

**EARLY YEARS CENTRES  
PERSONAL HYGIENE CONTROL POLICY**

- 1 No one is permitted to smoke at any time within the confines of the early years centre.
- 2 Staff and children are required to use liquid antibacterial soap and paper towels to minimise the risk of transmitting infection.
- 3 All staff must wash their hands regularly throughout the day and especially:
  - before preparing and eating food for mealtimes, snack times or as part of a food related activity
  - when any visible contamination or soiling occurs
  - between handling raw and cooked food
  - after handling waste food or refuse
  - after tending children with cuts, abrasions or suspected infections
  - after wiping their own or a child's nose
  - after changing a nappy
  - after handling body fluids
  - after going to the toilet, either with a child or by themselves
  - after eating, coughing or sneezing
  - after handling cleaning chemicals

Staff must ensure that children wash their hands where applicable as above and especially following a visit to the toilet and before preparing and/or eating food.

- 4 **Before** participating in activities where food is prepared for **general consumption**, staff must ensure that:
  - all children's hands are checked for cuts, sores or plasters etc.
  - any child so affected must not be permitted to prepare food **unless blue plasters** completely cover cuts, spots and sores (with necessary parents' permission).
- 5 **While** staff and/or children are preparing food they must:
  - refrain from eating sweets, chewing gum and tasting food with fingers
  - use **blue plasters** to completely cover cuts, spots and sores (the applies to staff, and to children with necessary parents' permission)
  - keep finger nails clean, nail varnish may contaminate food and therefore should not be used
  - remove earrings, watches, jewelled rings, bracelets or brooches (this applies to staff when preparing large quantities food for general consumption - such items may be lost in food)
  - abstain from wearing strong smelling perfume or after shave
  - have hair tied back at all times
  - wear a clean apron
- 6 It is essential that staff suffering from food poisoning symptoms, i.e. diarrhoea or vomiting must contact the head of centre and not come into work for at least 48 hours after the symptoms have stopped.

**NB** All staff members should be encouraged to take diarrhoeal illness lasting more than 24 hours seriously, to contact their GP, and request a stool specimen bottle. (See page 13 of 'The Pre-School Carer's Guide to Infection Control' GGHB December 1998).

Additionally, children who have recently recovered from diarrhoea or are suffering from communicable disease (colds/flu etc) should be excluded from activities where food is prepared for **general consumption**.

In our centre responsibility for implementing this policy is:	
First Draft	Date:
Consultation with Early Years Community	Date: 2003/04
The policy was created on:	Date: 2003/04
The policy was reviewed on:	Date: 26 January 2012
Due for review on (not more than 3 years):	Date: 2014/15