SOOSCC Version 4 October 23

(SCIO)

INFECTION CONTROL POLICY

Group Name: Springfield Out of School Care Club (SCIO)

Address of Premises: 141 Springfield Road

 Linlithgow

 EH49 7SN

Policy Reviewed: October 2023

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_Kevin Dorrian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson

This policy has been formulated in connect with the publication ‘Infection Prevention and Control in Childcare Settings.’ It adheres to Care Inspectorate guidelines and the National Care Standards in regulating childcare settings.

SOOSCC has adopted the guidance as provided by the National Health Service in their publication ‘Infection Prevention and Control in Childcare Settings’

All staff that care for the children in the setting have a ’duty of care’ to provide a safe environment for children in their care.

The Club will provide a healthy and hygienic environment for the children and will endeavor to minimise risk of infection by

* Training all staff in the childcare setting in standard infection control precautions
* Reviewing and updating infection prevention and control risk assessments regularly
* Ensuring staff and/or children with symptoms of an infectious disease do not attend the childcare setting and adhere to the infection prevention control guidelines.
* Planning ahead when completing risk assessments for infection control in respect of day trips
* Seeking necessary advice from the local Health Protection Scotland unit on infection prevention and control issues.

If a child becomes unwell whilst in the care of the Club, they will be taken to a quiet area away from others. The child will be closely monitored at all times. The child’s parent/carer or emergency contact will be notified and asked to collect their child.

All cases of infections shall be recorded and appropriate action taken I.e. exclusion periods adhered to and the informing of other parents in cases of head lice, measles, scabies, chicken pox, mumps meningitis and whooping cough. We will also make the care inspectorate service aware of any out breaks within the Club. (two cases or more) Staff and child anonymity will be maintained at all times.

Equipment and the play areas will be cleaned regularly.

Staff and parent helpers will be made aware of, and be expected to, adhere to the following procedures and guidelines -

**Hand Washing**

Good hand hygiene (use of antibacterial hand gel) will prevent the spread of common infections such as colds, flu and stomach bugs. Hand washing is encouraged using soap and hot water.

Children and adults should wash their hands -

* Before and after eating or handling food and drink
* After using the toilet
* After blowing your nose, coughing or sneezing
* After contact with contaminated surfaces (e.g. rubbish bins, food contaminated surfaces, cleaning cloths)
* Being outside

Good hand hygiene practice is -

* Using warm running water
* Not using a communal bowl to wash hands
* Using liquid soap
* Drying hands thoroughly with paper towels
* Promoting good hygiene practice on outdoor trips

**Respiratory Hygiene/ Cough Etiquette**

Children and adults should cover their mouths and nose when sneezing to prevent respiratory germs spreading

* When using tissues, it must be disposed of in a bin after use and then hands washed
* Hands should be washed after coughing and sneezing with liquid soap
* Adults should teach children what to do after sneezing and coughing

**Environmental Cleanliness**

To cut down on the spread of germs, the environment must be kept as clean and tidy as possible

A cleanliness check will be completed before the children arrive and toilets and wash basins, door handles and taps checked frequently whilst children are at the club.

**Dealing with spillages of blood or bodily fluids**

All staff must be trained in how to safely clean up spillages of blood and bodily fluids i.e. -

* Deal with said spillages as quickly as possible
* Keep the children away from the spill
* Wash your hands and cover grazes and cuts with waterproof dressings
* Put on disposable personal protective equipment (plastic aprons/gloves) which are located in office cupboard room cupboard
* Use a solution of disinfectant/natural detergent in accordance with the manufacturer’s recommendations, following COSH
* Use paper towels or kitchen roll to soak up spillage then place waster in a disposable/leak proof plastic bag
* Apply disinfectant to spillage
* Wipe off any remaining disinfectant after cleaning up spillage
* Wipe down area with paper towels/kitchen roll soaked in detergent then wipe dry
* Remove protective clothing and put in the plastic bag and dispose of correctly adhering to waste Scotland 2012
* Wash your hands furtherly
* This is done by all staff having an up to date health and hygiene certificate

N.B store cleaning fluids safely in a lockable cupboard and out of reach of children

**Equipment cleanliness**

To prevent germs spreading

* There must be a hand basin in the toilet area with warm running water, paper towels and liquid soap available
* Toys and equipment must be checked and cleaned regularly (daily check list rota)

If a child develops diarrhoea-

* The child’s parents/carers will be contacted to collect the child as soon as possible, if there is blood present in the feces then the parent/carer will be asked to contact their GP and reminded of infection prevention control guidance
* Remind parent to wash hands to stop spreading of germs
* Advise the parent that the child must be free from diarrhoea for 48 hours in order be able to return to the club
* Disinfectant toilet area in accordance with manufacturer’s instructions

**Management of waste**

* Ensure waste is disposed of in lined pedal bins
* Waste bins are not overfilled
* Empty bins appropriately
* Keep waste bins away from main play area
* All bins should be collected according to a specific cleaning schedule
* Use protective equipment to dispose of waste
* Wash hands afterwards
* Adhere to waste Scotland Act 2012

**Laundry/dishes**

* Blue role will be used to dry dishes
* Kitchen/snack equipment to be placed in dish washer on weekly basis

**Farm visits or contacts with animals**

Contact with animals can expose children to *E.coli* 0157 and other germs. Before the visit the Club will complete a risk assessment and

* Ensure that the setting has suitable hand washing facilities for the visitors
* That the adult child ratio is abided by
* Explain to the children that they cannot eat or drink anything whist touring the farm/zoo due to the risk of infection
* Advise that suitable walking shoes be worn (i.e. not sandals)

During the visit

* Check cuts and grazes are covered with a waterproof dressing
* If anyone is in contact with the animals warn them not to put their face against the animal or put their hands to their mouths afterwards
* Keep everyone away from sick animals
* Everyone to be instructed to wash their hands after contact with animals, manure or slurry this must be supervised to ensure good measures of hygiene in washing of hands
* Everyone must wash their hands before any snack or meal break
* Meal/snack breaks to be taken away from area where animals are, and children warned not to eat anything that has fallen on the floor

 At the end of the visit

* Ensure everyone washes their hands before departure even if they have had no contact with any animals
* Ensure footwear free from feces material. Wash hands after removing Wellington boots

Animals within the childcare setting

* Children’s allergies must be assessed prior to the visit
* Check animal’s vaccinations are up to date and that they are deemed healthy
* Ensure children wash their hands after touching the animals
* Children must be supervised at all times and must be discouraged from kissing the pets or allowing the animals to lick their faces

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| Contact number for local Health Protection Team | Phone 01506 282930 |
| Contact number for the local Environmental Officer | Phone 01506 280000 |
| Contact Number for Care Inspectorate Officer | Phone 0345 600 9527 |
| All staff have read the Infection Prevention and Control guidance and have agreed to adhere to it | Manager’s signatureHelen Anderson |
| All food handlers have received training in food hygiene (REHIS certificated) | Manager’s signatureHelen Anderson |
| Our childcare setting is kept safe and as clean as possible for the children in our care | Manager’s signatureHelen Anderson |
| Staff trained in infection control | 1.Helen Anderson2.Shona Simpson3.Gillian Geddes4. Gina Gibson5..Catherine Dunsmore6. Morgan Anderson7. Sam Jack8. Lauren Robertson9.Lexie Corbett10.Chelsea McIntosh11. Morgan Hall12. Mary Hall  |
| Our trained first aiders | 1.Helen Anderson2.Shona Simpson3.Chelsea McIntosh4.Catherine Dunsmore5.Kirtsy Henderson6.Gillian Geddes7.Lauren Robertson8. Morgan Anderson9. Gina Gibson10.Morgan Hall |

Checklist of standard infection control procedures (example)

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| Checklist of standard infection control procedures | Sign | Date/Time |
| 1. There is liquid soap and paper towels at all hand wash sinks |  |  |
| 2. The toilets and toilet seats are all clean and fit for purpose |  |  |
| 3. There is enough equipment (e.g disposable gloves, aprons, bin bags and paper towels) |  |  |
| 4. The environment and equipment are visibly clean |  |  |
| 5. All unwrapped or uncovered food should be cleaned away immediately after it has been used |  |  |

Helen Anderson updated August 2023