



Health
Protection
Scotland



Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings)

Supported by



HEALTH PROTECTION NETWORK

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Abbreviations

BS	British Standard
BSI	British Standards Institution
CE	The initials 'CE' do not stand for any specific words but are a declaration by the manufacturer that his product meets the requirements of the relevant European directives
COSHH	Control of Substances Hazardous to Health
EHS	Environmental Health Services
HACCP	Hazard Analysis Critical Control Point
HPS	Health Protection Scotland
HPT	Health Protection Team
MSDS	Material Safety Data Sheets
NCS	National Care Standards
NHS	National Health Service
NSS	National Services Scotland
PPE	Personal Protective Equipment
SICPs	Standard Infection Control Precautions

Glossary

Blood and body fluids	Blood and body fluids such as urine, faeces (bowel movements), vomit or diarrhoea can all cause infection. You should only handle them when wearing personal protective equipment (for example, disposable gloves).
Chain of infection	A series of steps that describes how infection spreads.
Childcare settings	Any setting, except schools, where children are cared for, for example nurseries, day-care centres and children's centres, playgroups, crèches, childminders, pre-school, after-school care.
Children vulnerable to infection	Some medical conditions make children more vulnerable to infections that would not usually be serious in most children. Children vulnerable to infection include those being treated for leukaemia or other cancers, on high doses of steroids by mouth, and with conditions which seriously reduce their immunity.
Communicable diseases	A disease that can be spread from one person to another.
COSHH Regulations	Using chemicals or other hazardous substances at work can put people's health at risk. By law, employers must have controls in place to prevent their staff from becoming exposed to hazardous substances, including infectious agents (for example, germs). See www.hse.gov.uk/coshh .
Diarrhoea	Three or more loose or liquid bowel movements in 24 hours or more often than is normal for the individual (usually at least three times in a 24-hour period).
Disinfectant	A chemical that will reduce the numbers of germs to a level at which they are not harmful.
Enforcement role	The responsibility for using legal powers (including gathering evidence of offences, serving notices, taking samples and, where appropriate, reporting offences to the Procurator Fiscal) to protect the public health.
Exclusion period	The period of time that a person with an infectious disease must be excluded from, for example childcare settings, to limit the risk of the infection being passed on to other people.
Food business	Any business, whether for profit or not and whether public or private, that carries out any of the activities related to any stage of producing, processing and distributing food. Food also includes drinks, chewing gum and any substance, including water, intentionally included in the food when it is made, prepared or treated.
Food handler	Someone who directly touches food or surfaces that will come into direct contact with food.
GP	This stands for 'general practitioner' (your family doctor).
HACCP	Hazard Analysis and Critical Control Point (HACCP) is a system used to identify and remove risks from food processing to protect those who eat the food.

Hand hygiene	The process of cleaning your hands by washing them thoroughly with liquid soap and warm water and then drying them thoroughly. Adults can also use alcohol based hand-rub solutions but they are not suitable for use in a childcare setting for safety reasons.
Health Protection Team (HPT)	The team of health professionals whose role it is to protect the health of the local population – including staff and children in childcare settings – and limit the risk of them becoming exposed to infection and environmental dangers. Every NHS board will have an HPT.
Outbreak	When there are two or more linked cases of the same illness or when there are more cases than the number expected. Outbreaks can happen anywhere, including in nurseries, in hospitals, on cruise ships and so on.
Personal Protective Equipment (PPE)	Equipment a person wears to protect themselves against one or more risks to their health or safety, including exposure to infections. In a nursery setting this would include single-use disposable gloves and disposable aprons. See section 5.3 on PPE. Also see www.hse.gov.uk/pubns/indg174.pdf , and the Health Protection Scotland model policy on PPE at www.hps.scot.nhs.uk/haic/ic/guidelinedetail.aspx?id=31221 .
Respiratory droplets	Small particles of fluids expelled during coughing, talking, sneezing etc. Germs for example flu, can be transferred from one person to another by droplets travelling small distances and landing on the mouth, nose or eyes of others or in their environment.
Standard Infection Control Precautions (SICPs)	A set of control measures which are designed to reduce or remove the spread of germs to people or within the environment. They include effective hand hygiene, using PPE, how to clean the environment and equipment, how to clean up spills of blood and body fluids and how to deal with waste and linen safely.

1. About this Document

This document does not apply to schools, children's residential settings or outdoor nurseries.

This guidance covers all day care facilities for children (except schools) including nurseries, day-care centres, playgroups, crèches, children's centres, childminders, after-school clubs and holiday clubs. Day care facilities for children in this document will also refer to those based in schools.

This document provides guidance and advice on preventing and controlling infection for staff who work with children in childcare facilities (day-care) and childminding services in Scotland.

All people who care for children in childcare settings have a 'duty of care' to provide a safe environment for children in their care. The Scottish Commission for the Regulation of Care (known as the Care Commission) was set up under the Regulation of Care (Scotland) Act 2001 ('the Act') to register and inspect all services regulated under the Act.

The Care Commission must take account of the National Care Standards, 'Early education and childcare up to the age of 16 (revised September 2009) when registering and regulating these service types.

On 1 April 2011, the functions of the Care Commission relating to childcare services will be transferred to Social Care and Social Work Improvement Scotland (SCSWIS). For further information on SCSWIS, please visit www.carecommission.com

In addition to this document, **guidance on exclusion criteria is available via the HPS website www.hps.scot.nhs.uk/haic/ic/publicationsdetail.aspx?id=47104**. This is updated regularly based on available scientific evidence. Local NHS Board Health Protection Teams (HPTs) will also advise on exclusion criteria.

Members of the Guidance Development Group

This document was developed by a working group led by Health Protection Scotland (HPS) and formed by representatives from the health protection community in Scotland, stakeholders and key users, who considered current scientific evidence and expert opinion. The HPS Infection Control team retains the evidence notes on which this document is based for scrutiny. The working group also secured public involvement through consultation with parents whose children attend childcare day settings. The Health Protection Network (HPN) has facilitated and coordinated the final stages of its development, its adherence to agreed criteria of validation, and its completion.

2. Introduction

2.1 Risk Assessment

This guidance is based on the Standard Infection Control Precautions (SICPs), a set of prevention and control measures designed to reduce the spread of germs to people or within the environment. (www.hps.scot.nhs.uk).

Appendix 7 has a checklist of standard infection control precautions to check practice in your childcare setting.

Infection control safety is a legal requirement under the Health & Safety at Work Act 1974. For details of this visit www.hse.gov.uk/legislation/hswa.htm. Infection control in childcare settings involves carrying out risk assessments and putting measures in place to control any risks identified e.g. the potential risk from contaminated equipment, the environment, blood and body fluid spills, waste, used linen and children and staff who may have infectious disease.

For more information on risk assessment, visit www.hse.gov.uk/pubns/raindex.htm.

2.2 Infection Risk

Infection risk in the childcare setting can be reduced by;

- Training all staff in the childcare setting in standard infection control precautions
- Reviewing and updating infection prevention and control risk assessments regularly
- Ensuring staff and /or children with symptoms of an infectious disease do not attend the childcare setting
- Planning ahead when arranging special days out or activities e.g. see appendix 6 - 'Farm visits or contact with animals'
- Seeking advice from your local HPT on infection prevention and control issues e.g. exclusion policies.

Excluding a child from a childcare setting when not necessary can be a burden on parents or guardians. However, failing to exclude an infected child (with signs or symptoms of infection) could lead to an outbreak of infection in the childcare setting.

2.3 Actions to prevent spread of infection

It is important that you know the children in your care and whether they are at special risk of getting or spreading an infection. Some medical conditions make children more vulnerable to infections that would not usually be serious in most children.

It is therefore important that you ask parents/guardians whether their children have any specific health issues. For an example of a letter you can send to the parents/guardians when a child joins your childcare setting, see appendix 5.

Vulnerable children include those being treated for leukaemia or other cancers, on high doses of steroids and with conditions which seriously reduce their immunity, these children are particularly vulnerable to infections such as chickenpox or measles. If a child is exposed to either of these, tell the parent or carer quickly so they can get medical advice.

N.B. Shingles is caused by the same virus as chickenpox and so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a person who has shingles.

Providing posters and leaflets promoting immunisation will help give parents and guardians information. The website at: www.immunisation.nhs.uk/ can provide more information for parents, guardians and staff.

If a pregnant employee comes into contact with a child or adult in the childcare setting who has an infectious disease (such as chickenpox, measles, slap cheek (parvovirus) or German measles), or if they develop a rash, they should tell their midwife or GP as soon as possible.

2.4 Early warning signs and symptoms of infection

Staff must report immediately to the person in charge, who would assess that the situation if any child has the following signs or symptoms:

- Diarrhoea (this is defined as three or more very loose or liquid bowel movements within 24 hours)
- Blood in their faeces
- Vomiting
- Continuing or severe stomach pain
- Any kind of rash
- Flu-like symptoms – a fever (temperature of 38°C or higher) and two or more of the following – cough, sore throat, runny nose, limb or joint pain, and headache.
- Appears unwell (feels hot or looks flushed)

If any **one child** has any of these signs or symptoms, staff should

- Keep the child safe and away from other children if possible
- Ask the parent / guardian to collect the child and suggest they visit the GP if symptoms continue or get worse
- Put in place the appropriate infection control measures as described in appendix 8.

If **more than one child** has any of these signs or symptoms, staff should contact their local HPT for advice. (see appendix 10 for contact details for HPTs)

Remind adults in childcare settings to report their own illnesses and illnesses in children in their care.

If you wish to know which Local Authorities covers your local area, the following website might be of assistance: http://www.direct.gov.uk/en/DI1/Directories/DevolvedAdministrations/DG_4003604

3. Outbreaks of infection in childcare settings

An outbreak is defined as two or more linked cases of the same illness (for example, *E.coli* O157, scarlet fever); or more cases than expected; or a single case of a serious disease (for example, measles or diphtheria).

Actions:

1. Assess the situation (see section 2.4)
2. Make sure the adults in your childcare setting:
 - Know and understand what the infection control precautions are
 - Understand how to apply those precautions
 - 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.

Appendix 7 has an example checklist of infection control measures you can use during outbreaks of an infection.

3. Ensure that standard infection control precautions are in place.

It is vital that someone is responsible for checking staff are keeping to these measures.

It is important to keep an up-to-date list of the following:

- The names of those children / staff who are ill
- The symptoms, if known (for example, vomiting and diarrhoea)
- When the children / staff became ill and when first noticed or reported (if known)
- The date they last attended the childcare setting
- When you contacted the parents
- What time the child was collected
- Who you have informed about the outbreak
- The advice you have received.



You should also keep the following, until you are told otherwise:

- Recent menus
- Food prepared but not eaten
- Raw food, if it is possible that those who are ill ate some cooked portions of the same food
- Samples of any other food items (labeled with the date) that the people who were ill might have eaten
- Keep sealed in bags, cling film or containers, and place all samples of bagged and sealed foods in your freezer.

Alert everyone who needs to know:

Alert your **local HPT**, who will:

- Carry out appropriate investigation
- Provide advice for parents and staff on appropriate control measures (for example, exclusions and increased infection control precautions)
- Inform other healthcare-services e.g. local GPs
- Inform other organisations e.g. Environmental Health
- Deal with media enquiries.

Contact the parent/guardian of any child who becomes ill and ask them to take the child home as soon as possible.

Inform the **Care Commission** if there is an outbreak. From the 1 April 2011 it will be a legal requirement for childcare services to notify Social Care Social Work Improvement Scotland (SCSWIS) of the above occurrences.

Have a test run of these procedures at least once a year to make sure everyone knows what to do.

4. Spread of infection

4.1 How germs spread

It is very important that you know how germs can spread so you can help stop children becoming sick. Children should be taught how germs spread and how to stop this e.g. by washing their hands.

4.2 Some basic facts about germs

- Not all germs are harmful
- Some germs live harmlessly on us and in us and help us to digest food and stop other more harmful germs from making us ill
- However harmful germs can grow quickly on surfaces that are not kept clean and dry.

The chain of infection can be broken by a number of ways e.g. excluding children with symptoms of an infection from your childcare setting, effective hand hygiene and environmental cleaning. The following sections give you more information.

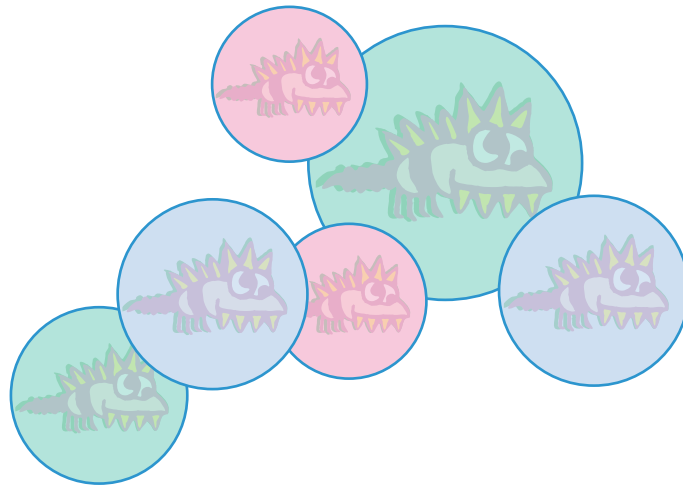
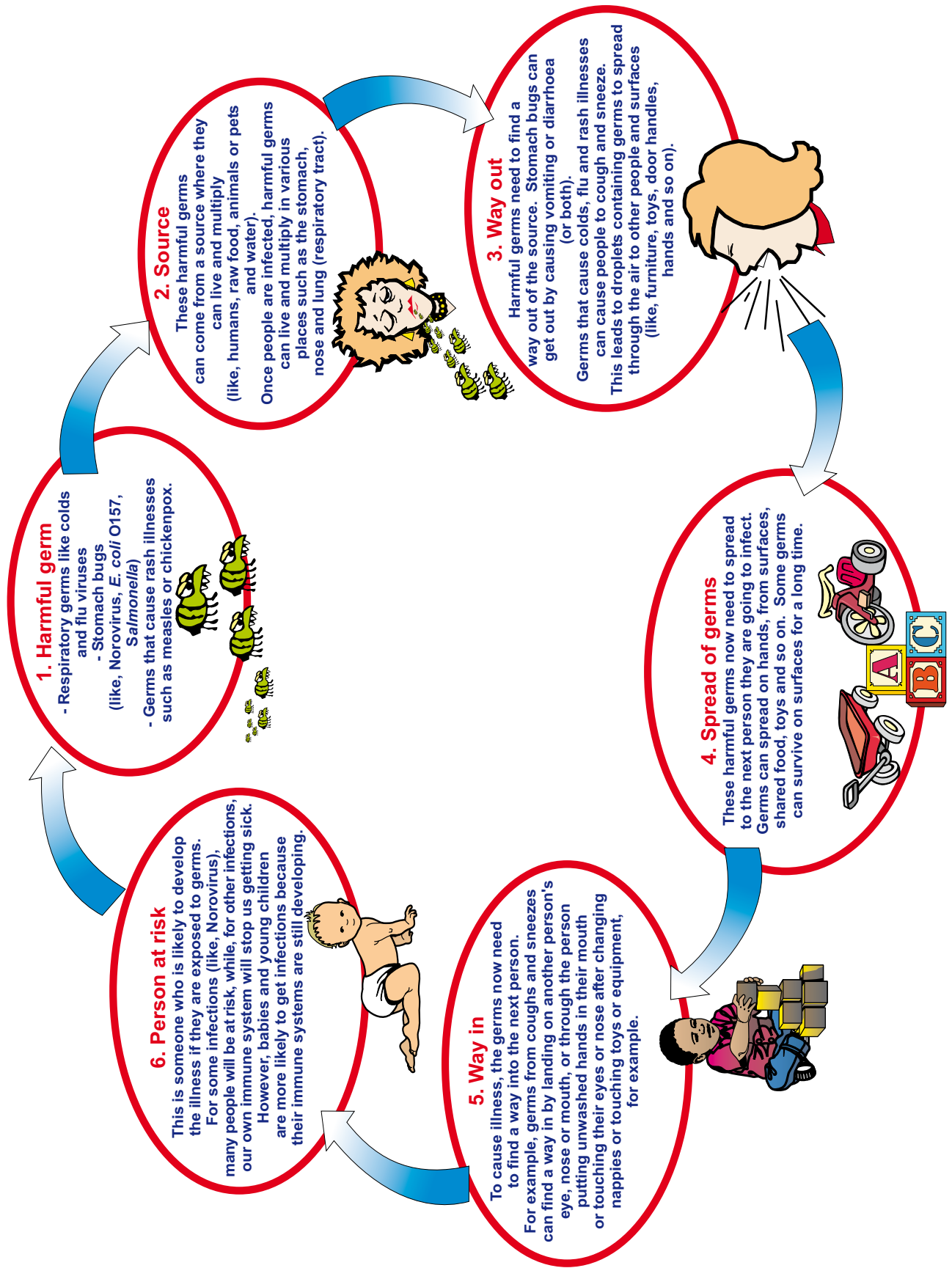


Diagram 1. How do germs spread?

For germs to cause disease, six steps in a chain must all happen. This is called a 'chain of infection'.



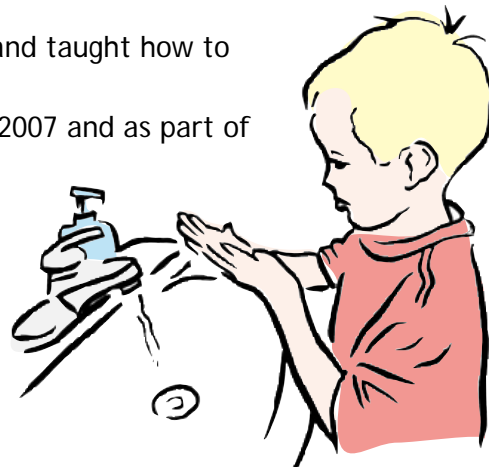
5. Standard Infection Control Precautions (SICPs)

5.1 Hand hygiene

Good hand hygiene will help prevent the spread of common infections such as colds, flu and stomach bugs.

Children need to understand why it is important to wash their hands and taught how to wash their hands correctly.

Scotland's National Hand Hygiene Campaign was launched in January 2007 and as part of this campaign, a pack was designed specifically for children between the ages of three and six. The contents of the pack are available to view and to download for use at <http://www.washyourhandsofthem.com/the-campaign/childrens-pack.aspx>.



Good hand hygiene practise:

- Use warm running water
- Do not share water in a communal bowl when washing hands
- Use liquid soap (there is no need to use soaps advertised as antibacterial or antiseptic)
- Dry hands thoroughly using paper towels (childminders may use kitchen roll or a designated hand towel, which should be washed every day or more often if visibly dirty)
- When going on outdoor trips, continue to promote good hand hygiene.

N.B. If you have cuts or grazes on your hands, cover them with waterproof plasters.

Table 1 When should you wash your hands?

Children and adults should wash their hands:
• Before and after eating or handling food or drink
• After using the toilet, potty or changing a nappy
• After blowing your nose, coughing or sneezing
• After touching animals or animal waste
• After contact with contaminated surfaces (e.g. food-contaminated surfaces, rubbish bins, cleaning cloths).

See appendix 2 for how hands should be washed.

5.2 Respiratory Hygiene/Cough Etiquette

To stop respiratory germs spreading, children and adults should cover mouth and nose when coughing and sneezing.

- If using a tissue put it in the bin immediately after and then wash your hands
- You should always wash your hands after coughing and sneezing
- Adults should teach children what to do after coughing and sneezing.



5.3 Personal Protective Equipment (PPE)

The term 'PPE' includes single-use disposable gloves and single-use disposable plastic aprons. Whether you need to use PPE will depend on you coming into contact with blood and body fluids.

Table 2 When should PPE be worn?

Level of contact with blood and body fluids	PPE recommended
No contact (for example, playing with child)	None
Possible contact e.g. cleaning toys & equipment	Household gloves e.g. marigolds or disposable non-plastic gloves
e.g. nappy changing	Disposable non-plastic gloves
Risk of splashing (for example, nose bleeds, cleaning up spillages of body fluids e.g. blood, vomit, urine)	Disposable non-plastic gloves and disposable apron



- Always wash your hands before putting on and after taking off PPE.

5.4 Environmental cleanliness

There are many areas in childcare settings with a high risk of germs being present e.g. toilets and kitchens. To cut down the spread of germs, the environment must be kept as clean and dry as possible.

Table 3 Easy steps to make sure your childcare setting is clean and safe for children

1. All childcare settings should have a cleaning schedule which: <ul style="list-style-type: none"> • lists each room in the building used to provide the care service • has a signed, dated record of cleaning • records who is responsible for the cleaning • says how and when the fixtures and fittings should be cleaned • includes areas that are cleaned less often than each day and when they are due to be cleaned
A sample cleaning schedule is shown in appendix 3
2. Do a cleanliness check every day before the children arrive
3. Check and clean areas that are touched often (for example, toilets, hand-wash basins, taps, door handles)
4. Encourage staff and parents to raise their concerns about cleanliness
5. Have a procedure for what to do if fixtures / fittings break or can no longer be cleaned

Routine environmental cleaning

- Use of a general-purpose detergent and hand-hot water (prepared according to the manufacturers' instructions) is usually enough to make sure the environment is clean and safe
- Disinfectants don't usually need to be used as part of your routine cleaning (with the exception of toilets), but may be required during an outbreak of infection, as directed by your HPT
- Keep all cleaning equipment well maintained e.g. check and change vacuum cleaner filters regularly.

5.5 Dealing with spillages of blood and body fluids

All staff must be trained in how to safely clean up spillages of blood and body fluids i.e.:

- Deal with blood and body fluid spillages as quickly as possible
- Keep the children away from the spill
- Wash your hands and ensure all cuts and grazes are covered with waterproof dressings
- Put on PPE (i.e. disposable gloves and disposable apron)
- Prepare a solution of general-purpose neutral detergent and a solution of disinfectant (prepared according to the manufacturers instructions)
- Use paper towels (or kitchen roll), to soak up the spillage then place into a disposable, leakproof plastic bag
- Apply the disinfectant solution to the spillage
- Wipe off any disinfectant solution left after cleaning up the spillage
- Wipe down area with paper towels (or kitchen roll) soaked in detergent solution then wipe dry with paper towels (or kitchen roll)
- Remove PPE and put into the plastic bag, seal the bag and place it in the waste bin
- Wash your hands.



N.B.

- Do not use chlorine-based disinfectants e.g. household bleach directly onto urine spillages (to prevent a release of chlorine gas), soak up urine with paper towels before using a disinfectant.
- Always check that disinfectants are suitable for use on carpets and other soft furnishings as they may cause damage/discolouration. In these circumstances clean with neutral detergent and hand-hot water, then leave the area to dry.
- Use COSHH sheets, material safety data sheets (MSDS) and manufacturers' instructions to make sure all cleaning products are used and stored safely.

5.6 Equipment cleanliness

Toilets, potties and nappy-changing mats will all become contaminated with germs when used. To prevent germs spreading:

- There must be a hand wash basin with warm running water, liquid soap and disposable paper towels in all toilets and areas where nappies are changed or potties used
- If you work in a childcare setting where paper towels are not used (for example, if you are a childminder), you can use a hand towel. It should be easily identifiable as only for drying hands and washed each day, or more often if visibly dirty
- Areas where nappies are changed or potties are used must be separate from where food is prepared or eaten, and where children play.

A full description of how to maintain toilet, potty and nappy hygiene is included in appendix 9.

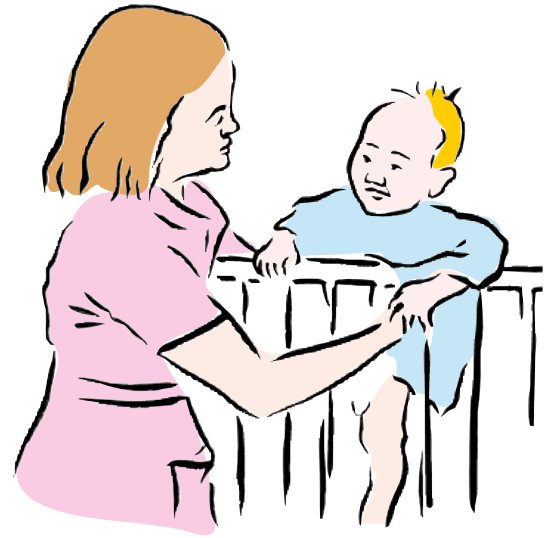
If a child develops diarrhoea

(Diarrhoea defined as when there are three or more loose or liquid bowel movements in 24 hours, or more often than is normal for the child.)

- Contact the child's parent or guardian, and ask them to collect the child as soon as possible. If the child has developed diarrhoea which is severe, or if there is blood in the child's faeces, tell the parent to contact their GP.
- Remind the parent or guardian to wash their hands and their child's to stop germs from spreading.
- Tell the parent or guardian that the child can return to your childcare setting after being free of symptoms for 48 hours. (If a definite infection has been identified, follow the advice from your local Health Protection Team.)
- As well as the standard cleaning described above, use a disinfectant to decontaminate the child's changing mat, potty, toilet seat or toilet. Follow the manufacturer's instructions carefully to prevent disinfectant causing harm.

All toys and equipment must be safe and well maintained to reduce the risk of spreading harmful germs. All toys must carry a BS, BSI or CE mark. Where possible buy toys and equipment that can be easily cleaned. Store toys in a clean container and don't let children take toys into the toilets.

See appendix 4 for advice on keeping toys and equipment clean.



5.7 Management of waste

Waste created at your childcare setting (nappy waste) should be managed as follows:

- Make sure that there are lined pedal bins in each of the areas where waste is produced e.g. food, nappies
- Make sure waste bins are never overfilled i.e. once three-quarters full, tie them up and put into the main waste bin
- Have a schedule for emptying the bins at the end of the day, and during the day if needed
- Keep main waste bin in a secure area away from children playing (make sure animals cannot get into this area)
- All bins should be cleaned according to the specified cleaning schedule
- 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.

If you use sharp objects ('sharps') i.e. needles within your childcare settings, you must:

- Dispose of them in an approved sharps container, made to British Standard 7320
- Make special arrangements for having this kind of waste collected (discuss local arrangements with your environmental health office or HPT)
- Keep sharps containers away from children.

5.8 Linen/Laundry

If you use uniforms or cotton tabards, you should change them every day and wash them using normal washing detergent at the hottest temperature specified.

If the childcare setting uses linen then you must:

- Allocate this e.g. bedding to each child and keep it in a named bag or drawer when not in use
- Wash bedding every week or when visibly dirty
- Wash face flannels after each use
- Keep clean linen in a clean dry area separate from soiled or used linen
- If linen or clothing has been dirtied by faeces carefully dispose of the faeces in the toilet
- Do not rinse dirty or wet clothing by hand. Put in a named, sealed plastic bag for the child's parent or guardian to collect. Tell the parent or guardian that the clothing is dirty
- Before washing, put dirty and used linen in an area that children do not have access to
- Wash all laundry at the hottest temperatures specified by the manufacturer.

6. Food and kitchen hygiene

When considering the risks involved in producing food for children, you should make full use of the free expertise of your environmental health service who are there to advise you on how to comply with the food safety legislation (see section 2.4 for contacts). They can also provide advice on putting food safety management procedures (based on HACCP principles) in place in your business. HACCP stands for “Hazard Analysis Critical Control Point” and focuses on identifying all steps in a process when food safety hazards exist and how they can be removed or controlled. Provided below are links to tools available from the Food Standard Agency to put in place food safety management procedures, but you are advised to speak to your local environmental health service.

<http://www.food.gov.uk/foodindustry/regulation/hygleg/hyglegresources/sfbb/sfbbchildminders/>

<http://www.food.gov.uk/foodindustry/regulation/hygleg/hyglegresources/cookretailsotland/cooksafe/>

6.1 Milk for babies

Parent should provide breast milk or formula milk in bottle prepared for storage at the childcare setting. Just like other foods, milk, including breast milk, can become contaminated with germs.

Tips for safely preparing/storing milk foods for babies

- ✓ Milk should be labelled with the child's name and date of preparation
- ✓ Use the milk the day it is prepared
- ✓ Milk including breast milk can be stored in a fridge before use (but not in the door of the fridge)
- ✓ Throw out any milk left after a feed and rinse and wash bottles as described
- ✓ Wash bottles, teats, plastic spoons and other utensils thoroughly, removing all traces of milk and detergent, before disinfecting. Use a bottlebrush to remove milk, if necessary
- ✓ Clean the bottlebrush thoroughly after use by washing it in a dishwasher or in the prepared steriliser solution, after washing in warm water with detergent
- ✓ Disinfect the bottles and feeding equipment before use
- ✓ Check formula milk is not out of date
- ✓ Follow the manufacturer's instructions for the making formula milk
- ✓ Use freshly boiled water that you have freshly boiled and allowed to cool
- ✓ Make up each feed before using it, if possible.

6.2 Other sources of food and kitchen hygiene information

Food Standards Agency website: www.food.gov.uk

CookSafe – Information: www.food.gov.uk/foodindustry/regulation/hygleg/hyglegresources/cookretailscotland/cooksafe/

Guidance: www.food.gov.uk/foodindustry/regulation/hygleg/

Information on the tools available to put food-safety management procedures in place: www.food.gov.uk/foodindustry/regulation/hygleg/hyglegresources/

Food Safety Information Pack for Childminders in Scotland, 2008. Food Standards Agency Scotland. For one of these packs phone 01224 285100. There is more information online at www.food.gov.uk/scotland/aboutus_scotland/pressreleases/2008/jul/newinformationpackchildminders

Guidance on temperature control measures: www.food.gov.uk/multimedia/pdfs/tempcontrolguideuk.pdf
Further guidance on general food safety measures: www.eatwell.gov.uk

For more information on putting food-safety management procedures in place, contact your local environmental health service.

7. The National Care Standards

Following the advice in this guidance will help you minimise the risk from infections to both children and staff, and comply with the legal requirements for children's care services and the National Care Standards.

The current regulations made under The Regulation of Care (Scotland) Act 2001 will continue to apply until further notice and new regulations made under the Public Services Reform (Scotland) Act 2010 will come into force during 2011. These will be available from www.scotland.gov.uk

The National Care Standards for 'Early education and childcare up to the age of 16 (revised September 2009) will continue to be taken into account by SCSWIS.

Parts of these Standards are relevant, for example Standard 2, A Safe Environment:

2.1 Children and young people are cared for in a safe, hygienic, smoke free, pleasant and stimulating environment

2.4 You can be confident that:

- staff keep all play equipment clean and well maintained
- staff take measures to control the spread of infection.

The National Care Standards are available at www.scotland.gov.uk/nationalcarestandards

8. Supporting Bodies

8.1 Health Protection Teams

Under the NHS (Scotland) Act 1978, NHS boards must improve and protect the health of their local population. There is a Health Protection Team (HPT) in every NHS Board who are there to help adults in childcare settings to provide a safe environment.

Your local HPT can provide your childcare setting with:

- general advice about communicable diseases and infections, and how to prevent, manage and control them
- exclusion policies and advice on how to use them
- advice leaflets on common childhood illness; and
- letters to parents and guardians, if these are needed (for example, if a child attending the childcare setting has meningococcal meningitis).

The work of the HPT includes:

- monitoring and controlling communicable diseases and non-infectious environment dangers
- providing advice on how to prevent, manage and control communicable diseases and infections
- identifying, investigating and managing outbreaks in the community; and
- providing immunisation information and advice to staff in GP surgeries and other health professionals.

Contact your local HPT:

- if you have a concern about a communicable disease or infection, or if you need advice on controlling them
- if you are concerned that the number of children who have developed similar symptoms is higher than normal
- if you are not sure whether to exclude a child or member of staff; and
- before sending letters to parents about a health-related matter. Generally, if parents need to be informed, your local HPT will give you advice and may provide the letter.

Although the child's doctor is legally responsible for reporting serious illness, you should phone your local HPT if you become aware that a child or member of staff has a serious or unusual illness (for example, meningitis).

8.2 Environmental health services

Environmental Health Officers are public-health professionals whose work covers a wide range of activities, including preventing, investigating and controlling communicable disease in the community.

Environmental Health Services (EHS) will also work with childcare settings and businesses. While it is important for you to recognise the local authority enforcement role (details of this can be found in the glossary), it is also vital that you are aware that EHS can provide advice e.g. when considering the risks involved in producing food for children, you should make full use of the free expertise of your environmental health officers and food safety officers who are there to give advice on how to keep to food-safety laws. They can also provide advice on putting food-safety management procedures (based on HACCP principles) in place.

If you wish to know which Council covers your local area, the following website might be of assistance:

http://www.direct.gov.uk/en/DI1/Directories/DevolvedAdministrations/DG_4003604

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Key references used in the production of these guidelines are denoted with*

Appendices

- Appendix 1 Using this guidance as local policy
- Appendix 2 How hands should be washed
- Appendix 3 Example of a cleaning schedule
- Appendix 4 Keeping toys and equipment clean
- Appendix 5 Sample letter to parents when their child joins the childcare setting
- Appendix 6 Farm visits or contact with animals
- Appendix 7 Checklist of standard infection control precautions
- Appendix 8 Example of a checklist of measures to use during an outbreak of an infection (for example, vomiting or diarrhoea)
- Appendix 9 Toilet, potty and nappy changing
- Appendix 10 – Health Protection Team Contacts in NHS Boards

Appendix 1 – Using this guidance as local policy

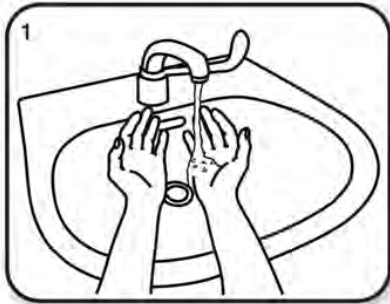
Fill in this table if you are going to use this guidance as local policy.

Contact number for our Health Protection Team:	Phone:
Contact number for our Environmental Health Officer:	Phone:
Contact number for our Care Commission Officer:	Phone:
All our staff have read this guidance and agree to keep to it.	Manager's signature:
All our food handlers have received training in handling food. Manager's signature:	Manager's signature:
Who to contact if there is an outbreak	
Our childcare setting is kept clean and as safe as possible for the children in our care. Manager's signature:	Manager's signature:
Staff trained in infection control:	1 2 3
Our trained first aiders:	1 2 3

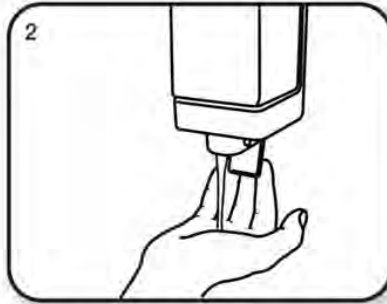
All our staff are committed to preventing and controlling infection and have read the guidance 'Infection prevention and control in childcare settings'. All staff must sign and date below.

Appendix 2 – How hands should be washed

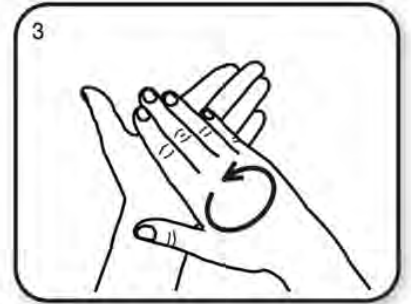
Source: World Health Organisation



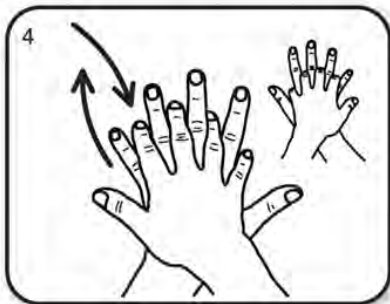
1 Wet hands with water



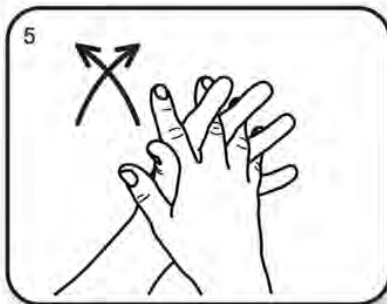
2 Apply enough soap to cover all hand surfaces



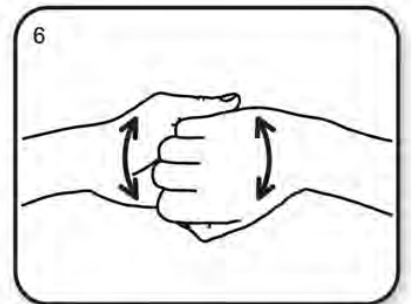
3 Rub hands palm to palm



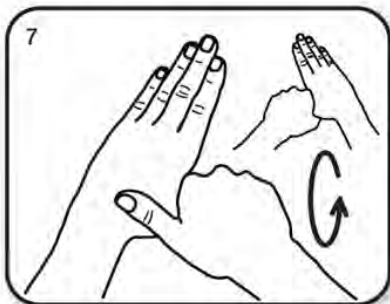
4 Right palm over the back of the other hand with interlaced fingers and vice versa



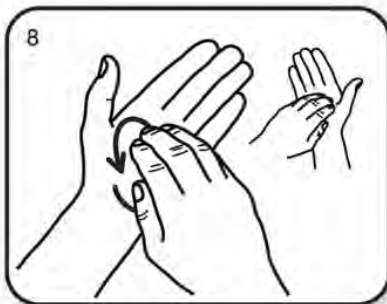
5 Palm to palm with fingers interlaced



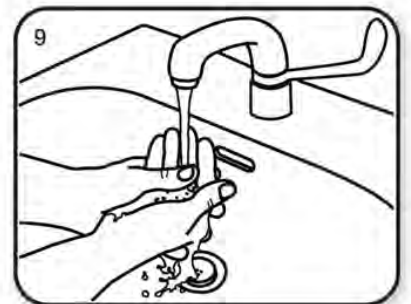
6 Backs of fingers to opposing palms with fingers interlocked



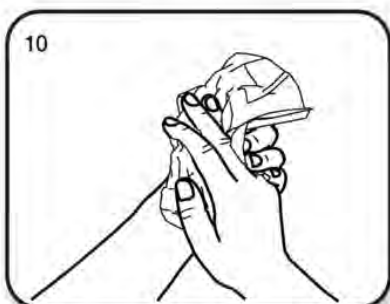
7 Rotational rubbing of left thumb clasped in right palm and vice versa



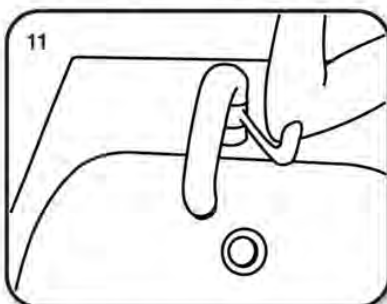
8 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa



9 Rinse hands with water




10 Dry thoroughly with towel



11 Use elbow to turn off tap



12  Steps 3 - 8 should take at least 15 seconds

...and your hands are safe

Appendix 3 – Example of a cleaning schedule

Cleaning schedule

Start date:

Items and areas to be cleaned	How often the cleaning should take place	Method of cleaning (including whether the chemical needs to be diluted)	Monitor and record (signed by the person responsible for the cleaning)						
			Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Appendix 4 – Keeping toys and equipment clean

Indoor toys			
Item	How to clean	Frequency	Comments
Ball pools	Clean the balls with general-purpose detergent and hand-hot water. The balls are usually cleaned in a string bag. When cleaning the balls, remember to clean the ball pool at the same time. Use general-purpose detergent and hand-hot water. Dry with paper towels, or a clean towel that you wash after using it.	Inspect before use and clean as necessary, or follow the manufacturer's instructions.	Do not allow children to eat or drink in the ball pools. Do not allow children who feel unwell to enter the ball pool. Inspect the ball pools daily for cleanliness, and remove any litter or damaged balls. If a child has a toilet accident in the ball pool, get all children out then clean all the balls and the ball pool at the same time. If you use a cleaning contractor, make sure that there is written record to show the cleaning has been done.
Dolls	Wash with general-purpose detergent and hand-hot water as necessary. Dry thoroughly with paper towels or a clean towel that you wash immediately after using it.	Inspect before use and clean as necessary.	Inspect for general cleanliness. Remove any damaged dolls and throw them away.
Play dough and plasticine	Wash all the cutting tools used with play dough or plasticine, using general-purpose detergent and hand-hot water. Dry thoroughly using paper towels or a clean towel that you can wash immediately after using it. Or, you can use a dishwasher if the tools do not have wooden parts.	At least once a week.	Before and after using play dough or plasticine, children and staff must wash and dry their hands. Play dough and plasticine should not be used during any outbreak of an infection. You should replace the play dough and plasticine regularly, in line with the manufacturer's instructions. Store homemade play dough in an airtight container. Replace each week.
Soft toys	Wash, when visibly dirty in general-purpose detergent and hand-hot water, rinse and dry. If toy is machine washable, wash using manufacturer's instructions.	Inspect before use.	Check that the toy is machine washable before you buy it.
Toy box and storage box	Clean with detergent and hand-hot water if visibly dirty.	Inspect before use.	Inspect for visible cleanliness.
'Treasure basket' (sea shells, wood, leaves and so on)	Wipe clean with detergent and hand hot water if dirty.	Inspect before use.	Inspect for visible cleanliness. Wash hands after play.
Wooden toys	Wipe clean with detergent and hand-hot water if dirty.	Inspect before use.	Inspect for visible cleanliness.

Other equipment			
Item	How to clean	Frequency	Comments
Computers and electronic games	Wipe over with appropriate cleaning wipes and use in line with the manufacturers instructions.	Inspect before use.	Inspect for visible cleanliness.
Dressing up clothes	Wash, when visibly dirty in general-purpose detergent and hand-hot water, then rinse and dry.	Inspect before use.	Check that the clothes are machine washable before you buy them.
Paddling pools	Follow the manufacturer's cleaning instructions.	Inspect before use.	Do not allow children in the paddling pool if they have had diarrhoea in the past 48 hours. After the paddling pool has been used, deflate and dry before you store it.
Play mats (fabric)	Clean in line with the manufacturer's instructions	Inspect before use.	Inspect for visible cleanliness.
Play mats (plastic)	Clean with general-purpose detergent and hand-hot water as necessary, and dry thoroughly with paper towels or clean towel that you can wash immediately after use.	Every day.	Inspect to check that the mats are intact.
Sleep mats or mattresses	Clean with general-purpose detergent and hand-hot water as necessary, and dry thoroughly with paper towels or clean towel that you can wash immediately after use.	After every individual child use.	Inspect to check that the mats are intact.
Prams and pushchairs	Wash with general-purpose detergent and hand-hot water each week, or immediately if they are dirty. Dry thoroughly with paper towels or a clean towel that you can wash immediately after using it.	Inspect each day for visible cleanliness.	Make sure that harnesses are clean and intact.
Sandpits and containers	Clean the sandpit and container with general-purpose detergent and hand-hot water. Before refill, dry thoroughly with paper towels or a clean towel that you can wash immediately after using it.	Inspect before use. Change at the end of each term or when visibly dirty.	Inspect each day and remove any sand that is obviously dirty. If the sandpit is outside, you should cover it at night, and when it is not being used.

Other equipment (continued)			
Item	How to clean	Frequency	Comments
Slides, swings, climbing frames	If contaminated by birds or garden pests, decontaminate as described in 'Dealing with spillages of body fluids' in section 5.5.	Before use, inspect for contamination by birds or garden pests.	If possible, cover at night.
Toothbrushes	After toothbrushing, rinse toothbrushes under a running tap, and then store them in a way that prevents them coming into direct contact with any other toothbrush.	Inspect before use.	Children will have their own toothbrush. Children should be supervised when brushing their teeth. Staff should wash their hands after helping children to brush their teeth. See the 'National Standards for Toothbrushing Programme Early Years & Childhood' at www.child-smile.org/index.aspx?o=1079 .
Water play equipment	Wash with general-purpose detergent and hand-hot water, as necessary. Dry the equipment thoroughly with paper towels or a clean towel that you can wash immediately after using it.	At least once a week.	Inspect for general cleanliness. Remove any damaged play equipment and throw it away.

Appendix 5 – Sample letter to parents when their child joins childcare setting

Name of childcare setting
Contact name and phone number
Date

Dear Parent or Guardian

Thank you for choosing us to care for your child. When we welcome new families, we feel it is useful to provide, in writing, some of the information we discussed with you, as this will help limit the spread of infection. Please be assured that we follow national guidance to protect the health of all the children in our care.

If your child attends any other day care settings, please tell us.

- If your child is ill, they must not attend childcare.
- If your child becomes unwell whilst in our care, we will phone you to agree a time to collect them.
- Please tell us if your child has been ill while they are away from day care.
- If your child has had symptoms of vomiting or diarrhoea (or both), it is essential that they do not attend day care until 48 hours after the symptoms have stopped.
- If you're not sure, please phone us before you bring your child to day care.

Immunisation

As your child will now be mixing more with other children, you should be aware that being up to date with the United Kingdom immunisation schedule will protect your child from a range of illnesses. For advice about immunisation, speak to your health visitor or GP.

Yours sincerely

Appendix 6 – Farm visits or contact with animals

Activities such as farm visits, or bringing animals into childcare settings, can expose children to *E. coli* O157 and other germs. All animal droppings should be considered infectious.

Healthy animals often show no signs of carrying these germs, which are part of the normal environment at farms, stables, zoos and so on.

- Avoid contact with animals which appear to be ill
- Children can become infected despite not actually touching the animals. For example, *E. coli* O157 has been found on shoes and pushchairs after agricultural shows
- Fences, gates, cages and animal bedding can also be contaminated with germs
- Other sources of risk include manure, fields previously used for grazing, and dung on rural roads and paths. (*E. coli* O157 can survive for some months in the environment)
- Identify risks and plan how to reduce them
- Identify whether the adults in your childcare setting need more resources or training to help them manage the risks
- Identify petting zoos and country parks which have suitable facilities for children to wash their hands (washing with soap and water is always best)
- Children and adults must wash their hands before eating or drinking (see section 5.1)
- Do not eat or drink except in designated eating areas which are separate from the animal areas
- Make sure children do not kiss animals, or put their hands in their mouths after visiting animal areas or after touching animals, until they have washed their hands thoroughly
- Clean your group's shoes, pushchairs and so on after farm or countryside visits, to avoid contaminating cars, toys, nursery floors, or other surfaces. Then wash your hands.

The above guidance also applies if animals are brought into the childcare setting. You should check beforehand that animals have been healthy. You should not allow animals that have recently been ill into your childcare setting.

For guidance on visits to animal locations, events on farmland and so on. See the following web pages:

www.scotland.gov.uk/Publications/2003/06/17334/22401

www.hps.scot.nhs.uk/giz/guidelinedetail.aspx?id=38604

For more information on *E. coli* O157 and other infectious bacteria and germs. See the following web pages:

www.hps.scot.nhs.uk/giz/e.coli0157.aspx?subjectid=18.

www.scotland.gov.uk/Publications/2003/06/17334/22404

www.scotland.gov.uk/Publications/2003/06/17334/22401

www.scotland.gov.uk/Publications/2003/06/17334/22403

Appendix 7 – Checklist of standard infection control precautions

Checklist of standard infection control precautions	Sign	Date/time
1. There is liquid or foam soap and paper towels or a hand drier at all hand wash sinks.		
2. The toilets, toilet seats, potties and baby-changing mats are clean and fit for purpose. All toilets have sufficient toilet roll.		
3. There is enough equipment (for example, disposable gloves, disposable plastic aprons, plastic bin bags and paper towels).		
4. The environment and equipment (including toys) are visibly clean. (Check that all staff know how to clean up spillages safely and quickly.)		
5. All staff are following the guidance for dirty laundry and are not rinsing by hand.		
6. Any unwrapped or uncovered food should be cleared away immediately after it has been used.		

Your local Health Protection Team will provide any extra infection control precautions needed during an outbreak of an infection and you must keep to them.

Appendix 8 – Example of a checklist of measures to use during an outbreak of infection (for example, vomiting or diarrhoea)

What to do during an outbreak	Sign	Date and time
<p>Alert the Health Protection Team and identify a member of the team you can consult each day.</p> <p>Name:</p>		
<p>Remind staff to report their own illnesses, and illnesses in children in their care, as soon as possible.</p>		
<p>Identify a person who will keep records of children and staff involved in the outbreak.</p> <p>These should include the following: Symptoms, with dates for when they started and stopped (if known)</p> <p>Absences, with dates for when they began and ended</p> <p>Name</p>		
<p>Identify a person who will:</p> <ul style="list-style-type: none"> • contact the parent or guardian and ask them to collect their child; • record the time parents are asked to collect the child, and the actual time they collect them; • keep ill children away from other children until they are collected; and • make sure the parent or guardian knows that the child must not return until after 48 hours of being free of symptoms. <p>Name:</p>		
<p>Identify a person to provide parents with information supplied by your HPT (for example, by photocopying the information and distributing it as necessary).</p> <p>Name:</p>		
<p>Tell the Care Commission. From the 1 April 2011 is is a legal requirement to notify Social Care Social Work Improvement Scotland (SCSWIS) immediately.</p>		

Appendix 9 –Toilet, potty and nappy changing

Safe nappy-changing

What you need	<p>A clean waterproof changing mat (do not use if torn or broken)</p> <p>A clean nappy (disposable or non-disposable)</p> <p>Water-based disposable wipes, or soap and water and disposable wipes</p> <p>The child's own tub or tube of barrier cream. Do not use shared tubs or tubes of barrier cream</p> <p>A plastic bag (or nappy sack) for the used nappy</p> <p>PPE for staff – a single-use disposable plastic apron and disposable gloves (on both hands)</p>	
How you do it	<p>Wash your hands.</p> <p>Put on PPE.</p> <p>Remove the used nappy and dispose of as follows.</p>	
	Disposable nappy	Reusable nappy
	<p>Put the dirty nappy in a plastic bag, tie the bag and put it in a lined bin for used nappies. The bin must have a lid, and must not in areas used for preparing or eating food, or where children play.</p>	<p>Put liner and contents in the toilet or follow manufacturer's instructions. (If you use a septic tank, put the liner and contents in a plastic bag, tie the bag and put in a lined bin for used nappies. The bin must have a lid, and must not be in an area where food is prepared or eaten, or where children play.)</p> <p>Do not rinse the nappy before putting it in a bag. Tie the bag and label with the child's name.</p> <p>Put the bag in a sealed container meant for that purpose, where it can be securely left for collection.</p>
	<p>Gently clean the child's bottom using warm soapy water or disposable wipes.</p> <p>Rinse any soap away.</p> <p>Dry the skin gently but thoroughly.</p> <p>Check for nappy rash – if the child has a rash, tell their parent or guardian.</p> <p>Use the baby's own barrier cream if necessary. New glove should be used to apply cream if required.</p> <p>Put on a clean nappy.</p> <p>Nappy changing mat should be clean before wiping the child's bottom.</p> <p>Remove your PPE and wash hands.</p> <p>Dress the child.</p> <p>Take the child back to the play area.</p> <p>Clean the baby-changing mat with detergent and water.</p> <p>Wash your hands.</p>	

Using potties

What you need	<p>A clean potty, a separate sink for cleaning the potty where available and a wash hand basin for washing your hands.</p>
How you do it	<p>After the child has used a potty, put on PPE and put contents of the potty into a toilet. Remove residue with toilet roll and flush down the toilet. Clean the potty with detergent and water or paper towels with detergent and water. Dry with paper towels (or kitchen roll).</p> <p>Remove PPE, then wash your hands, then help the child to wash their hands.</p> <p>Put potty in a clean, dry area – do not store potties one inside the other.</p>

Using toilets

What you need	<p>A clean toilet and a hand wash basin.</p>
How you do it	<p>Always inspect toilet area (including toilet seats) before used, and during the day to make sure visibly clean.</p> <p>If needed, help children use the toilet and wash their hands afterwards.</p> <p>Wash your hands after helping the children use the toilet.</p>

Appendix 10 – Health Protection Team Contacts in NHS Boards

NHS Ayrshire and Arran

Tel: 01292 611040
Tel: 01563 521133 (Out of Hours)
Fax: 01292 885902
E-mail: HPTeam@aapct.scot.nhs.uk

NHS Borders

Tel: 01896 825560
Tel: 01896 826000 (Out of Hours)
Fax: 01896 823396
E-mail: tim.patterson@borders.scot.nhs.uk

NHS Dumfries and Galloway

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NHS Greater Glasgow and Clyde

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