

Kirkshaws Primary School and Nursery Class



Infection Prevention and Control Policy

January 2026

The UN Convention on the Rights of the Child underpins this policy:

Area of Infection Control	Relevant Articles	UNCRC	Why They Link
Handwashing routines	3, 24, 19		Promotes health, prevents disease, protects from harm
Cleaning & sanitising	3, 24, 27		Ensures a safe, hygienic environment
Managing illness & exclusion	3, 6, 24		Supports survival, health, and wellbeing
Food hygiene	3, 24, 19, 27		Prevents illness and meets health standards
Toilet/changing procedures	3, 19, 27		Protects dignity and prevents infection
Teaching health habits	24, 29		Children learn how to care for their own health

It is the policy of Kirkshaws Nursery Class to provide a happy and healthy environment for every child in our care. We take measures to prevent and minimise the spread of infection in our establishment.

To help achieve this we work in partnership with parents and carers. To protect the health of the children and staff we will adhere to the following practices in line with current guidelines.

We would request that parents do not bring their child to nursery if they are ill or showing signs of infection. However, we would request that parents/carers phone and inform us that their child will not be attending because of illness.

We follow the NHS Lanarkshire Exclusion Criteria for Daycare and Childcare Settings and will inform parents of the recommended time to be kept away from nursery when children are sent home unwell or parents call to say their child will be absent due to illness. The exclusion criteria poster is displayed on the nursery notice board area.

If a child does come to nursery with these symptoms of illness or develops them whilst at nursery, parents or emergency contacts will be contacted and asked to collect the child and take them home.

In the case of diarrhoea or vomiting children cannot return to the school until they have been completely clear for at least 48 hrs.

CLEANING AND DISINFECTION

Contaminated surfaces, floors, toilets etc. can be the vehicles that spread infection therefore regular thorough cleaning is very important and the Head Teacher, cleaner/janitor and nursery staff in conjunction with Authority Guidelines, will co-operate to achieve the highest possible standards of cleaning and disinfection.

Our nursery is cleaned every evening prior to the next session.

Regular cleaning of toys, equipment, and surfaces will be maintained using appropriate cleaning materials adhering to North Lanarkshire guidelines.

Disposable gloves are used for the cleaning up of blood and other bodily fluids. These are also worn when changing a child. Soiled clothing is sealed in a plastic bag and returned to the parent at the end of the day. Gloves are not removed until clothes are in bag. Used gloves are disposed of in a nappy bag and disposed of in the nappy bin. Staff then ensure that they wash their hands thoroughly with soap and water after removal of gloves.

HAND HYGIENE

Washing hands thoroughly, at the right time, using appropriate facilities and products will help prevent the spread of common infections such as colds, flu, thread worms and stomach bugs. Children need to understand why it is important to wash their hands and they will be taught how to wash, rinse and dry their hands correctly.

Good hand hygiene practice:

- Use warm water
- Never share water in a communal bowl when washing hands
- Use liquid soap (there is no need to use soaps advertised as antibacterial or antiseptic)
- Dry hands thoroughly using paper towels
- A designated, lined bin that the children can operate easily should be provided for disposal of hand towels

- When away from the childcare facility, and if there is no running water available, hand wipes may be used (children and staff should wash their hands at the first available opportunity)
- All visible cuts and abrasions should be covered with a waterproof dressing
- Alcohol hand rub should be available for use by staff (hands should be washed with liquid soap and water if visibly soiled). The wearing of wrist jewellery (including watches), false nails and nail products are not recommended for staff performing hand hygiene. Gloves are used.

Staff and children wash their hands: -

Before and after eating or handling food or drink

After using the toilet, potty or changing a nappy

After blowing your nose, coughing or sneezing

After touching animals/pets or animal/pet waste, equipment or bedding

After contact with contaminated surfaces (e.g. food-contaminated surfaces, rubbish bins, cleaning cloths).

When returning from outside play or breaks e.g. playing with sand.

Reminder notices to wash hands will be posted in prominent areas in the nursery.

In Kirkshaws Nursery, we have designated adult and child handwashing sinks in the playroom.

RESPIRATORY AND COUGH HYGIENE

To stop respiratory germs spreading, children and adults should cover their mouth and nose with a tissue when coughing and sneezing, putting their tissue in the bin immediately after use and then washing hands.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

When should PPE be worn?

- Any time you are dealing with blood and body fluids (including vomit, urine and faeces). A single-use disposable apron and gloves to be used. These must be disposed of appropriately after use in the nappy pedal bin.
- Always wash your hands using liquid soap before putting on and after taking off PPE.

CLEANING OF THE ENVIRONMENT

There are many areas in childcare settings with a high risk of germs being present e.g. toilets, nappy changing areas, food areas and kitchens. To minimise the spread of germs, the environment must be kept as clean and dry as possible and staff must understand their responsibilities in ensuring the environment and equipment are safe, clean and ready for use.

In Kirkshaws Nursery Class, our toilets are checked and cleaned every hour by staff. A checklist is present in the toileting area and staff must sign the checklist once all duties have been completed. The playrooms are risk assessed in both the morning and afternoon, and spillages or areas requiring cleaning are dealt with immediately.

Once a week, staff are responsible for the cleaning of their assigned area. These duties include.

- Cleaning surfaces and shelving areas with the use of antibacterial solution.
- Cleaning door and cupboard handles.
- Cleaning chairs and tables.

Our main nursery play areas is cleaned every night by NLC facilities staff. This includes,

- Surfaces
- Floors
- Handles

Areas where nappies are changed or potties are used is separate from where food is prepared or eaten, and where children play.

There is a cleanliness check every day before the children arrive:

Check and clean areas that are touched often (for example, toilets, hand-wash basins, taps, door handles)

Encourage staff and parents to raise their concerns about cleanliness

All defects/maintenance issues must be reported by all staff immediately. This should be documented on the appropriate risk assessment, reported to the HT and janitor for repair/disposal and recorded in the nursery maintenance log.

EQUIPMENT CLEANLINESS

All toys and equipment are checked to ensure they are fit for use and are well maintained to reduce the risk of spreading harmful germs. All toys must carry a BS, BSI or CE mark. Where possible we buy toys and equipment that can be easily cleaned. In the outdoor area, toys are stored in the shed and within plastic containers to keep them fit for purpose, safe and clean. Children are not allowed to take toys into toilet areas.

EQUIPMENT MUST BE CLEANED

- Between use
- After blood and/body fluid contamination
- At regular intervals as part of an equipment cleaning schedule (weekly)
- Before servicing and repair

DEALING WITH SPILLAGES OF BLOOD AND BODY FLUIDS

All staff must be trained in how to safely clean up spillages of blood and body fluids.

Staff must;

- Deal with blood and body fluid spillages as quickly as possible
- Keep the children away from the spill
- Put on PPE (i.e. disposable gloves and disposable apron)
- Seek support from janitor to prepare a solution of:
 - o general-purpose neutral detergent; and
 - o a solution of chloride-based disinfectant (prepared in accordance with the manufacturer's instructions)
- Place paper towels (or kitchen roll) over the spill, to soak up the spillage. Then carefully place these into a double disposable, leak proof plastic bag.
- Use the disinfectant solution to clean the remainder of the spillage
- Then wipe down the area with paper towels (or kitchen roll) soaked in detergent solution.
- Wipe area dry with paper towels (or kitchen roll)
- Remove PPE and put into a double plastic bag, secure and seal the bag then place it in the waste bin.
- Wash their hands with liquid/foam soap and running water.

N.B. Do not use chlorine-based disinfectants e.g. household bleach directly onto spills of urine spillages (as this can release a chlorine gas). Soak up urine first with paper towels before using a disinfectant solution.

Always check that disinfectants are suitable for use on carpets and other soft furnishings as they may cause damage or discolouration. In these circumstances clean with a neutral

detergent and hand-hot water then leave the area to dry. All cleaning products must be used and stored in compliance with COSHH sheets, material safety data sheets (MSDS) and manufacturers' instructions. All staff should be trained in the use of all cleaning products and have easy access to COSHH sheets, material safety data sheets (MSDS) and manufacturers' instructions to make sure all cleaning products are used and stored safely.

In Kirkshaws Nursery Class, cleaning products are in line with recommended guidance outlined above. Any solutions made up are placed in a bottle and clearly marked with the date the solution was made. This is changed regularly.

Soft furnishing, e.g., cushion covers, blankets and puppets etc are washed weekly at the hottest temperature states on the garment, in our nursery washing machine. They are air dried before placing back into the nursery environment.

NAPPY CHANGING PROCEDURE

All staff have responsibility for following nappy changing procedures. This will help to ensure that infection and control measures are being followed and managed effectively and reduce risk to children and staff.

1. Staff to discreetly invite the child to come and get changed.
2. Upon entering the changing room, staff will gather children's personal belongs from their box and get wipes and a nappy sack from the lidded boxes (stored under the changing station).
3. Staff will then put on an apron and gloves (stored under the changing station).
4. Children accessing the changing station should do so by using the stairs, with the support from staff. Under no circumstances should a child be left unattended on the changing unit. Some older children in pull-ups may choose to be changed from a standing position on the floor.
5. Staff must place the soiled nappy, wipes and gloves into a nappy sack before disposing of in the nappy bin provided. If a child requires any cream, a fresh glove must be used.
6. After the child's changing routine is complete, staff should support them coming off the changing station via the stairs and the child should wash their hands at the handwashing sink. Paper towels should not be placed in the nappy bin.
7. Staff will then remove their apron and sanitise the changing station using the spray and white roll provided and staff will wash their hands.

8. Staff to ensure all items are returned to their sealed tubs and the changing area is left clean and tidy. Staff to sanitise the sink area after each use.

POTTY PROCEDURE

Clean and dry potties are stored in a large, lidded container. Potties must not be stored inside each other.

Staff should wear an apron and gloves as per changing procedure above.

Child should be given privacy within the cubicle to use the potty.

Child will wash their hands after using the potty even if they have not soiled it.

When child has used the potty, the contents should be poured down the toilet and flushed away.

The potty should be sprayed with anti-bacterial spray and dried with toilet roll. The toilet roll should be flushed down the toilet.

The potty should then be washed with warm soapy water at the sink, dried with toilet roll.

When clean and dry the potty should be stored upside down in a plastic container with a lid.

MANAGEMENT OF WASTE

Waste created at your childcare setting should be managed as follows:

- Ensure that there are lined pedal bins in each of the areas where waste is produced e.g. food areas, nappy changing areas.
- Open lidded waste bins in indoor play areas can be used for non-hazardous waste only.
- Ensure waste bins are never overfilled i.e. once three-quarters full, tie them up and put into the main waste bin. In Kirkshaws, the cleaner empties the bins at the end of the day. This can be increased if required.
- All bins should be cleaned according to the specified cleaning schedule. Every night, the cleaners are responsible for cleaning the bins.

- When collecting waste and emptying bins, wear PPE (i.e. disposable gloves and disposable apron).
- When you are finished, remove PPE and wash your hands with liquid soap and running water.

LINEN/LAUNDRY

- Launder face flannels after each use in a wash with no item other than face flannels.
- Blankets and sheets used for sleeping should be laundered after each use.
- Remove dirty and used linen from areas that are accessible to children
- Carefully dispose of any soiling (faeces) found on clothing
- Wash all linen at the hottest temperatures specified on the fabric.
- Keep fresh linen in a clean, dry area separate from used linen

N.B. Do not rinse soiled clothing by hand including reusable nappies. Put it directly into a named, plastic bag/container and seal to prevent further handling, prior to the child's parent or guardian collecting. Tell the parent or guardian that the clothing is dirty and should be washed at the highest possible temperature for the fabric.

EXPOSURE TO INJURIES AND BITES

An exposure is;

- An injury from a used needle or a bite which breaks the skin;
- And/or exposure of blood and body fluids onto broken skin
- And/or exposure of blood and bodily fluids onto the eyes, nose or mouth

When dealing with exposure injuries and or bites to children or adults, in Kirkshaws Nursery class we:

- Seek the advice of a first aider (Mrs Lynsey Drake, Lead Practitioner or Mr Adam Haggarty, Class Teacher)
- Clean the area thoroughly using alcohol free wipes
- Contact the parent/guardian to inform them that the skin has been broken/ exposure to blood or other bodily fluids has occurred, and they would be best to seek further medical advice regarding this, in the instance that a Tetanus injection may be required.
- Record keeping in the form of an incident report would be filled in as soon after the incident has taken place. This information is shared with the parent/guardian and is signed by them and the staff member reporting.

- In the event of this happening to a staff member, they would be encouraged to visit their local pharmacy or GP to seek further medical advice. They would be required to update their employer as to steps taken and advice given. CIRIS/ accident paperwork to be completed and formally logged.

FOOD AND KITCHEN HYGIENE

In Kirkshaws Nursery Class, all staff adhere to advice and guidance from local authority and national guidance in food and kitchen hygiene.

Staff responsibilities include;

- All staff and children must thoroughly wash their hands using liquid/foam soap, following NHS hand washing procedures then dry using a disposable paper towel before, during and after handling any food. This is especially important during snack and loving lunches.
- Following local and national advice from the Food Standards Agency and Infection Control. Staff keep abreast of current initiatives and changes, and ensure they have adequate knowledge, allowing a consistent approach to be implemented across the staff team.
- Tying long hair back during food preparation or when serving food.
- Washing hands before and after any food preparation or serving experiences.
- Discarding PPE equipment appropriately after use.
- Using correct utensils, including chopping boards, cutlery, serving tongs.
- Always Adhering to the Loving Lunches policy and snack policy.
- Labelling and dating food packages and ensuring they are stored correctly in accordance with the packaging directions.
- Monitoring food items that are delivered to the nursery, e.g., fruit and vegetables for snack. These items should be used by date order and stored accordingly.
- Washing fruit and vegetables when they arrive in Kirkshaws Nursery.
- Cleaning up any spillages
- Discarding waste items appropriately.
- Role modelling and teaching the children good hygiene practices.
- Ensuring the food prep area is not contaminated and kept clear at all times.
- Cleaning surfaces with antibacterial spray.
- Washing dishes in the dishwasher and emptying on a daily basis.
- Discarding of clothes or cleaning sponges after every use.

TEMPERATURE CONTROL AND FOOD SAFETY

All food must be stored appropriately to reduce the risk of food borne illness. In Scotland, there are no prescribed temperatures for refrigerators; however, it is best practice to store food in refrigerators between 1°C and 4°C. Hot food should be held above 63°C to control the growth of pathogenic organisms or the formation of toxins. Food which has been heated and is then required to be reheated before being served, must reach a minimum temperature of 82°C. Such food must be cooled quickly and safely before being served to children.

Our food temperatures, as part of our Loving Lunches, is monitored and regulated by our catering staff who ensure the correct temperatures are maintained.

In Kirkshaws Nursery Class our fridge temperatures are monitored twice daily and recorded on our fridge temperature record sheet. This is completed by the member of staff responsible for snack.

Children are encouraged to develop healthy independence skills and are supported in self-serving some of their food items. Sauce based foods are however, served by a member of staff to reduce risk of scalds and burns.

Food is monitored weekly. Our fridge is cleaned out every Friday using anti-bacterial spray and blue roll. Member of staff in area one is responsible for checking opened food ensuring they have not passed use by dates and follow the package directions for disposal of opened foods, e.g., soft cheese should be discarded within three days of opening.

OUTBREAKS OF INFECTION IN CHILDCARE SETTINGS

Early warning signs and symptoms of infection

Staff must report immediately to the person in charge if any child has the following signs or symptoms:

- Appears unwell (feels hot or looks flushed) or complains of feeling ill for example cough, sore throat, runny nose, muscle aches and headaches.
- Diarrhoea and/or vomiting
- Blood in their faeces
- An unexplained rash

If any one child has any of these signs or symptoms, staff should:

- Keep the child safe and away from other children if possible
- Ask the parent/guardian to collect the child and suggest they seek advice from GP if symptoms continue or get worse.

A daily absence diary should be kept detailing absence reasons for children. This should be locked away securely at the end of each day. If two or more cases of the same illness are identified, the HT must notify the Care Inspectorate within 24 hours and continue to closely monitor.

If more than one child has any of these signs or symptoms and giving cause for concern, the person in charge should contact the local Health Protection Team (HPT). Contact the parent/guardian of any child who becomes ill and ask them to take the child home as soon as possible.

Actions:

1. Assess the situation in collaboration with your local HPT (01698 752952).
2. Make sure the adults in your childcare setting;
 - Know and understand the infection control precautions required to control the outbreak and how to apply them
 - Have the resources they need for example, PPE (disposable gloves and disposable aprons), hand hygiene products and environmental cleaning products.
 - Sign and date documents to record they know and understand the infection control precautions in place.
3. It is vital that someone is responsible for checking staff are keeping to these measures and applying them correctly.

It is important to keep an up-to-date list of the following:

- The names of those children/staff who are ill
- The symptoms, if known (for example, vomiting and diarrhoea)

- When the children/staff became ill and when first noticed or reported (if known)
- The date they last attended the childcare setting
- When the parents were contacted
- What time the child was collected
- Who was informed about the outbreak
- The advice received
- Advice given to parents/guardian

4. All staff in our setting follow the NHS exclusion policy and procedure and advise parents/carers accordingly.

If it is a suspected food poisoning or food borne illness the HPT will advise you of the necessary actions. From the 1 April 2011 it is a legal requirement for childcare services to notify Social Care Social Work Improvement Scotland (Care Inspectorate) of infection/outbreaks as defined in the Care Inspectorate electronic form notifications section which service providers have access to using their security systems.
<http://www.careinspectorate.com/>

Childcare settings should have a test run of these procedures at least once a year to make sure everyone knows what to do and any follow up actions that are required with dates for actions to be implemented.

National Care Standards

Standard 2, A Safe Environment:

- Part 2.1 Children and young people are cared for in a safe, hygienic, smoke free, pleasant and stimulating environment Part
- 2.4 You can be confident that:
 - o • Staff keep all play equipment clean and well maintained
 - o • Staff take measures to control the spread of infection