* Be sure to rub between fingers, under fingernails and around the top of the fingers, the palms and the backs of the hands.
* Rinse hands under running water.
* Dry hands thoroughly using a disposable paper towel then bin (bin must have a foot pedal to operate).
* Turn the tap off. Avoid touching the tap directly reducing the risk of recontamination.
* When away from the nursery, if there is no running water available, hand wipes may be used. Children and staff should wash their hands as soon as they return to nursery (as per hand washing procedures).
* All visible cuts and abrasions should be covered with a waterproof dressing. A blue plaster should be used when handing food.
* **All staff and visitors should use hand santiser when they enter the building, before signing in. Santiser should also be used when leaving the building, this is in line with the nursery risk assessment for COVID-19.**

**Hand washing Procedures:**

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**Appendix 5**

**Management of Ill Children**

The staff of Castlemilk Day Nursery aim to provide a nurturing and healthy environment for **all stakeholders**. It is important that children attend nursery daily if they are fit and well to do so; however, parents/carers are advised to adhere to the guidance for exclusion periods as determined by the NHS Public Health **and in particular COVID-19 symptoms.**

* Emergency contact forms are completed by parents/carers and are kept on file, which include the immediate contact and a further two emergency contact numbers. In the event of an emergency the first contact is used before the other two contacts are attempted. Additionally, an annual data check is completed and records are updated.
* Staff must report immediately to a member of the management team if a child appears unwell or complains of feeling ill, has diarrhoea/vomiting, blood in their faeces or any unexpected rash.
* While the child is waiting to be collected from nursery, staff should ensure the child is as comfortable as possible. Children must be supervised by a member of staff at all times who will note and respond to any changes in presentation/behaviour.
* If medication is required staff must follow the administration of medication policy.
* If there is an outbreak of infection, it is important to keep an up-to-date list of the names of children/staff who are ill, symptoms, when children/staff became ill, date they last attended the setting, when the parent/carer was contacted, what time the child was collected, who was informed about the outbreak and any advice received. The Public Health Team should be notified of any infectious diseases as per guidance from Health Protection Scotland. A record must be sent to the Care Inspectorate (legal requirement from April 2011). **This includes reporting confirmed COVID-19 cases.**
* When an exclusion is required, it should be explained to the parent/carer that exclusion periods are necessary to prevent other children and staff being infected.
* Exclusion periods can often vary depending on the child’s individual situation; however, some infections have a certain incubation period. Medical advice and NHS documentation will advise the nursery establishments. If parents are in any doubt staff will advice them to contact their GP. Children should return to nursery only when they are fit and well enough to return.
* **If children are on prescribed medication, they can attend nursery ONLY if they are well enough and fit to return. Medication may be administered by a member by the staff team only if it is prescribed by a medical expert i.e GP, Doctor, hospital, pharmacist, is clearly labelled with the child’s name and dosage of medication. This can only be administered if the parent/carer has completed all accompanying forms and given written consent.**

**Responding to a suspected case of coronavirus**

* If a child becomes unwell with a new, continuous cough or a high temperature in nursery, they must be sent home and advised to follow government guidance. Whilst waiting to be collected, he/she will be taken to our waiting area with one member of staff/management. Windows will be opened for ventilation and PPE will be worn whilst we comfort and look after the child.
* When the child has left the nursery, cleaning will be undertaken in areas they have been in and all areas will be disinfected. As the nursery observes guidance on infection prevention and control, this will reduce risk of transmission, closure of the whole nursery will not generally be necessary.
* Parents/carers will be informed that if a child has coronavirus symptoms, or there is someone in their household who is displaying symptoms, they should not attend the setting under any circumstances. If a child or staff member develops symptoms compatible with coronavirus whilst at nursery, they will be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days.
* Where a child or staff member tests positive, the rest of their group within nursery should be sent home and advised to self-isolate for 14 days. The other household members of that wider group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.
* It is important that the nursery has a reachable contact number for parents/carers and emergency contacts. In the first instance, management will always contact the parent/carer in an emergency however if you cannot be reached then we will phone the child’s emergency contact. This is why it is important that you update any changes in phone numbers for all people on your child’s authorised list.

**Appendix 6**

**Laundry Policy**

**Our fabrics are maintained by:**

* Bedding will be washed on a daily basis. Bedding will be stored in an individual bag which is labelled for individual children. These should be washed together with no other washing. Children’s bedding should NOT be placed in any washing basket but instead go directly into the washing machine and washed separately.
* Any excess mud/paint etc. should be removed where possible in the laundry sink before washing. Items include muddy outdoor jackets/waterproofs, messy aprons (paints/gloop/glue etc.)
* Soiled items i.e nursery property, (bodily fluids) should NOT be placed in the basket. Carefully dispose of any soiling (faeces) found on laundry into the toilet. These should go directly into the washing machine and be washed separately at a high temperature (according to manufacturer’s guide). When dealing with fabrics that have soil, blood or body fluids ensure you wear gloves at all times. **If the machine is already in use, then please ensure you keep these clothes separate by placing into clean small double-bag until the machine is available. Clearly label it to indicate soiled clothing. Staff should ensure they use disposable gloves when handling such items and dispose of these after use as per disposal of PPE.**
* The washing machine should be cleaned at least once a term by removing the drawer and washing it in the laundry sink with washing up liquid and the outer area of the drum should be wiped using Quest+ and a disposable cloth.
* The laundry room door should be closed at all times to ensure children cannot access the laundry room.
* Clothes should be dried according to manufacturer’s instructions. When using the clothes drying rack this should be cleaned using hot soapy water and dried using a disposable paper towel when visibly dirty and especially before bedding is hung to dry.
* The dryer should be emptied of the water and lint and recorded on the sheet displayed in the laundry.

**General Practice**

Always wash your hands at the designated hand washing sink after dealing with laundry. Follow the appropriate hand washing guidance.

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**Appendix 7**

**Cleaning (fridges) and recording milk procedures**

The following procedure must be followed to ensure that all children, staff and service users are kept safe and healthy at all times.

* Where there is a fridge in the playroom, the early shift staff member will be responsible for checking fridge temperatures. This should be recorded onto the record sheet noting any required actions. Staff should ensure that this water is emptied and renewed periodically. All staff must be aware of the procedures to ensure this continues to be recorded if the early shift is off.
* All fridges must be cleaned out at the end of each week, ensuring that any milk/food substances are disposed of as appropriate. The fridges should be washed using hot, soapy water (bacterial manual dish washing liquid/QUEST+) then dried using disposable paper towels.
* Any opened tubs/packets etc. should be fully sealed (using a plastic clip where needed) and a label applied detailed when it was opened and when to be used by (where appropriate). Staff are responsible for ensuring they take their own food from the staff fridges and no food should be left overnight.
* When fresh fruit is delivered, it should be removed from any outer packaging and washed where appropriate before being stored in the large storage tubs. This is within Cordia kitchen and responsibility of Cordia staff.

**Formula milk procedure**

* Clean the surface thoroughly on which to prepare the feed.
* Wash hands with soap and water and then dry them, staff member will wear clean apron.
* Boil fresh water in a kettle. Alternatively bottled water that is suitable for infants can be used for making up feeds and should be boiled in the same way as tap water.
* Make up feed by using boiled water that is greater than 70 degree Celsius, in practice this means using water that has been left to cool for no more than 30mins.
* Pour the required amount of boiled water into the sterilised bottle.
* Add the exact amount of formula as instructed on the label. Adding more or less powder than instructed could make the baby ill.
* Holding the edge of the teat put it on the bottle. Then screw the retaining ring onto the bottle. Cover the teat with the cap and shake the bottle until the powder is dissolved.
* Cool the formula by holding the bottom half of the bottle under cold running water ensuring the cap covering the teat is not covered in water.
* Test the temperature of the formula on the inside of your wrist before giving it to the baby. It should be body temperature which means it should feel warm or cool but not hot.
* If there is any made up formula left after a feed, it should be thrown away.
* Staff is responsible for checking date milk was open and recording how much milk the child has drank.
* Formula milk should be labelled with date the milk was opened and date of expiry.

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**Appendix 8**

**Lateral Flow Device**

To support the continued safe operation of ELC settings the Scottish Government have made available voluntary Lateral Flow Testing Kits for all staff.

* Staff completed consent forms and those who agreed to consent were given a pack with the LFD guidance and a video link to ensure the tests are carried out correctly.
* Consented staff signed to say they had read and understood the guidance and watched the video clip.
* From **Thursday 1st April 2021** Head and Depute Head of Centre started the roll out of the testing kits. Consented staff received two packs which consist of 7 tests each. SMT will distribute more packs within a 7 week basis. This will be recorded on a spreadsheet by clerical staff.
* Consented staff should carry out the test **twice a week,** as well as when on annual leave, and follow the guidance ensuring the test result is registered via the NHS portal: [www.gov.uk/report-covid19-result](http://www.gov.uk/report-covid19-result) If staff are having difficulty reporting their results they should contact 0300 303 2713.
* **Any positive result must be reported directly to the Head of Centre.** The Head of Centre will then follow the positive test procedures.
* If a member of staff tests positive they should book a confirmatory PCR test.
* On receipt of a positive PCR test staff must not use LFD tests for 90 days however, if they experience any symptoms again they should seek another PCR test.
* If there are any delivery issues of the LFD kits contact NHS National Services Scotland:
* helpline number is 0800 008 6587
* Email address is [nss.Covid19TestingSupport@nhs.scot](mailto:nss.Covid19TestingSupport@nhs.scot)

**Key Documents:**

Infection Prevention and Control in Childcare Settings 2018

Safe hand washing - <http://www.washyourhandsofthem.com/the-campaign/childrens-pack.aspx>

Health Protection Scotland - <http://www.hps.scot.nhs.uk/>

Food Standards Agency - <http://www.foodstandards.gov.scot/>

COVID-19: Guidance for maintaining services within health and care settings Infection prevention and control recommendations Version 1.2

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| This policy was written: | August 2018 |
| Rewritten: | May 2021 |
| Date for review: | May 2022 (or before in line with COVID-19 guidance) |