



*326 After School Club @ Codicote*  
*Policy for: Health & Hygiene*  
*September 2007*

At 326 Club we actively promote a healthy lifestyle with high standards of health and hygiene.

**Personal Hygiene**

- Adults and children must wash their hands after using the toilet, before handling food and other times as required.
- Towels are available and children must dispose of them safely
- Children are encouraged to clear their noses when necessary and dispose of the tissues safely
- The staff are aware of the risk of infection through the exchange of bodily fluids and ensure due care and attention to the hygiene rules
- Children who are being given assistance with personal care will not be alone with an adult

**Cleaning and Clearing Up**

- Disposable gloves will always be worn when cleaning up spills of body fluid
- Any spills of blood, vomit or excrement will be cleaned and flushed down the toilet.
- The area will be cleaned with disinfectant. Fabrics contaminated with body fluids will be washed thoroughly in hot water
- Spare clothing for all aged is available in case of accidents, and polythene bags are available in which to wrap soiled garments
- All surfaces are cleaned daily with an appropriate cleaner

**Food**

The Club is aware of current legislation regarding food hygiene, registration and training

- Any person who is infectious/contagious or suffers skin trouble will not be involved in food preparation
- The kitchen is a non smoking environment (as is any area with the children)
- Coughing or sneezing near food is prohibited
- Raw and cooked food are prepared separately
- Food is covered or refrigerated at all times, except when being served

**Health**

Snacks provided will be nutritious and will aim to reflect the children's particular dietary and religious requirements

When cooking as an activity, the adults will promote high standards of hygiene, understanding of a healthy diet and awareness of other cultures.

### **Illness**

Parents (and staff, if applicable) are requested to keep children at home if they may be infectious in any way and make the Club aware of the infection

Parents (and staff, if applicable) are requested to keep children at home if the child is suffering from vomiting or diarrhoea until at least 24 hours has passed since the last attack.

All cuts or sores, on children or adults, will be covered with dressing or plasters

The Club will notify parents of any signs of illness

Parents are welcome to discuss any health issue with the staff

The Club will maintain contact with Health Visitors and the Health Authority

Information Services as appropriate.

Further guidance can be found in the School Health & Safety manual. Advice may be sought from the head teacher.