

Blackhall Nursery

Infection Control Policy

Aims

Blackhall Nursery aims to provide a healthy and hygienic environment for children and staff. We will endeavour to minimise the risk of infection by endorsing basic hygiene procedures based upon a common sense understanding of how germs are transmitted. We will follow advice from the City of Edinburgh Council with regard to controlling the risk of legionella. Staff and parent helpers will be made aware of, and be expected to, adhere to the following procedures and guidelines.

In the implementation of this policy, the Nursery will meet its obligations under the Codes of Practice for Employers of Social Service Workers and Social Service Workers, in particular the obligation set out in the codes to deliver safe care for nursery children and staff.

Staff will refer to the Health Protection Scotland guidance – ‘Infection Prevention and Control in Childcare Settings: May 2018 (or latest version) in the implementation of this policy (hereafter referred to as ‘the Health Protection Scotland guidance’).

Illness

Children and adults suffering from an infectious or contagious disease will not be permitted to attend Nursery. The exclusion period will take account of medical guidance of the illness diagnosed. In all cases the guidance regarding periods of exclusion for each illness should be adhered to - see Appendix 3 of the Health Protection Scotland guidance. The nursery asks that all parents/carers inform us as soon as possible if their child contracts such an illness, so precautions regarding cross contamination can be taken. Other parents will be notified in line with current Scottish Government guidelines.

If a child becomes unwell during the session, they will be taken to a quiet area, away from other children and closely monitored. Where appropriate the child’s parent/carer or emergency contact will be called and asked to come and collect the child.

Outbreaks of Infection

Health Protection Network guidance on infection control says “An outbreak is defined as two or more linked cases of the same illness (e.g. *E.coli* 0157, scarlet fever); or more cases than expected; or a single case of a serious disease (e.g. measles or diphtheria).”

Care Inspectorate guidance on notification reporting says “We define an outbreak as the occurrence of two or more, or a higher than expected number of cases of confirmed or suspected infection, affecting people using the service and/or staff in the same area. Cases of suspected infection include people with diarrhoea and/or vomiting, wound or skin infections, or respiratory illnesses such as flu.”

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In the case of an outbreak of infection staff will keep a record of individual cases and inform the Care Inspectorate by completing the electronic form under the notifications section on the Care Inspectorate website. (From the 1 April 2011 it is a legal requirement to notify the Care Inspectorate of an outbreak of infection).

Care Inspectorate (Musselburgh office) Tel: 0345 600 9527.

The Nursery's Health Protection Team can be contacted for advice on further infection control procedures.

NHS Lothian: Tel 0131 465 5420 or 0131 465 5422 (out of hours)

Email: health.protection@nhslothian.scot.nhs.uk

See Section 6 – 'Outbreaks of infection in childcare settings' and Appendix 5 – Example of checklist of measures to use during an outbreak of infection (for example, vomiting or diarrhoea) of the Health Protection Scotland guidance.

Hygiene

Hand-washing

Effective hand washing is the most important public health measure of all time.

Children will be shown how to wash their hands thoroughly at the start of the academic year and will be reminded about the technique as often as necessary throughout the year.

Hands will always be washed after being outside in the garden, after using the toilet, before and after snack and lunch and whenever visibly dirty. Liquid soap and paper towels will be used. Hands will be washed vigorously using a small amount of soap. Hands must be rubbed together covering all surfaces until a good lather appears, allow the lather to last at least ten seconds.

Both adults and children can unwittingly contaminate the tap while turning them on with germs on their hands, re-contamination can occur when turning off the tap. Adults may use disposable towels when turning off taps. Wet wipes will be made available to children when washing facilities are unavailable, such as on trips and outings and hands will be washed with soap and water as soon as possible.

General cleaning

- Surfaces in the toilet such as handles, taps, toilet seats, and door handles will be cleaned at regular intervals throughout the day and when visibly dirty.
- Floor and table surfaces will also be cleaned daily.
- Disposable gloves must be worn when cleaning up spillages of bodily fluids (blood, vomit, urine or excreta.)

- Disposable towels should be used to soak up as much of the spillage as possible and then the area cleaned thoroughly with hot water and disinfectant liquid (following the manufacturer's instructions.)
- A chlorine based disinfectant should NOT be used to clean urine spillages (to prevent the release of chlorine gas).
- Paper towels will then be double bagged and disposed of in the outside bin in accordance with the Health and Safety policy.
- Equipment will be cleaned as per cleaning schedules and during an outbreak of illness.
- Nursery staff will wash all resources in rotation,.
- The washing of specific toys should be recorded on the Toy Cleaning Schedule to allow planning for future cleaning.
- Children shall be discouraged from putting items into their mouths at all times as this can result in cross contamination.
- Tea-towels will be replaced at the start of each day. Dirty tea towels, aprons and loose soft furnishings should be washed using detergent at a temperature of at least 60 degrees centigrade.
- Playdough will be changed daily.
- The water tray will be emptied daily and the sand changed at regular intervals, or earlier if it becomes discoloured, foul smelling or contaminated.

Throughout the day staff will ensure that the children's toilet areas are clean and that hygiene supplies are replenished

- Furniture will be cleaned daily by staff and in Nursery holidays by janitorial staff.

All staff and parents are encouraged to raise any concerns they may have regarding the cleanliness of the nursery with the Nursery Manager.

Soiled clothing and nappy-changing

It is essential that children's soiled clothes are dealt with hygienically as they may be infectious, potentially transmitting several diseases. Children will be changed in the disabled toilet, where nappy sacks and wipes are available. Staff must wear disposable aprons and disposable gloves* when changing a child and wet or soiled clothes will be double bagged, placed in a sealed plastic tub and returned to the parent for cleaning. The same procedure should be followed when changing nappies. The changing table will be wiped down with disinfectant after use (using an anti-bacterial, non-chlorine spray), with soiled nappies and gloves being double bagged and put in the designated nappy bin. Once gloves are removed, hands will be washed thoroughly. (see IPC appendix)

Any spillages of blood should be dealt with as quickly as possible and any cuts and grazes should be covered with a waterproof dressing.

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Food Handling and storage

All foodstuffs will be handled and stored in accordance with Blackhall Nursery's Food Safety Policy.

This policy forms part of the Nursery's Health and Safety Policy

*As per the Health Protection Scotland guidance

N.B. Where disinfectant is mentioned, the approved type is a chlorine releasing agent (e.g. bleach) unless otherwise stated. A chlorine based disinfectant should NOT be used to clean urine spillages (to prevent the release of chlorine gas).

References:

Health Protection Scotland guidance – 'Infection Prevention and Control in Childcare Settings: May 2018

Appendix 1: Infection Control Covid-19 Appendix (July 2020)

Appendix 2 : Infection Prevention appendix – storing of wet/soiled clothes

This policy links to:
Curricular Areas(s): HWB
Quality Indicator(s): 2.1, 3.1 (HGIOELC)
Care Standard(s): 3.20, 4.27, 5.22
UNCRC Articles: 3, 24

Adopted on: 30.08.2023

Appendix 2 added 31/10/23

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Infection Control Policy: Appendix 1 - COVID-19

Staff will refer to 'Core Covid-19 Information for General (Non Healthcare) Settings: June 2020' (hereafter referred to as 'Covid-19 guidance'). Available from https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf

The Manager will regularly review the appendix in line with updated guidance, as this changes regularly.

Covid-19 is spread through respiratory droplets produced when the infected person coughs or sneezes. This is thought to be the main way the infection is transmitted between people and is most likely to happen when there is close contact (within 2 metres) with an infected person who is symptomatic. It is likely that the risk of infection transmission increases the longer someone has close contact with an infected person. There are two routes by which Covid-19 can spread: **Directly:** from close contact with an infected person (within 2 metres) where respiratory secretions can enter the nose, eyes, mouth or airways. This risk increases the longer someone has close contact with an infected person.

Indirectly: by touching a surface, object or hand of an infected person that has been contaminated with respiratory secretions and then touching own mouth, nose or eyes (Health Protection Scotland, 2020)

Illness

- Covid-19 guidance states that children and adults displaying symptoms of Covid-19 (a new continuous cough, high temperature, loss or change of taste or smell) should obtain a test -available from <https://www.nhsinform.scot/self-help-guides/self-help-guide-access-to-testing-for-coronavirus> and **should not attend the setting until either a negative test result has been obtained OR they have** self-isolated for 7 days. If they live in a household with others who are displaying these symptoms they **MUST** not attend the setting until either a negative test result has been obtained OR they have self-isolated for 14 days. If they develop symptoms within those 14 days, the process begins again with obtaining a test.
- Parents/carers **must** inform the Nursery as soon as possible if their child Covid-19. The Nursery will notify other families in line with Scottish Government guidelines, whilst maintaining confidentiality.
- If the child begins to display Covid-19 symptoms whilst at nursery, they will be taken to the designated, well-ventilated area by their 'bubble' adult and cared for. Their parent/carer or emergency contact will be called and asked to collect the child immediately. The 'bubble' adult will put on appropriate PPE whilst caring for the child and will clean the area as detailed below and in section 1.9 of the Covid-19 guidance.

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- If a member of staff begins to display Covid-19 symptoms whilst at nursery, they should leave immediately and go straight home and follow government advice on testing and self-isolating. The nursery will be cleaned as detailed below and in section 1.9 of the Covid-19 guidance.

Outbreaks of Infection

- The Manager will inform the Board
- The Manager will inform the Care Inspectorate of every suspected or confirmed case of Covid-19 in people attending the setting as per Care Inspectorate requirements (https://www.smartsurvey.co.uk/s/Notification_Outbreak_of_infectious_disease/)
- The Manager will inform the Health and Social Care Partnership as required by the Care Inspectorate.
- The Care Inspectorate must be informed of the following via their e-forms facility:

An outbreak of Covid-19

Death of a service user, from confirmed or suspected Covid-19

Change of circumstances due to Coronavirus (e.g. Temporary closure)

End of an outbreak

Staffing absences

Death of a staff member

Staffing shortages

- The Nursery's Health Protection team will be informed on 0131 465 5420 or health.protection@nhslothian.scot.nhs.uk

What should we do to prevent the spread of Covid-19?

- Adults should follow the physical distancing and stay at home advice
- The same adults, or minimum number of adults possible should look after children in small groups.
- Maintain good hygiene practices –
 - Wash hands frequently with soap and water for 20 seconds
 - Use alcohol based hand rub where available if no access to soap and water
 - Avoid direct contact with people that have respiratory illness wherever possible
 - Avoid using personal items (e.g. Mobile phone) of people that have respiratory illness wherever possible
 - Cover the nose and mouth with a disposable tissue when sneezing, coughing, wiping and blowing the nose. Dispose of all used tissues promptly into a waste bin. If you don't have tissues available, cough and sneeze into the crook of the elbow. Wash or use alcohol based hand rub to clean hands at first opportunity.
 - Routine cleaning and disinfection of frequently touched objects and surfaces

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Ensure good ventilation

Environmental decontamination (cleaning and disinfection) after a possible case has left the premises

Cleaning and Disinfection

Once a possible case has left the premises, the immediate area occupied by the individual, e.g. desk space, should be cleaned with detergent and disinfectant. This should include any potentially contaminated high contact areas such as door handles, telephones and grab-rails. Once this process has been completed, the area can be put back into use.

Any public areas where a symptomatic individual has only passed through (spent minimal time in), e.g. corridors, and which are not visibly contaminated with any body fluids, do not need to be further decontaminated beyond routine cleaning processes.

Environmental cleaning and disinfection should be undertaken using disposable cloths and mop heads using standard household detergent and disinfectant that are active against viruses and bacteria. Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants. All cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. The person responsible for undertaking the cleaning with detergent and disinfectant should be familiar with these processes and procedures.

In the event of a blood and body fluid spillage, keep people away from the area. Use a spill-kit if available, using the personal protective equipment (PPE) within the kit or PPE provided by the employer/organisation, and follow the instructions provided with the spill-kit. If no spill-kit is available, place paper towels over the spill, and seek further advice from the local Health Protection Team

Personal Protective Equipment (PPE)

PPE (gloves, apron and face mask) should be worn to disinfect the area occupied by the suspected case.

Waste

Ensure all waste items that have been in contact with the individual (e.g. used tissues and disposable cleaning cloths) are disposed of securely within disposable bags. When full, the plastic bag should then be placed in a second bin bag and tied. These bags should be stored for 72 hours before being put out for collection. Other general waste can be disposed of as normal.

General Cleaning

- Increase cleaning of surfaces, including tables, chairs and handles, and within toilet areas, adhering to guidance in section 1.9 of Covid-19 guidance
- Ensure dishes used for snack and lunch are cleaned thoroughly and dried before being stored

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- Facilitate cleaning by removing hard to clean resources, soft furnishings etc from the environment
- See separate cleaning schedules

Children

- Will be cared for in groups of up to 8 called 'bubbles'. The group will have an allocated adult who will be their main adult and will stay with them (except for lunch break and unavoidable events)
- Bubbles will play separately
- Each bubble will have their own allocated resources that will be for their use only. Once finished with these resources will be washed, disinfected and stored for at least 72 hours before being reallocated to another group if necessary
- All children will be encouraged to be outdoors as much as possible

Staff

- Will be allocated a group of children who they will remain with
- Will keep a distance of 2m from other adults at all times
- Will practice good personal hygiene
- Will be encouraged to follow Government guidance regarding social distancing etc. outwith the workplace
- Must wear clean clothes to work each day

Added to Infection Control Policy Sept 2020 final

GS July 2020

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Infection Control Policy: Appendix 2 – Storing of wet/dirty clothes (following toilet accident)

Clothes that have been urinated in or soiled with faeces must be double-bagged. This should then be named and placed inside a plastic tub kept for this purpose and the lid sealed. The tub may then be placed in the child's cubby to be collected by the parent / carer.

Parents are asked to remove the bag from the tub and return the tub to staff. Any used tub should be washed with hot soapy water and sprayed with disinfectant spray before being replaced in the cupboard in the bathroom.

By leaving the tub to be quietly collected by the parent/carer, we show respect for the child's dignity.

Added 31/10/23 GS

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