
Infection Control Policy

Rationale

To ensure the health and well being of all children, staff and users of the centre through good hygiene practices.

To reduce the risk of spread of infectious diseases.

Legislative Framework

- Inverclyde Council Education Services Education Safety Standards 4.4.
- Regulation of Care (Scotland) Act 2001.
- National Care Standards 2 & 3.
- Health and Safety at Work PPE 1992.
- Inverclyde Council Health and Safety Charter.
- NHS – Keep It Clean and Healthy: Infection Control Guidance for Nurseries, Playgroups and other Childcare Settings.
- NHS – Infection Prevention and control in childcare settings Mar 2011

Methodology (Implementation)

Wellpark Children's Centre has guidance or procedures to implement the following:

- Snack Procedure.
- Changing Nappies & Toileting Procedure
- Accidents and First Aid Procedure.
- Using Potties guidance
- Oral Hygiene Procedure.
- Handbook containing information regarding absence & infection control
- Play Room Risk Assessment

Responsibilities

- All staff will ensure that they are familiar with the Infection Control Policy.
- All staff will follow guidelines and procedures.
- All staff will seek advice when unsure of any matters concerning Infection Control.
- All staff will complete appropriate forms where necessary.
- All staff will ensure the safe storage of all equipment and resources.
- It is the responsibility of Caretaker/Cleaner to notify the HOC or DHOC when cleaning and sanitary stock is low.
- Janitor is responsible for ensuring that
 1. Fridge is cleaned weekly
 2. Deep cleaning is done twice yearly
 3. Mats and carpets are cleaned daily and deep cleaned twice annually
 4. Water cooler cleaned daily

Cleanliness and hygiene

Staff must ensure that:

- Children visit the toilet and wash their hands before meals, baking and eating snacks.
- All tables; dishes and cutlery are clean before serving meals and snacks.
- Children are encouraged to wash and dry hands after every visit to the toilet.
- Children are encouraged to wash their face and hands after having snack.
- Toilets are checked and cleaned three times a day.
- They have high standards of personal hygiene by washing hands regularly but particularly after using the toilet.
- Children are encouraged to use and dispose of tissues properly in the bin.

Equipment

- Equipment is cleaned regularly in accordance with cleaning guidance displayed in playroom. Resources are checked before storing away. This is recorded on cleaning rota in playroom
- Aprons washed weekly

Resources

- Cleaning materials for caretaker.
- Antibacterial soaps and sprays, paper towels, disposable gloves, aprons and tissues.
- Access to sinks and hot running water.
- Washing facilities, washing machine and dishwasher.

Evidence

- Health & Safety Folder.
- All staff absences recorded
- All children's absences are recorded in logbook
- Cleaning Record Sheets

Evaluation

- Monitored regularly by HOC/DHOC as and when appropriate.
- Feedback will be gathered from staff when carrying out procedures.

Review

- Review: Aug 2015

Date				
Reviewed By				

