Beetley and District Preschool

Registered Charity: 1181636

Part 3 – Health and Hygiene

Policy 3.1 – First Aid and Hygiene

Purpose of this Policy

Beetley & District Preschool is committed to promoting good health and hygiene practices to reduce the risk of illness and infection and to ensure that appropriate first aid arrangements are in place to support the safety and wellbeing of children, staff, volunteers and visitors.

This policy outlines the procedures for first aid provision and hygiene practices within the setting. It should be read alongside the Health & Safety Policy Statement and related health and safety, safeguarding and illness management policies.

First Aid Provision

Appropriate first aid provision is in place at all times when children are present.

This includes:

- A fully stocked first aid box, stored out of reach of children but easily accessible to staff.
- A portable first aid bag available for use outdoors and on outings.
- Disposable gloves and basic first aid supplies suitable for early years settings.

Designated staff are responsible for checking and restocking first aid supplies regularly. Oversight of first aid arrangements is maintained by the Health & Safety Lead.

First Aid Training

All staff working directly with children hold a current, appropriate paediatric first aid qualification in line with EYFS requirements.

Staff are familiar with first aid procedures and know how to respond appropriately to minor injuries, illness or emergencies.

Administration and Recording of First Aid

First aid is administered by trained staff in accordance with current guidance. In practice this means:

- All first aid administered to children is recorded.
- Parents and carers are informed when first aid has been given.
- First aid records are monitored to identify any patterns or concerns.

The recording and reporting of accidents and incidents is managed in line with the Accident, Incident and RIDDOR Policy.

Hygiene and Infection Control

Good hygiene practice is promoted throughout the preschool to reduce the spread of infection and to support children's developing understanding of personal care.

Hygiene procedures include:

- Regular cleaning and disinfecting of toilets, hand basins and surrounding areas.
- Daily cleaning of floors, tables and frequently touched surfaces.
- Regular cleaning and sanitising of toys and equipment.
- Safe disposal of waste and soiled materials.

Handwashing and Personal Hygiene

Effective handwashing routines are embedded into daily practice.

Children and adults are encouraged to wash their hands:

- Before eating or handling food
- After using the toilet
- After outdoor play
- After wiping noses or coughing
- After contact with bodily fluids

Children are supported to develop good hygiene habits in a calm and age-appropriate way.

Managing Bodily Fluids

Spillages of blood, vomit or other bodily fluids are dealt with promptly and hygienically.

- Disposable gloves are always worn.

- Affected areas are cleaned and disinfected using appropriate cleaning products.
- Soiled clothing or fabrics are managed hygienically and returned to parents where appropriate.

Laundry and Cleaning Materials

Cleaning cloths and materials are colour-coded and replaced regularly to prevent cross-contamination.

Laundry contaminated with bodily fluids is washed on a hot cycle or returned to parents as appropriate.

Allergies and Health Information

Information about children's allergies and health needs is obtained during the admission process and kept up to date.

Where required:

- Care plans are in place for children with allergies or medical needs.
- Relevant information is shared with staff to ensure consistent care.
- Procedures for medication are followed in line with the relevant health and safety policies.

Further detail regarding allergies, illness and exclusion is outlined in the Identification of Illness and Exclusion Policy.

Exclusion and Illness

Children who are unwell or showing signs of infectious illness should not attend the setting.

Procedures relating to illness, exclusion periods and specific communicable diseases are detailed in the Identification of Illness and Exclusion Policy.

Monitoring and Review

First aid and hygiene arrangements are monitored on an ongoing basis by the Manager and Health & Safety Lead.

This policy will be reviewed:

- Annually

- Following a significant incident or illness outbreak
- If guidance or legislation changes

Related Policies and Documents

This policy should be read in conjunction with:

- Health & Safety Policy Statement
- Duties and Responsibilities of the Committee and Health & Safety Lead
- Responsibilities of Staff, Visitors and Contractors
- Risk Assessment Summary
- Accident, Incident and RIDDOR Policy
- Identification of Illness, Exclusion and Administering Medication
- Pandemic Policy
- Safeguarding Policy
- EYFS Safeguarding and Welfare Requirements

Policy reviewed on: 1st March 2026
Next review due: 1st March 2027
Reviewed by: Hollie Durrant and Julie East

Date:	Review Date:
Signed: Print Name: (Chairperson)	Signed: Print Name: (Manager)