

# Burgh After School Club Policies and Procedures



## INFECTION CONTROL POLICY

### Background:

Infection and illness can spread rapidly within a setting and children can be inexperienced in good hygiene practices making it easy for germs to be spread.

### Aim:

To provide a healthy and hygienic environment for staff, the children and all other adults attending the Club.

### Responsibilities and roles of the staff, parents, committee and children:

- Club employees will carry out a daily risk assessment of every area accessed by Club i.e. Main hall, kitchen, toilets and entrance halls.
- Although the maintenance and cleanliness of the setting is the responsibility of the schools care taking service providers, Club employees will play a part in maintaining high standards in all areas used and equipment will be stored safely and disinfected regularly.
- Club staff will ensure that children /adults with infectious diseases are excluded from the setting and any outbreaks are reported to Public Health Groups.
- Club employees and adults using the setting should be role models for good hygiene practises to aide and encourage the children.
- Club Committee/ staff will monitor and evaluate the effectiveness of hygiene practices in place to ensure quality of care.
- Children attending will learn and develop good hygiene practices.

### Cleansing of the Setting

- Toys and equipment cleaned/disinfected regularly (every week). And anything damaged should be discarded.

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- Risk Assessment carried out daily in all areas accessed.
- Tables cleaned with antibacterial spray prior to and following snack time.
- Cups, plates and cutlery stored in cupboard and washed thoroughly daily.
- Kitchen and toilet areas clean with ample supply of liquid soap, toilet roll and paper towels.
- Fridge kept clean, emptied on a Friday and temperature checked regularly (below 6C).

## **Illness and Incubation times:**

The Club carries a separate policy for the management of illness and infection however the following bullet points outline the base procedures:

- Display poster of childhood ailments and incubation periods for parents and carers information.
- Infections recorded in Accident/Emergency book i.e. head lice, measles, mumps, chicken pox, whooping cough, meningitis, scabies etc.
- Children with infections/diseased should be excluded for the setting until fully recovered.
- Children who become ill whilst in Club – parents will be contacted immediately to collect their child and the child should be supervised in a quiet area away from other children.

## **Hand-washing procedures:**

- Good Practice – running warm water, with liquid soap and paper towels. Procedures will be shown and practiced regularly with all children.
- Encourage children at snack time and after using the toilet to wash hands.
- Introduce posters to promote hand washing.

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## **Food Handling and Storage:**

- Hands must be washed before handling foods and surfaces cleaned with antibacterial spray. Aprons should be worn.
- Snack will be prepared in the kitchen area
- Foods are brought in daily and only items such as milk and butter will be stored in refrigerator.
- Staff trained in Food Hygiene procedures.
- Children with dietary requirements require food to be stored in labelled boxes and refrigerated.
- All dried food will be stored in a separate cupboard.
- Refrigerator temperature and cleanliness will be monitored by Club staff.
- The fridge and microwave will be cleaned at least once every six weeks.

## **Animals visiting the Setting**

- Children's allergies should be considered before animals are brought into setting.
- Encourage hand-washing after handling animals.
- Discourage kissing or licking of children's faces.
- Keep animals away from food preparation areas.

## **Tooth-brushing in Setting**

The Club manages an independent procedure for the provision of dental hygiene within the setting. This is delivered as part of the Breakfast Club service and is managed accordingly. The service is delivered in association with Child Smile and is approved by the School.

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