

Inverbrothock out of school care club

Charity Number: SC030097

Infection Control

At Inverbrothock Out of School Care Club we are committed to ensuring that all children, young people, staff, and parents enjoy an environment that is free from infection. We operate this policy to minimise the risk of infection for anyone who uses or works in this service.

We minimise risks to health by:

- Ensuring that the environment is clean and hygienic.
- Parents and staff communicate effectively regarding appropriate measures for infection control.
- Children, staff, and parents are aware of procedures.
- Safe working practices are always adhered to.
- Guidance from NHS Infection prevention and control in childcare settings (day care and Childminding settings 2016) is implemented and followed within the club.
- Effective strategies are in place to communicate infection control procedures to staff, children, and parents.
- Staff implement the infection control training required by regulation.
- Update information as received from local and national sources.
- Display the Public Health Notice with information on the Exclusion Periods of Communicable Diseases and remind parents/carers of exclusion periods if a sick child is brought to the service.
- Check that equipment is clean, particularly where children have put in their mouth.
- Encourage children to develop good hand washing routines after using the toilet and before and after snacks or lunch.
- Ensure a protocol is in place and followed regarding contact with blood and body fluids and safely dispose of waste material.
- Wear Personal Protective Equipment when dealing with accidents e.g., gloves and apron.

- Ensure that adults and children use separate toilet facilities where possible.
- Be vigilant as to signs of infection persisting or recurring and report to Care Inspectorate of any suspected or known outbreak (**any outbreak is defined as the occurrence of two or more, or a higher than expected number of cases of confirmed or suspected infection, affecting people using this 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 illness such as flu. A higher than expected number of cases may be a single case if the confirmed or suspected infection is rare or the suspected or confirmed case poses or may pose a significant risk to public health, for example, E. coli 0157 or tuberculosis.

As staff we will:

- Inform all attending adults of the existing policy and procedures and includes this in induction packs.
- Store food that requires refrigeration, covered, and dated within the refrigerator, at a temperature of 5oC or below.
- Provide colour coded clothes or blue roll for different areas.
- Ensure that dedicated sinks and other areas are clearly marked.

Hand hygiene

It is important that children and staff wash their hands at regular intervals during the club sessions. Washing hands regularly following the NHS hand - washing technique ensures that harmful bacteria is not being transferred around the setting.

To ensure we are washing our hands regularly and correctly we will ensure:

- Staff and children was their hands with hot water and soap when entering and leaving the service.
- All relevant hand washing procedures are displayed by hand washing sinks at all times.
- That the hand washing procedures are easy to follow and to understand so that everyone who is washing their hands can follow and carry out these instructions easily
- Soap, hot water and disposable towels are available at all times during the club operation. If any of these items are not available this must be reported to the manager straight away

- Staff will be responsible for carrying out a daily risk assessment to ensure all items are available and that everyone is following the correct procedures. Staff must ensure this paperwork is updated daily.
- Staff will be responsible for reporting low stock to the manager.
- Staff and children must wash their hands on arrival and leaving the setting, before and after snack, when moving from indoors to outdoors and vice-versa and when visibly soiled.
- There is also hand sanitiser available.
- Children should not use hand sanitiser when hot water and soap are available.

First aid

When staff are carrying out first aid, they must wear disposable gloves. These are available in variety of sizes to meet the needs of all staff.

When carrying out first aid:

- Personal Protective Equipment (PPE) must be worn, gloves and apron.
- The safe putting on and taking off PPE must be followed. These procedures can be found within this policy, and they are also displayed within the kitchen area of the club.

Spillage of body fluids

We understand that at times children will become sick within our care or have an accident that means there are maybe spillages of body fluids. When this happens, the staff should follow this procedure.

Staff will:

- Deal with blood and bodily fluid spillages as quickly as possible
- All areas that bodily fluids have been spilled in must be closed off to children immediately.
- Staff must wash their hands and put on PPE, gloves, apron and a face mask if there is splashing from the bodily fluids.
- Staff must make themselves aware of the safe putting on and taking off PPE.
- The cleaning of bodily fluids and helping the child/ren will take two members of staff.

- One staff member will help the child/ren and the other will clean the environment where the spillages have taken place.
- Place paper towels or blue roll over the spillage, this is to soak up the spillage before cleaning. The paper towels or blue roll should then be placed into a disposable, leak proof plastic bag.
- Once most of the body fluid has been cleaned, the area must be cleaned with a disinfectant solution and disposable towels. This must be used in accordance with the manufacturer's instructions found on the back of the bottle. These towels must then be placed in the leak proof plastic bag.
- Wipe area dry with disposable towels.
- Once the area is cleaned of bodily fluids all waste including PPE must be disposed of in the leak proof bag. The bag should then be tidied securely.
- You must wash your hands.
- The leak proof bag should then be disposed of in the outside bin (bin shed located in the car park)
- On arrival back at the club you should wash your hands again.
- Depending on the nature of the spillage i.e. a child being sick or having a bad nose bleed that is not stopping, the child's parents/carers must be phoned for the child to be collected.
- Procedures must be followed for exclusion periods such as a child being sick will need to stay off of the service for 48 hours after their last episode of sickness.

Helping the child/ren

- Any children who have soiled clothing must be taken to the large bathroom immediately.
- Staff must wash their hands and put on PPE. Gloves and an apron must be worn.
- Any spare clothing, they need will be collected and given to them.
- The staff member will stay at the sliding doors or go into the bathroom whichever is appropriate for the child's needs
- Once the child has removed their soiled clothing and changed into clean clothing, they must immediately wash their hands.

- When the child is changed the staff member will assist them to a safe area of the playroom to await collection (if this is appropriate) or allow them to play.
- The staff member should then double bag the child's soiled clothing into leak proof plastic bags and then into a carrier bag and the handles ties, this will then be placed into a small box and left in the corner of the big bathroom until the child is collected.
- The toilet area must be cleaned with disinfectant and all cleaning materials should then be disposed of using a leak proof plastic bag.
- Staff should then take off their PPE and wash their hands.
- The plastic bag should then be disposed of in the outdoor bin (located in the carpark)
- On arrival back at the service the staff member should wash their hands immediately.

Administering medication

- All hand washing procedures must be followed.
- All medication procedures must be followed, these can be found in the medication policy.

Cleaning of equipment

- Equipment must be cleaned regularly to maintain a hygienic standard for the children.
- Cleaning schedules are in place and must be followed at all times.
- Equipment will be cleaned once per week.
- Equipment must be cleaned with appropriate cleaning products.

Snack

- All snack procedures must be followed.
- Hand washing procedures must be followed.

Toileting

- Only two children should enter the bathroom area at one time.
- Staff will use the staff bathroom within the club, the sliding door should be closed so that no children can access the toilet area at the same time.

- Bathrooms and sinks must be cleaned at regular intervals throughout the club sessions.
- The staff member who is cleaning the bathroom must wear appropriate PPE.
- PPE must be put on and taken off following the correct procedures.

Management of waste

- All bins within the club must have a lid on them.
- Ensure waste bins are never overfilled, if they are they must be emptied.
- All bins should be cleaned according to the specified cleaning schedule. During afterschool sessions the bins should be cleaned at the end of the session.
- 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 following our hand washing procedure.

Outbreaks of infection in childcare settings

Staff must report immediately to the person in charge if any child has the following signs and 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.
- An unexpected rash

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

- Keep the child safe and away from other children if possible.
- Ask the parents/carers to collect the child and suggest they seek advice from GP if symptoms continue or worsen.

Within the club there is a checklist in place to follow if any outbreak is suspected.

If more than one child has any of these symptoms and giving cause for concern, the manager should contact the local health protection team (HPT). The HPT number is pinned to the notice board in the office of the club.

In the event that the manager is not available a member of staff will be appointed to take control of managing the outbreak.

In the event of an outbreak there are steps that must be followed.

- Assess the situation in collaboration with local HTP.

It is important the staff in the 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)
- Sign and date documents to record they know and understand the infection control precautions in place.

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, we will do this by highlighting our register with coloured coding to ensure we identify infectious illnesses and monitor these. Staff/child absences should also be recorded in our infection control folder.
- These symptoms, if known (for example, vomiting and diarrhoea)
- When the children/staff became ill and when first noticed or reported (if know)
- The date they last attended the childcare setting.
- When parents were contacted
- What time the child was collected
- Who was informed about the outbreak
- The advice received.
- Advice given to parents/carers

Please find attached to this policy Exclusion criteria for childcare and childminding settings for recommended time for children to be kept away for the service due to infection.

The above policy is approved and hereby adopted by the IOOSCC Committee

Updated July 2025

