



Harvard Park Policies and Procedures:

**Promoting health and hygiene**

## 51. Promoting health and Hygiene

### Policy statement

Harvard Park is suitable, clean and a safe place for children to be cared for, where they can grow and learn. We meet all the statutory requirements for promoting health and hygiene and fulfil the criteria for meeting the relevant Early Years Foundation Stage Safeguarding and Welfare requirements.

Harvard Park believes that the health and hygiene of all children is of paramount importance and that all children have a right to feel cared for, considered and welcomed when learning about health and hygiene.

### Objectives

We promote health through:

- Ensuring emergency and first aid treatment is given where necessary.
- Ensuring that medicine necessary to maintain health is given correctly and in accordance with legal requirements.
- Identifying allergies and preventing contact with the allergenic substance.
- Having ongoing discussions with parents/carers to develop allergy action plans for managing individual children's known allergies and intolerances
- Ensuring that all staff are aware of the symptoms and treatments of allergies and anaphylaxis and that children can develop these at any time, especially during weaning.
- Ensuring that all staff know the difference between allergies and intolerances.
- Identifying food ingredients that contain recognised allergens and displaying this information for parents/carers.
- Identifying and promoting health through taking the necessary steps to prevent the spread of infection and taking appropriate action when children are ill.
- Ensuring that ongoing discussions with parents/carers take place regarding the stage their child is at in relation to introducing solid foods including the texture the child is familiar with.
- Ensuring that food prepared is in line with the children's individual development needs.
- Working in partnership with parents/carers to help children to move on to the next stage of weaning at a pace that is right for the child.
- Ensuring that food is prepared for children in a way that prevents choking.
- Ensuring babies and young children are sat safely in a highchair or suitable low sized chairs when eating.
- Ensuring that children are always in sight and hearing of a staff member, who is a paediatric first aider (PFA) whilst eating and the staff member is sat facing the child.
- Recording all choking incidents that require intervention.
- Promoting healthy lifestyle choices through diet and exercise.

- Supporting parents/carers right to choose complementary therapies.
- Pandemic planning or illness outbreak management as per DfE and World Health Organisation (WHO) guidance.

### **Healthy Environments**

- o The setting is a non-smoking environment – this includes the use of e-cigarettes and vaping devices.
- o Children will have plenty of opportunity to play in the fresh air throughout the year, whatever the weather.
- o The setting will promote the use of sun cream.
- o The setting has a wide range of resources to encourage physical activity.
- o There are areas within the setting for quiet times as well as plenty of opportunity for circle games and large physical movement indoors as well as outdoors.
- o The setting will ensure that the playrooms are well ventilated, that the toys are sterilised regularly to prevent the spread of infection.
- o Any spills of blood, vomit, urine or excrement will be wiped up and flushed away down the toilet. Rubber gloves will be always worn. Floors and the affected areas will be disinfected. If fabrics are contaminated, they will be washed on a hot wash.
- o Spare clothing is available in case of accidents and polythene bags are available in which to wrap soiled garments.
- o No child to share the same cot, without it being sterilised first and a clean sheet put down
- o All Nappy changing areas are to be sterilised every time a child has their nappy changed.
- o Toilets are checked and cleaned regularly throughout the day – replenished when necessary.
- o The setting is cleaned daily; carpets are done on a regular basis, with spillages thoroughly cleaned as they occur.
- o Soiled items of clothing are bagged and sent home with children to be cleaned at home OR with parent/carer consent, disposed of. Soiled items of clothing are not cleaned using our facilities to prevent cross contamination and to promote good hygiene.

### **Good Hygiene Practices**

- o Early years educators are to be good role models, demonstrating the washing of hands after using the toilet or before the preparation and eating of food.
- o Children are encouraged to wash hands before eating or cooking after using the toilet, touching animals and after playing outside and touching malleable substances such as sand, water, play dough etc. Explanations behind the requests are given.
- o Soap, paper towels, water, tissues and toilet roll are always made available, and children are taught how to use and dispose of them appropriately.
- o Children are also encouraged to use the toilet independently, blow their own noses, and shield their mouths when coughing.

- Gloves and aprons must always be worn when changing nappies or clearing up body fluids and spillages. Staff need to have a good understanding of how infections can be transmitted.

### **Intimate care and Nappy changing**

No child is excluded from participating in our provision who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents/carers towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

We provide nappy changing facilities and exercise good hygiene practices to accommodate children who are not, yet toilet trained

We see toilet training as a self-care skill that children can learn with the full support and non-judgemental concern of adults.

### **Procedures**

- Parents / carers are made aware of our nappy changing times. Should a child need additional changes between this, parents/carers are informed.
- Where necessary or required, early years educators have a list of personalised changing times for the young children in their care who are in nappies or 'pull-ups'. They change nappies according to this schedule, or more frequently where necessary.
- We encourage young children who are potty or toilet training to wear pull-ups, or other types of trainer pants, as soon as they are comfortable with this and if their parents/carers agree.
- We discourage pull ups for any other reason other than potty training support.
- Familiar persons undertake changing young children in their rooms – meaning children will not be changed by someone who they do not interact with daily.
- Children's opinions will be observed and listened too should they want a specific early year's educator to help them change. This may or may not be the child's keyperson.
- When and where a child refuses a nappy change, we will take several approaches and steps to encourage them to agree. However, a child will never be forced to have their nappy changed – where this is the case, a parent/carer is called to determine next steps, come and change their nappy or take them home and a meeting will be held to formulate a plan to support the child.
- Babies and young children are changed within sight of other staff whilst their dignity and privacy is always maintained.
- Changing areas are warm and there are safe areas to lay young children if they need to have their bottoms cleaned.
- At Day Nursery each young child has their own cubbyhole with their nappies or 'pull ups' and changing wipes within their allocated rooms.
- At Pre-School, parents/carers are requested to provide enough spares for the session in their child's school bag.

- Gloves and aprons are put on before changing starts and the areas are prepared.
- All staff are familiar with the hygiene procedures and carry these out when changing nappies.
- Our staff never turn their back on a child or leave them unattended whilst they are on the changing mat.
- In addition, early years educators ensure that nappy changing is relaxed and a time to promote independence in young children.
- Young children are encouraged to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet with their privacy and dignity being maintained.
- They should be encouraged to wash their hands and have soap and paper towels to hand. They should be allowed time for some play as they explore the water and the soap.
- Early Years Educators are gentle when changing; they avoid pulling faces and making negative comment about 'nappy contents'.
- Early Years Educators do not make inappropriate comments about young children's genitals when changing their nappies
- In addition, we ensure that nappy changing is relaxed and a time to promote independence in young children. We also use this time to sing favourite songs, tell stories together and introduce new words and vocabulary.
- Nappy changing is always done in an appropriate/designated area. Children are not changed in play areas or next to snack tables. If there are limitations for nappy changing areas due to the layout of the room or space available, this is discussed with the settings director so that an appropriate site can be agreed that maintains the dignity of the child and good hygiene practice.
- Older children access the toilet when they have the need to and are encouraged to be independent.
- Nappies and 'pull ups' are disposed of hygienically. The nappy or pull up is bagged and put in the allocated clinical waste bin. Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are emptied and bagged for the parent to take home.
- Soiled items of clothing are bagged and sent home with children to be cleaned at home OR with parent/carer consent, disposed of. Soiled items of clothing are not cleaned using our facilities to prevent cross contamination and to promote good hygiene.

We have a duty of care towards children's personal needs. If children are left in wet or soiled nappies/pull-ups, this may constitute neglect and will be a disciplinary matter.

### **Promoting Oral Health**

We strive to raise awareness of the importance of good oral health for children. These early years for children are when routines are formed and are often carried through to adulthood. Therefore, our setting is a very important place to introduce a good oral health routine.

We actively promote high standards of oral health by encouraging healthy eating and good habits of personal and oral hygiene outside of the setting.

### **Food/Snacks**

- Snacks provided for children and staff will be tooth friendly.
- Tooth friendly snacks will be varied daily, and children will be encouraged to try new foods.
- Any food containing sugar will be restricted to mealtimes only and will be provided on a limited basis.
- Food will be provided or supervised by staff only, in accordance with the setting's oral health and food policies.

### **Drinks**

- Only milk and water will be offered to children as drinks throughout the day. Dietary needs will be taken into consideration when offering children milk or milk alternatives.
- Fresh drinking water is always available and easily accessible
- No fizzy drinks or sugary drinks of any kind will be served in the setting.
- Staff, in conjunction with parents/carers, will encourage the introduction of feeder/ free flow cups for babies from 6 months.

### **Rewards/Special Occasions**

- Sweets and chocolate will not be used by staff as rewards for good behaviour.
- Sweets and chocolates are discouraged to celebrate birthdays or special occasions. If this occurs, they will not be consumed on the premises and will be sent home with child for parents/carers to decide.
- Families are encouraged to provide a fruit basket or platter as an alternative to birthday cake to celebrate special occasions such as birthdays.

### **Toothbrushing At Home**

- Parents/carers will be encouraged to continue the regular toothbrushing routine at home.
- Parents/carers can access information and advice about toothbrushing and oral health from staff at the setting.
- The setting will also have resources and information ready to access online via websites, newsletters and documents.

### **Children**

- Oral health will be included in the curriculum and in any learning opportunities where it is appropriate.
- Visits from a dentist, hygienist or someone who can talk about oral health will be arranged during the educational year.

- Oral health will feature as a theme at the setting prior to, during or after these visits. e.g. dental corner, stories, songs, poems, art etc.
- Good oral hygiene will be always encouraged.

### **Parents/Carers**

- Where possible, parents/carers will be asked to provide details of the family dentist as well as GP on enrolment. Parents/carers who do not provide this information will be supported and advised signing up as soon as possible.
- Parents/carers will be provided with an information point, which will include information about oral health
- Parents/carers are discouraged from sending in confectionary as a snack or treat.
- Parents/carers are advised to stop using dummies/pacifiers once their child is 12 months old.

### **Staff**

- Staff will be involved in the development and implementation of the oral health policy.
- Appropriate training and information about relevant resources will be available to staff prior to implementation of the policy guidelines.
- The oral health policy will be included as part of the induction of new staff.
- The policy will be reviewed and updated on an annual basis.

### **Further Guidance**

Infant and Toddler Forum: Ten steps for Healthy Toddlers:

<https://infantandtoddlerforum.org/toddlers-to-preschool/healthy-eating/ten-steps-for-healthy-toddlers/>

[Find a dentist - NHS \(www.nhs.uk\)](http://www.nhs.uk)

### **Legal reference**

Medicines Act (1986): <https://www.legislation.gov.uk/ukpga/1968/67>

Reporting of Injuries, disease and dangerous occurrences regulations 2013 (RIDDOR):

<https://www.legislation.gov.uk/uksi/2013/1471/contents>

Control of Substances Hazardous to Health (COSHH) Regulations (2002):

<https://www.hse.gov.uk/cleaning/topics/coshh.htm>

Health and Safety (First Aid) Regulations (1981):

<https://www.legislation.gov.uk/uksi/1981/917/regulation/3>

Food information Regulations (2014): <https://www.legislation.gov.uk/uksi/2014/1855/contents>

Early Years Foundation Stage (2025): <https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

This Policies and Procedures pack was adjusted by Harvard Park.

Date meeting was held on 30/04/2026

Signed on behalf of the Directors and Proprietors

**Nicki Saunders and Tracey Milstead**