



INFECTION CONTROL PROCEDURE

Ferryfield Playgroup understands that there are number of ways in which everyone can reduce the risk of infection being spread around the playgroup.

Personal Hygiene

- Children and adults should always be shown how to wash their hands correctly when they start Ferryfield and will be assisted with this process until they are sufficiently competent to proceed unaided. See appendix 2.
- Hands should be washed vigorously using a small amount of liquid soap, this should be agitated until it has produced a lather that covers all surfaces of the hands, this should remain on the hands for at least 10 seconds.
- The lather should then be well rinsed from the hands and the hands dried on a paper towel.
- After an adult has assisted a child to wash their hands, the adults should clean the taps, to prevent cross contamination.
- If water and soap is not available, ie in the outside environment, baby wipes and anti-bacterial gel will be used.
- All adults will wash their hands regularly, especially:
 - Before making snack or touching food.
 - After changing nappies.
 - After touching bodily fluids; coughs, sneezes, mucus etc.
 - After touching animals.
 - After going to the toilet.
 - After touching contaminated surfaces. Eg Bins, used cleaning cloths, etc.
- Children will be reminded to wash their hands:
 - Before making snack or touching food.
 - After touching bodily fluids; coughs, sneezes, mucus etc.
 - After going to the toilet.
 - After touching animals.
- Children will be reminded to cover their mouths when coughing.
- Children will be reminded to clean their noses when it is required.
- Children will be helped with personal hygiene, if they are struggling.

Toothbrushing

- Every child will be allocated their own toothbrush and will be shown what it looks like.
- Children will be instructed how to clean their teeth and toothbrush correctly.
- Children will be assisted in choosing their toothbrush until they are confident enough to do this unaided.
- Children will be supervised and / or assisted with toothbrushing as required.
- Toothbrushes will be steeped in boiling water at least once a week.
- If toothbrushes are accidentally used by some one else they will be thrown out and a new toothbrush will be allocated.
- Toothbrushes will be replaced each term or sooner if required.

Changing nappies or a child that has had an toileting accident

- To prevent cross-contamination personal protective equipment should be worn when changing nappies and when helping a child that has had a toileting accident.
- Any bodily fluids should be cleaned up immediately using appropriate cleaners and cleaning equipment.
- Soiled clothing should be placed in a sealed polythene bag and given to the child's parent / carer to wash.
- All equipment intended for cleaning bodily fluids are clearly identified by being red in colour.

Food Handling and Storage

- Both children and adults should wash their hands thoroughly before handling food.
- Cuts should be covered with blue plasters.
- Plastic gloves should be worn to cover rings and nail varnish etc.
- Hair should be tied back if appropriate.
- Raw and cooked food should be stored separately, with cooked food being stored above raw food.
- Snack food is stored in a fridge, where appropriate or the snack cupboard.
- A record will be kept of the snack served each day.
- Items from children's lunches will be stored in the fridge in the small playroom, as appropriate.
- Fridges will be monitored and recorded, to ensure they remain between 0 - 5 °C, the correct working temperatures in order to prevent the growth of bacteria.
- The freezer temperature will be monitored and recorded, to ensure it remains below 0°F (which is -18°C).
- Work surfaces will be wiped over with clean blue cloths, kept solely for food use, and anti-bacterial spray, before and after food preparation.
- All snack/lunch equipment will be thoroughly washed in hot soapy water after they have been used, using washing up sponges specifically for food use or cleaned in the dishwasher.
- All cleaning equipment that is intended for use in food preparation and food consumption areas are clearly identified by being blue in colour.

Control of the Environment

- All areas of Ferryfield will be kept as clean and dry as possible.
- The bathrooms, including taps, door handles and flush handles, are expected to be cleaned at least three times a day, more if required.
- The cleaning and monitoring of the toilet area will be recorded each time.
- The building will be cleaned daily by staff, according to the Daily Cleaning Schedule. (see appendix 1)
- The person cleaning will use the appropriate cleaning equipment and supplies. (see appendix 3)
- All cleaning equipment will be checked regularly to ensure it is well maintained and clean.
- Some areas of Ferryfield will be cleaned on a rota basis, to ensure all areas remain hygienically clean. (see appendix 4)
- Ferryfield will be checked every morning, before the children arrive, for cleanliness and any identified areas will be dealt with immediately.
- All cleaning equipment that is intended for general use is clearly identified by being yellow in colour.
- All linen will only be used once before it is placed in the laundry bag to be washed.

Control of Blood and Bodily Fluids

- All blood and bodily fluid will be cleaned up as soon as possible.
- Children will be kept away from the contaminated area until it has been properly cleaned.

N.B. Do not use bleach directly on urine as it produces Chlorine gas.

- The red mop bucket and red mop are provided for dealing with bodily fluids and blood only.
- Contaminated items will be disposed of appropriately.
- Before dealing with blood or bodily fluids, staff will ensure they are wearing the correct protective equipment.
- Changing mats and potties will be cleaned with anti-bacterial spray and paper towels after each use.

Personal Protective equipment

- Before dealing with blood or bodily fluids staff will ensure they are wearing the correct protective equipment.
- Plastic aprons and clear gloves are available, for both staff and helpers, for changing nappies, changing dirty clothes and cleaning the premises.
- Plastic aprons and blue gloves are available for food preparation.

Safe Disposal of Waste

- Any contaminated waste will be wrapped in plastic bags, which are then tied.
- This will then be placed in the nappy bin.
- The bin in the kitchen will be emptied at least once a day, at the end of the day, more if required.
- All bins are cleaned according to the Cleaning Schedule. (see appendix 1)
- Staff should wash their hands after emptying bins.

Illness

Children and adults should stay away from Ferryfield when they are suffering from certain illnesses, in order to prevent the spread of infection, table 3 should be used as a guide to whether or not ill persons should be excluded from Ferryfield. The information in appendix 5 has been provided by Health Protection Scotland.

Please note that if the Health Protection Scotland guidelines are not followed, you may be asked to go home. If you are unsure, please telephone before coming in.

Susceptible People

- Some people are particularly susceptible to infections; those with leukaemia or other cancers, are on high doses of steroids and/or people with conditions that seriously compromise their immunity.
- People with these kinds of conditions should be identified early on so that extra precautions with infection control procedures can be taken.
- If a child is exposed to an infection at Ferryfield, the child's parents / carers should be informed quickly so that they can seek medical advice.
- If a pregnant lady comes in to contact with a child or adult in Ferryfield who has an infectious disease they should inform their midwife or General Practitioner as soon as possible.

Adopted by the Committee

Date

August 2015