

**Preparation and Safe Storage of Snack**

**West Early Learning and Childcare Class**

**Preparation of Snack**

* **The kitchen area within the staff room will be used for snack preparation.**
* **Wipe all surface areas with antibacterial spray and paper towels.**
* **Staff should wash their hands with soap and hot water prior to preparing snack.**
* **Staff should wear a disposable apron and gloves when preparing snack.**
* **Wash food prior to use as appropriate e.g. fruit.**
* **Always use the correct coloured chopping board, utensils and knives to prepare food.**
* **Wish all dishes using antibacterial washing up liquid and wearing rubber gloves.**
* **Where possible encourage children to prepare their own snacks.**

**Fridge Maintenance/Storage of Chilled Food**

* **The fridge will be cleaned out using antibacterial spray each week or earlier if necessary.**
* **Each fridge has an electronic thermometer.**
* **The temperature of the fridges are monitored and recorded daily (less than 4 degrees centigrade).**
* **Rotate milk daily and ensure any out of date milk is removed from the fridge.**
* **Chilled food is stored appropriately – milk and ready to eat foods on the top two shelves, the shelf underneath will store dairy and salad, fruit and vegetables in the bottom drawer.**
* **Check food regularly to ensure it is in date and dispose of out of date food.**
* **Clean the exterior of the fridge weekly, or earlier if required, with antibacterial spray and paper towel, paying close attention to the handles.**
* **When food stuff are delivered apply labels starting date, opened and use by date.**

**Freezer**

* **Freezer temperature should be 0 degrees centigrade and is monitored and recorded daily.**
* **The freezer has an electric thermometer.**
* **Ensure only food which can be frozen is stored in the freezer.**
* **Date food which is frozen and ensure it has not exceeded the recommended freeze time.**
* **Ensure food which requires time to be defrosted is done so correctly.**

**Related Health and Social Care Standards**

**1: I experience high quality care and support that is right for me.**

**1.33: I can choose suitably presented and healthy meals and snacks, including fresh fruit and vegetables, and participate in menu planning.**

**1.34: If I need help with eating and drinking, this is carried out in a dignified way and my personal preferences are respected.**

**1.35: I can enjoy unhurried snack and meal times in as relaxed an atmosphere as possible.**

**1.36: If I wish, I can share snacks and meals alongside other people using and working in the service if appropriate.**

**1.37: My meals and snacks meet my cultural and dietary needs, beliefs and preferences.**

**1.38: If appropriate, I can choose to make my own meals, snacks and drinks, with support if I need it, and can choose to grow, cook and eat my own food where possible.**

**1.39: I can drink fresh water at all times.**

**2: I am fully involved in all decisions about my care and support.**

**2.21: I take part in daily routines, such as setting up activities and mealtimes, if this is what I want.**

**Standard Infection Control Precautions (SICP)**

* **Hand Hygiene- staff ensure they have good hand hygiene and teach this to children through the Health and Wellbeing curriculum and every day practice. Staff use warm soapy water, using liquid soap and dry hands with paper towel (dispose of this is a lined bin) and teach this to children. If away from the nursery hand wipes or alcohol sanitiser can be used. Children and adults should wash their hands:**
* **Before and after eating or handling food or drink.**
* **After using toilet, potty or changing a nappy.**
* **After blowing your nose, coughing or sneezing.**
* **After touching animals/pets/pet waste, equipment or bedding.**
* **After contact with contaminated surfaces (e.g. food-contaminated surfaces, rubbish bins or cleaning cloths).**
* **When returning from outside play or breaks e.g. playing with sand.**
* **Respiratory and Cough Hygiene – to stop respiratory and cough hygiene staff and children cover their mouth and nose with a tissue when coughing and sneezing, then immediately put their tissue in the bin and wash their hands.**
* **Personal Protective Equipment – disposable gloves and aprons are available for first aid, nappy changing/changing a child and cleaning up bodily fluids. These should be disposed of in a lined bin immediately after use.**
* **Cleaning of the environment – the play room and toilets are cleaned daily by Renfrewshire Environmental Services staff. In addition to this West Early Learning and Childcare staff monitor the playroom, kitchen area and outdoor area daily and keep a record of this.**
* **Equipment Cleanliness – toys are cleaned termly or most often as required. Hot water and general purpose detergent is used and toys are dried with a paper towel. Equipment made of cloth materials are washed with detergent in the washing machine and tumble dried. This is recorded on the ‘Toys/Equipment Cleaning Checklist’.**
* **Aprons and dish towels are washed weekly in the washing machine and left to air dry. This is recorded on the ‘Weekly Washing Checklist’.**
* **Dealing With Spillages of Bodily Fluids & Blood – All staff deal with blood and bodily fluid spillages as quickly as possible, wear disposable gloves and an apron, place paper towels on the spillage, use general purpose neutral detergent and paper towels to wipe the spillage, dry the area with paper towels. Paper towels, apron and gloves are then placed in a sealed plastic bag and disposed of in the waste bin. Children are kept away from the spillage whilst it is being cleaned and a warning sign is put in place.**
* **Management of Waste – in the play room, kitchen and toilet there are lined bins for the disposal of waste. These are emptied daily by Renfrewshire Environmental staff daily. Bins are routinely cleaned as required.**

**Food and Kitchen Hygiene**

* **Renfrewshire Environmental Services assess the kitchen area annually and any suggestions for improvement immediately. All procedures in relation to safe food preparation and hygiene are documented in West Early Learning and Childcare Food Hygiene Policy.**

**Outbreak of Infection in West Early Learning and Childcare Class**

* **Staff must report immediately to the Senior Early Learning and Childcare Officer or Depute Head Teacher is any child appears unwell (feels hot or looks flushed) or complains of felling ill for example cough, sore throat, runny nose, muscle aches and headaches, has diarrhoea, blood in their faeces, an unexplained rash or is vomiting. Staff should keep the child safe and away from other children (either in the staffroom or quiet room), telephone parent/carer or emergency contact to collect the child. Staff will use guidance in Appendix 3 of ‘Infection Prevention and Control in Childcare Settings’ 2018. 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). (Use Appendix 6 of the ‘Infection Prevention and Control in Childcare Setting 2018 – Health Protection Team contacts NHS boards for contact details for HPTs.**

**Related Health and Social Care Standards**

**1: I experienced high quality care and support that is right for me. Experiencing my care and support.**

**1.24: Any treatment or intervention that I experience is safe and effective.**

**3: I have confidence in the people that support and care for me.**

**3.20: I am protected from harm, neglect, abuse, bullying and exploitation by people who have a clear understanding of their responsibility.**

**3.21: I am protected from harm because people are alert and respond to signs of significant deterioration in my health and well-being that I may be unhappy or may be at risk of harm.**

**5: I experience a high quality environment if the organisation provides premises.**

**5.22: I experience an environment that is well looked after with clean, tidy and well maintained premises, furnishing and equipment.**