

# 11 - HEALTH AND HYGIENE – POLICY AND PRACTICE Let Us Play Scheme

(Play Scheme for children with profound  
and multiple learning difficulties)  
Registered Charity No 1072059

<b>Name of Unit/Premises/School</b>	<b>Let Us Play Scheme / St. Francis School</b>
<b>Date of Policy Issued/Review</b>	<b>04 April 2017</b>
<b>Name of Chairperson</b>	<b>Ian Wilson</b>
<b>Signature of Chairperson</b>	
<b>Management Committee Name</b>	<b>Hayley Hood</b>
<b>Management Committee Signature</b>	

## POLICY STATEMENT

Let Us Play Scheme aims to provide and promote a healthy environment and the commitment to the highest standards of personal care and hygiene as part of our daily routine.

It is our policy to ensure that all medical information will be treated confidentially by the responsible staff. All staff has a duty of care to follow and cooperate with the requirements of this policy.

Parents are responsible for informing LUPS of their Childs medical records, medication and any changes therein.

## HEALTH

A Special needs play scheme invariably encounters some severe and complex medical health issues. These are extra to those health needs generally quantified and sought through general Health and Hygiene policies.

As such LUPS are committed to working with parents and associated professionals to ensure the children's pertinent health needs are recognised above generalised policy documents.

All LUPS staff are made aware of the coloured lists containing particular names and the corresponding coloured dots on those children's name tags.

These lists are for specific needs – Epilepsy (controlled or historical), Allergies, Feeding needs (Whether needing to be fed or help with opening foods) and Incontinence (including those on toileting programmes)

## **OUTSIDE PLAY**

All children will be encouraged and given the opportunity to play outside in the fresh air throughout the year – weather permitting.

## **ILLNESS**

Parents are asked to keep their children at home if they have any infection or virus, and to inform LUPS so that we may alert other parents of particularly vulnerable children and make careful observations of any child who appears unwell.

Parents are asked not to bring their child into LUPS if the child has been vomiting or had diarrhoea.

Your child can resume LUPS after a minimum period of 24hrs has elapsed since the last bout of vomiting or diarrhoea.

Cuts or open sores, whether on staff or children, will be covered with a dressing.

Staff should ensure they wear protective aprons & gloves and follow hygiene procedures.

Body fluids should be disposed of in the correct hygiene bin.

Children on prescribed medication the following procedures will be followed:

- 1) All medication must be clearly labelled with the child's name, dosage and any instructions.
- 2) Written information will be obtained from parents, giving clear instructions about the dosage, administration of medication and permission for a member of LUPS Senior staff to follow the instructions.
- 3) A medication record book will be used to register the name of each child receiving medication: the times that the medication should be administered; date and actual time the medication is administered together with the signatures of both the person who administered each dose and the Senior Play Assistant who witnessed it.
- 4) For those children with Epilepsy who will need additional support during a seizure. CLEAR and PRECISE guidelines will be given by the parents as to the procedures pertinent to the needs of their child. Specifically the acceptable type and duration of

a seizure before intrusive support is necessary e.g. Rectal Valium (Diazepam.) or ambulance support.

- 5) If a child refuses to take medication, the parents/carers will be informed as soon as possible.
- 6) When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned as soon as possible.

All medications will be kept in a lockable facility in the Nurses Room.

LUPS will ensure that the First Aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packaging until needed.

## **FOOD HYGIENE**

LUPS will observe current legislation regarding food hygiene.

In particular each adult will:

- Always wash their hands under running water before handling food and after using the toilet.
- Not handle or be involved with the preparation of food if feeling unwell or has a skin problem.
- Never cough or sneeze over food
- Use different cleaning cloths for kitchen and toilet areas
- Prepare raw and cooked food in separate areas
- Keep food covered and either refrigerated or piping hot.
- Wash fresh fruits and vegetables thoroughly before use
- At lunchtime ensure children only eat food provided by their parents.
- Ensure all waste is disposed of properly and out of reach of the children. Keep a lid on the bins provided and wash hands after use.

In addition:

- Any food that requires heating will be heated immediately prior to serving and not left standing. No food or drink will be reheated unless specifically instructed to do so by parents.
- If there is food left over from children`s lunchboxes it is sent home so that parents can see what was/was not eaten that day by their child.
- Tea towels will be kept scrupulously clean and washed each day.
- All utensils will be kept clean and stored in a dust free place e.g. closed cupboard or drawer.
- Cracked or chipped china will not be used.
- No thin plastic spoons will be used to feed a child.
- When cooking or preparing food as an activity the children will wash their hands prior to starting and the food preparation table cleaned.

## **GENERAL AND PERSONAL HYGIENE**

Hygiene is fundamental to the well being of the children and young people using LUPS. Not only in preventing the spread of infection or cross infection but to ensure the protection and safety of the most vulnerable of our children especially those totally dependent on their carers. LUPS Staff will ensure the following good practice will be observed:

- Hands washed after using the toilet – making sure the children regard this as routine.
- Tissues available in each area and children's noses wiped when necessary. Soiled tissues to be disposed of hygienically.
- Those children who can – to be encouraged to shield their mouths when coughing or sneezing.
- Paper towels to be used and disposed of appropriately
- Hygiene rules related to bodily fluids followed with particular care and all staff and volunteers aware of how infections, including HIV infection, can be transmitted.

## **HIGHLY DEPENDENT AND INCONTINENT CHILDREN**

The children and young people totally dependent on their carers, and those children still in nappies, need specific attention for their personal hygiene.

Only the Senior Play Assistants in the Special Care areas are to change nappies. This is to ensure the respect and dignity of the children are maintained and that safe practice is guaranteed.

Incontinent Children to be changed a minimum of twice a day. Each change registered on the chart in the changing area.

Rubber gloves are to be worn at all times when changing nappies and pads.

Soiled nappies to be placed in the yellow hazardous waste sacks

No preparations for nappy rash to be used unless provided by parents.

Changing benches to be disinfected after each child has left the room to maintain clinical cleanliness and stop cross infection.

Dependent Children also need their faces and hands washed at regular intervals and particularly after messy play activities or after having food placed in their hands. These children are usually most vulnerable and using hand to mouth to experience their environment.

All wheelchair trays to be cleaned regularly especially after messy play or feeding. Only trained staff are permitted to administer a Gastrostomy Bolus Feed via a button.

## CLEANING AND CLEARING

Any spills of blood, vomit or excrement should be wiped up and put in yellow hazardous waste sacks. Rubber gloves always to be worn when cleaning up bodily fluids. Floors and other affected surfaces to be disinfected. Fabrics contaminated with bodily fluids to be thoroughly washed in hot water.

Spare pants and clothing to be made available by parents in case of accidents and polythene bags to place soiled garments in and returned to parents.

## LUNCHTIME

Children's faces and hands washed as needed

Dinner tables and chairs are to be cleaned and disinfected.

Dining floor to be swept and mopped after each meal.

All food leftovers to be put into the bins provided and emptied immediately after lunch in the main dustbin outside the premises.

## TOYS AND AREAS

All toys and equipment mouthed by children to be cleaned immediately after use.

All toys and equipment used by the children to be checked and cleaned regularly.

The premises are to be thoroughly cleaned at the end of each day.

- **Red Mop buckets** used to clean the toilet areas only.
- **Blue Mop buckets** used to clean general floors.

All kitchen area's and tables to be cleaned with propriety solutions made up to manufacturer's recommendations.

Hazardous waste sacks removed from the premises daily.

## ASSOCIATED POLICY'S

- COSHH Policy
- Safety Policy