



MEDICATION, HEALTH AND HYGIENE POLICY

Medication

- Parents are required to inform the setting of any medical needs the child may have when registering the child
- If the child needs medication whilst at the setting, where possible, the child's parent or guardian will administer medication
- Written instructions on dosage, administration and permission are needed from the parent or guardian prior to the staff administering any medication
- All medication will be clearly labeled with name, dosage and instructions on administration
- All medication will be kept in secure storage away from any children
- The club will maintain a medication book or file, recording details of all medication given which will be shared with and signed by the parent/guardian
- If specialist knowledge is necessary, (eg a child may have an epipen), the responsible staff member will receive training from a qualified health professional

Illness

- Any child (or member of staff) who has suffered from diarrhoea, sickness, cannot attend the setting for a period of 48 hours after symptoms have gone
- Any child (or member of staff) with high temperature/fever or conjunctivitis cannot attend the setting for a period of 24 hours after such condition has ceased.
- Should any child suffer from any of the above whilst at the club, the staff will contact and ask the parent/carer to come and collect the child as soon as possible.
- Parents are welcome to discuss any health issues with staff

First Aid

- First aid equipment will be available on the premises and will be kept clean at all times. The kit will be checked and replenished regularly.
- Sterilised items will remain sealed until needed
- At least one paediatric qualified first-aider will be on the premises at all times

Personal hygiene

To prevent the spread of all infection, adults in the group will ensure that the following good practices are observed in all Oxford Active settings.

- Children's hands should always be washed after using the toilet and before handling food
- Paper towels are used and disposed of appropriately
- Children are encouraged to clean their noses as necessary and dispose of soiled tissues hygienically
- Hygiene rules related to bodily fluids followed with particular care and all staff are aware of how infections can be transmitted
Any spills of blood, vomit or excrement will be cleaned and flushed down the toilet. Rubber gloves will always be used when cleaning up bodily fluid spills. The area will be thoroughly disinfected and any fabrics washed in hot water.
- Spare clean clothing will be available in case of accidents
- All surfaces will be cleaned daily as well as before and after eating or preparing food

Food

The setting is aware of current legislation regarding food hygiene, registration and training. All staff involved in the preparation of food are required to complete an approved Food Hygiene training course. In particular each member of staff will

- Keep food preparation and storage areas hygienically clean
- Monitor the effectiveness of the fridge with a fridge thermometer
- Wash hands before handling food and after using the toilet
- Not be involved in the preparation of food if suffering from any infectious/contagious illness or skin trouble
- Never cough or sneeze over food
- Keep food covered and/or refrigerated until served