



F 8. Hygiene Policy

It is very important to prevent the spread of germs and diseases that hygiene procedures are in place and strictly adhered to. We follow strict hygiene routines in our setting, including our kitchen (see separate F7. Food Handling, Hygiene & Education). We also request that parents let us know if their child is feeling or has been unwell (see separate F2. Sickness & Illness PP). We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations.

F 8.1. Personal hygiene

We aim to support each child in their **independence and instil habits** to ensure high levels of personal hygiene is regarded in the setting. Our daily routines encourage the children to learn about personal hygiene.

Children must **wash their hands** before snack, milk or mealtimes, cooking activities, upon arriving in the setting, after going to the toilet, wiping their noses, touching animals e.g. dipping fingers in fish tank, and playing outside. Staff regularly model the hand-washing routine in a slow and deliberate manner to ensure that the correct washing and drying steps are taken and invite the children to follow suit in this fun activity. We also provide a child-sized hand washing units available at the child's level, which promotes independence and self-esteem. Staff give reminders and supervise the activity.

We assist children with **wiping their noses** when they have colds and model slow deliberate actions ourselves, explaining to children how to blow their noses correctly. We will show and explain to them the importance of safely throwing away dirty tissues into pedal bins without touching the bin lid to prevent the spread of germs. We also encourage children to **cough** into the crease of their elbows. Similarly, tissues and bins are accessible at the child's level to promote independence and self-esteem.

To instil habits of **clean teeth**, the children have toothbrushes and toothpastes, which they can use after breakfast or lunch. We role model and supervise the activity.

Children must be supervised when using the **child-sized toilets**, staff encourage children to sit on the toilet seats safely and correctly, assisting in using steps if necessary, to clean themselves correctly and flush after themselves. Children must then wash their hands thoroughly with soap and dry themselves. Staff sterilise the toilets as and when needed and at each lunch time and the end of the day.

F 8.2. Hygiene facilities and resources

We ensure staff follow the highest levels of hygiene throughout the setting. In order for us to carry out these procedures effectively we need parents' help including provision of some resources, for example nappies, disposable baby wipes, labelled cream, spare clothes, toothbrush and paste. Please ask for the latest list of what we require parents to provide and please ensure that we have sufficient stock by promptly supplying upon request, no later than next day.

The **toilet area** has a high standard of hygiene including hand washing and drying facilities with sufficient disinfectant sprays and disposable towels, toilet paper and baby wipes. Children are supervised when using the toilets and staff must use disinfectant spray and disposable wipes for the toilet seat when cleaning.

When assisting children in wiping and flushing, staff must use disposable gloves. When changing nappies, staff must use disposable paper towels on our changing mat for each child, wear a disposable apron and use disposable gloves for every nappy change. We ensure any faeces is contained in disposable individual nappy bags and immediately disposed of in the designated nappy bins.

Any spills of **body fluids** (blood, faeces, nasal and eye discharges, saliva and vomit) are immediately cleaned up with disposable cloths and the areas sanitised with antibacterial/sterilising sprays and using disposable wipes and gloves. We ensure one staff remains at the scene while another staff is bringing necessary materials.



MONTESSORI GARDEN Nursery School

F8. Hygiene PP

We have a **shoe free** policy where all outdoor shoes should be left outside in the hallway and indoor slippers are used for the setting indoor and outdoor classrooms.

During special periods such as a pandemics or widespread infectious disease periods, we ask adults to adhere to social distancing measures, wear face masks when in communal or public areas and adhere to special temporary policies and procedures that may be required and/or recommended at that time.

Cleaning Routine

- We clean the tables (and chairs where necessary) between activities and eating with antibacterial spray and designated colour coded wipes.
- Toilets are checked regularly and cleaned when required and cleaned at lunch time and at the end of the day with antibacterial spray and disposable wipes, while sinks and handles are sterilised with colour coded wipes.
- We have a daily cleaning routine for the setting, which includes classrooms, kitchen, toilets and nappy changing areas. Colour coded cloths/wipes and mops and buckets are used in the classroom, versus bathrooms versus kitchen.
- We also disinfect certain resources on the spot such as flutes, recorders or harmonicas before sharing with friends.
- We have a schedule for cleaning resources and equipment, bedding, dressing-up clothes and furnishings.
- Clean the floors daily and mop every other day and as needed basis and deeply once a week.
- Weekly washing of bedding and cotton baby seat adjuster, unless necessary to clean these on the spot where bodily fluid is found.
- During special periods such as a pandemics or widespread infectious disease periods, we ask parents to clean all clothing on daily basis and to arrive with freshly washed clothes for their child to change into at school and provide plastic bags to keep outdoor clothing and shoes.

Food and drink

- Staff who prepare and handle food receive appropriate training and understand and comply with – food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Snack times are appropriately supervised and children do not eat from each other's plates or return their food into serving trays.
- Fresh drinking water is available to the children at all times and children are taught to pour for themselves and never to return the water into the serving jug.
- During special periods such as a pandemics or widespread infectious disease periods, we use individual water bottles instead of shared jugs for individual glasses.

Outings and visits

- During special periods such as a pandemics or widespread infectious disease periods, we will not be going on outings or visits outside the setting.
- In the outing bag, staff take supplies of tissues, wipes, nappies, nappy bags, spare clothes etc. as well as antibacterial hand wipes, disinfectant gels, first aid pack, snack, water and individual drinking cups.
- Where possible, children will be encouraged to wash their hands at a sink otherwise use hand wipes and disinfectants before snacking.
- We encourage children to keep their hands on their lap (to avoid hands going in the mouth after touching public transport or other public equipment such as play frames)



MONTESSORI GARDEN Nursery School

F8. Hygiene PP

- We encourage older children to pack their own bags with their individual water bottles, hand wipes, snacks to share with friends, sun cream, hats and any other individual accessories.

Animals

- Animals visiting the setting are free from disease and safe to be with children, and do not pose a health risk.
- Children wash their hands after contact with animals.

Outdoor footwear should not be worn indoors, particularly after any farm/zoo trips.