

Health and Personal Care Policy and Procedures

December 2021

Grandpont Nursery school and Childcare Centre aims to ensure that all aspects of this policy promote the health and well-being of children, staff and visitors to the nursery including food and nutrition and personal care – nappy changing and sleep.

Healthy eating – food and nutrition in the nursery

The rationale for this policy is underpinned by the following values. Grandpont Nursery and Childcare Centre:

- promotes the health and well-being of all within it and believes that healthy eating is an important aspect of child development
- recognises the important link between healthy eating and the effective learning and achievement of children
- encourages and supports children's learning so that they can adopt healthy lifestyles and attitudes towards food and physical activity
- works in partnership with families to improve their health and the health of their children
- recognises that sharing food is a fundamental experience for all people; a way to nurture and celebrate cultural diversity; and an excellent bridge for building relationships and promoting a sense of community

Objectives

- to improve the health of children, staff and families by helping to influence eating habits, through increasing their knowledge and awareness of food, including what constitutes healthy eating
- to ensure every child has access to a safe water supply throughout each day
- to provide a pleasant and sociable environment for children and staff to enjoy their food
- to provide opportunities for children to plan recipes, prepare and cook food
- to increase children's knowledge of food production, including reference to farming and local food producers and to enable children to learn how to grow foods eg. fruit and vegetables

Meals and snacks at Grandpont Nursery School and Childcare Centre

- Meals and snacks provided for children must be healthy, balanced and nutritious
- Fresh drinking water is available and accessible to children at all times. In hot weather staff encourage children to drink more water to keep them hydrated
- Children wash their hands prior to all snack and meal times.
- Meal and snack times are organised so that they are a social occasion in which children and staff participate in small groups. Conversation at the table is encouraged
- At meal and snack times children are encouraged to develop their independence through making choices, eating and serving food and pouring drinks and in feeding themselves
- Children are not left alone when eating/drinking to minimise risks of choking
- Children are given time to eat at their pace and not rushed
- Where appropriate, age/stage discussions will also take place with all children about allergies and potential risks, to help make them aware of the dangers of sharing certain foods
- Cultural differences in eating habits are respected by children and staff

The role of staff in promoting meal and snack times in a safe, nurturing and sociable way

- Areas used for the preparation and serving of food must be hygienic, this includes suitable sterilisation equipment for babies' food and drinks. The children's meal/snack tables are cleaned before and after meal/snack times and floors are cleaned after.
- Staff sit with the children during meals and are attentive to the children to ensure safety and minimise risks
- Staff preparing and handling food must be competent to do so, they receive training in food hygiene and apply this learning in their practice
- Staff promote positive attitudes to healthy eating through play opportunities and discussions eg. sharing books, role play, cooking with children
- Staff show sensitivity in providing for children's diets and allergies. They do not use a child's diet or allergy as a label for the child, or make the child feel singled out because of their diet or allergy (see section below – Allergy awareness)
- Staff carefully consider the seating of children to avoid cross contamination of food from child to child
- Staff support children and babies with hand (and face) washing before and after their meal
- Staff encourage children to say please and thank you
- Staff support children to make healthy choices and understand the need for healthy eating eg. this could include discussions making reference to eating too many sweets and the importance of brushing teeth
- Prior to serving food to the children, staff check dietary and allergy requirements on the list provided, to ensure children are served the correct meal/snack
- Spillages are quickly cleared to reduce the risk of children and staff slipping
- Feedback is given to parents/carers about when staff have concerns about a child's eating

Allergy Awareness

Grandpont Nursery School and Childcare Centre will support children who have been diagnosed with a food allergy and will strive to minimise any risk to a child as a result of them coming into contact with a food allergen that is harmful to them.

It is the responsibility of parents/carers of children with known allergies to share with Grandpont Nursery School and Childcare Centre medical reports and advice given by a doctor to manage a child's specific allergy, this is usually the child's Individual Allergy Action Plan.

Where the nursery is informed of an allergy the nursery will record and act on this information. Where appropriate, an individual risk assessment will be carried out in the case of allergies, this will be shared with staff working at the nursery. Some staff are trained in understanding and dealing with Anaphylaxis (severe allergy reactions) and will use this training should the need arise.

Special occasions

Grandpont Nursery and Childcare Centre does allow parents/carers to bring in cakes for the children on special occasions. The nursery will ensure that all food brought in from homes meets with health and safety requirements and is shared according to children's dietary requirements. Where food is brought into nursery specifically for sharing (such as a celebration) parents/carers are requested to ensure they do not send food that contains nuts, or nut derived ingredients.

OfSTED

In the very unlikely event of any food poisoning affecting two or more children on the nursery premises, whether or not this may arise from food offered at the nursery, the nursery will inform OfSTED as soon as reasonably practicable and in all cases within 14 days of the incident. The nursery will also inform the relevant health agencies and act on the advice given.

Personal Care Procedure

Nappy changing

During settling in visits:

- Key Persons will talk to parents/carers about their child's toileting routine.
- Key Persons will discuss the method to be used to wash children during nappy changes i.e water and cotton wool, or wipes. This will also be recorded in the 'Getting to know Me' and Key Persons should add the child's requirements to the list in the nappy room, for all methods other than wipes.
- The parents/carers of children attending three hourly sessions will be asked to bring a bag containing spare nappies/pants (as appropriate) and wipes (if used).

Nappy changes:

- A child's Key Person where possible, should carry out changing of nappies. When intimate care is given, the member of staff explains fully each task that is carried out and the reason for it.
- As with all cases when dealing with body fluids, gloves should be worn at all times by Key Persons undertaking nappy changes.
- The nappy changing experience should be treated as a social experience. Information shared by the family may indicate that a child has particular songs for nappy change, therefore Key Persons may sing these with their Key child, or hold conversations with them.
- Nappies should be changed in response to a child's needs, e.g. immediately when a child has soiled their nappy and generally within a morning/afternoon session, or prior to the child going home.
- All soiled/wet nappies should be placed in a nappy sack and put in the nappy bin.
- The child should be redressed by the Key Person and lifted down from the changing area.
- The changing mat should be sprayed and wiped off with blue towel.
- All nappy changes should be recorded on the nappy changing sheet. This requires Key Persons to indicate whether the child's nappy was wet, soiled, or dry. Key Persons should monitor and raise a concern if a child presents with persistently dry nappies, this may indicate an underlying health concern i.e. dehydration.
- After nappy change, potty use and use of the toilet the child and Key Person should wash their hands using soap and water.
- Environmentally friendly nappies may be used by families. Key Person to share this information and add this to the child's 'Getting to know me' and the nappy record sheet.
- Parents/cares may advise regarding creams they wish to be used during nappy changes, a record should be made of this and the information added on the list in the nappy room.

Toilet Training:

- The Key Person will work in partnership with Parents/Carers about the beginning of toilet training. Parents/carers are advised to send children in with clothes that children can easily remove by themselves "in a hurry", e.g. elasticated shorts, elasticated trousers and jogging bottoms.
- Generally, parents/carers begin this at home and share their experience with the nursery. This may include discussion about:
 - what words the child and adults use
 - what equipment the parents use at home
 - any particular likes or dislikes the child has (e.g. singing whilst on the toilet or potty etc)
 - Staff encourage children to be involved in the toileting experiences and to do as much for themselves as they can, e.g. taking down trousers/pants, they give lots of praise and encouragement .

- Potties are available to the children. Children should be offered a choice of potty. They may need to be reminded to use the potty.
- Key Persons are responsible for disposing of a potty contents after use. This should be done via the sluice and the potty cleaned and dried after. A record of potty use can be added to the nappy sheet – especially in the early days of a child's use.
- As children develop they should be encouraged to use the toilet. This should be sensitively dealt with as some children can have a fear of the toilet. Key Person should support children to wipe themselves after they have used the toilet.

Toileting Accidents:

- Children should be given positive attention during the toilet training time. Occasionally children do have accidents. 'Accidents' should be sensitively responded to.
- Children will be kept away from the affected area until the incident has been completely dealt with. Staff should wear protective clothing including disposal gloves.
- Soiled pants should be emptied into the toilet and the pants securely sealed within a nappy bag. Key Persons should inform parents/carers of the soiling accident and that the unwashed soiled underwear has been returned to them.
- All staff maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection. Staff will wash themselves thoroughly afterward.

Safeguarding:

If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress etc, noticed during nappy changing, toileting, they will inform the Designated Safeguarding Lead (DSL) immediately. The Safeguarding Policy will then be implemented.

For further information go to:

- NSPCC Inform at: http://www.nspcc.org.uk/Inform/resourcesforprofessionals/PSPs/PCS09IntimateCare_wdf5_3342.pdf
- Together for Children: How to Create a Personal and Intimate Care Policy at: <http://www.childrenscentres.org/SupportDocuments/Personal%20and%20Intimate%20Care%20Policy.doc>
- Tagonline at: http://www.tagonline.org.uk/articles/Personal_care_guidance.pdf

Sleep and rest protocol

Aim

- To meet children's individual needs to have enough sleep to support their health and development.
- To promote best practice for all children, in a safe environment.

Parental partnership:

Grandpont Nursery School and Childcare Centre will work in partnership with parents/carers to respect their wishes relating to their child's sleep pattern. The Centre will support the individual needs children have in relation to their sleep pattern. During settling in visits discussions will be had with parents/carers about their child's sleep pattern. Whilst parental wishes will be taken into consideration, Key Persons are to inform parents that they will not force a child to sleep for short periods, wake, or keep a child awake against his, or her will.

Young Babies:

Grandpont Nursery School and Childcare Centre follows the guidance recommended by The Cot Death Society to minimise the risk of Sudden Infant Death. Therefore, young babies should sleep:

- on their backs
- in the "feet to foot" position (with their feet touching the end of the cot/ Moses basket/mat)
- a baby's head uncovered
- in a well-ventilated room
- with no duvets or bumpers to the sides of their cot
- without any large soft toys that have the potential to smother a baby
- with a comforter if they normally have one

Sleep routines are a very intimate part of a baby's day. Some babies do cry as they settle themselves to sleep, however, no baby should be left to cry for longer than ten minutes, as they attempt to go off to sleep. The safety of babies and children during sleep time is paramount and we promote good practice.

During settling in visits:

- The Key Person will discuss a child's sleep routine with the parent/carer. The 'Communication Passport' document is to be completed to record a child's sleep routine.
- The Key Person should be aware of the individual needs of babies and children sleeping in the nursery.
- Changes to a child's sleep pattern should be updated, as needed and recorded.

Preparing the environment:

- A Moses basket/cot, or sleep mat should be used.
- Clean bedding should be used. At the end of the child's sleep, bedding should be stored with the child's name card in one of the storage boxes. (Soiled bedding should be taken to the laundry basket in the nappy room).
- The room should be prepared i.e. blinds closed and lights turned off. As required, calming music may be used to create a restful environment.
- The room should be well ventilated and not too warm (a fan may be used to support this).

Preparing children for sleep:

- Babies and children may sleep at any time that suits their need. However, as children develop, generally, they tend to have a sleep/rest, after lunch (from 12.30pm).
- Children having a sleep should be prepared for this, by moving to a quieter part of the nursery, or through sharing a story before they go for a sleep.
- In consultation with parents/carers, older children should be asked if they wish to sleep.
- Prior to going to the sleep room, children should have a change of nappy (if needed), or, be encouraged to use the potty, or toilet.
- Where appropriate children should be encouraged to participate in getting themselves undressed.
- Children's comforters should be used, as needed.

Sleep/rest procedure:

- When prepared for sleep, children should be encouraged to lie down on their sleep mat/cot.
- Staff should sit alongside the child/cot. (Staff should be mindful of straining their back.)
- The Key Person should use their knowledge of individual children and how they fall asleep, e.g. children should be asked if they would like to be patted off to sleep.
- When a child does not fall asleep after approximately 30 minutes, the staff member should consider getting the child up and perhaps trying them later for another sleep. The Key Person should discuss this with the parent and establish a time limit for trying to get the child to sleep, this should be communicated to all other staff members.
- If a baby falls asleep in the arms of a staff member they should be placed in a cot so they can continue to sleep.
- If a baby falls asleep unexpectedly and it has not been possible for them to have their nappy changed, the Key Person should be made aware that the baby will need their nappy changing when they wake up.
- Cots and sleep mats should be cleaned and maintained as needed.

Sleep monitoring:

- A daily record is kept of all children having a sleep. This records when the child lies down for sleep; the time the child fell asleep; and the time the child wakes up.
- When children are sleeping an adult should remain in the sleep room with the children. During this time checks should be made on the sleeping children.
- Checking on any sleeping child, requires the nominated staff member to observe that the sleeping children are breathing (check for the chest rising/sounds a child is making); not showing signs of being too hot, or too cold; and that bedding does not become wrapped around the child.

Supporting waking children:

- On waking, children should be given time to properly wake up, before they are dressed.
- Their wake up time should be recorded on the child's 'My Day' form.
- Where appropriate children should be encouraged to dress themselves.
- When the child is ready, the nominated sleepers staff member should escort them into the main nursery room. The child's Key Person should be alerted that the child is now awake.

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