



Policy and Procedure for Infection Control

Infection Control Policy

Principle

We are committed to limiting the spread of infection and will ensure that the good hygienic practices are the norm in our facility's daily routine. By the implementation of controls which reduce the transmission and spread of germs. We aim to promote and maintain the health of children and staff through the control of infectious illnesses

Statement of Intent

- We aim to control infection by providing ongoing infection control training for staff (hand washing, food hygiene, cleaning)
- Ensure guidelines as recommended by Tusla and EHO applies in the case of all suspected infectious conditions.
- Parents will be informed should staff, children or visitors report to one of our facilities the presence of any contagious condition.
- The service is legally obliged to keep a record of all children's immunizations and asks parents to note all immunizations before the child starts.
- We will inform Parents/ Guardians of the exclusion policy and procedure in line with regulations.
- We have implemented and will continuously review best practice for hygiene and cleanliness practices. Records can be reviewed on the walls, as standard of practices in our facilities and can be reviewed on files.
- We have implemented and will continuously review best practice ***inclusive of care of duty for Covid 19*** and any arrangement will allow for new routines to be established and bedded within our service. Records can be reviewed on the walls, as standard of practices in our facilities and can be reviewed on files.
- Our policies will be share on registration of a new service user, on our noticeboard where possible, website and available on request.



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Policy and Procedures

Policy and Procedure for Reporting/Recording of Illness:

- A contingency plan is in place should an outbreak of an infectious disease occur ***inclusive of Covid 19 regulations and standard***. All staff roles and responsibilities regarding reporting procedures are clearly defined.
- ***Parents have been informed of the requirements for reporting Covid 19 symptoms and our facilities obligations under health and safety.***
- Staff will report any infectious illness to the Owner/Manager.
- ***Our parents and manager will be required to fill in a fit to return – infection protections illness form before return to our facilities. Forms are available on websites. <https://preciouschildrendaycare.ie>***
- The Owner/Manager will report an outbreak of any infectious disease to the HSE Environmental Health Officer and the Public Health Department.
- The Owner or manager will record all details of illness reported to them by staff or reported by parents of a child attending the Service. These details will include the name, symptoms, dates, and duration of illness.
- ***Staff members will inform parents of the guidelines in relation to infection diseases and Covid 19.***

Policy and Procedure for Exclusion due to illness from the Service:

Covid 19 – Emergency updated infection controls

Definition of Covid Symptoms -19

To protect all our community and services from coronavirus (COVID-19), we think about how the virus is spread. Coronavirus is spread in sneeze or cough droplets. To infect others, it must get from an infected person's nose or mouth into your eyes, nose or mouth of others. This can be direct or indirect (on hands, objects, surfaces).

At our facilities we need to keep this in mind. It will help us to protect our services from the virus by reviewing and implementing following:

- Good hand hygiene policy inclusive of Covid 19 requirements
- Safety personal hygiene practises inclusive of Covid 19 requirements
- Good Cleaning procedures inclusive of Covid 19 requirements



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- Reviewing of risk assessment inclusive of Covid 19.
- Drop of and collection policy inclusive of Covid 19.
- Review nonattendance monitoring inclusive of Covid 19.
- Review record maintenance inclusive of Covid 19.
- Review cross contamination policies inclusive of Covid 19 standards each room and amenities in our facilities.
- Waste Management policies inclusive of Covid 19.
- Reviewing PPE policies inclusive of Covid 19 and Tusla requirements.
- Reviewing Nappy changing policy inclusive of Covid 19, HSA and Tusla requirements.
- Reviewing operational standards inclusive of Covid 19, HSA and Tusla Requirements.

Any ill child, staff member, parent or persons that may have been in contact with suspected, or **confirmed case of Covid 19 or who becomes symptomatic with Covid 19 symptoms from our serviced must report this information to our services immediately. We must they follow the protocol guidelines from HSA. We will then review our policies in line with this report.**

Children Developing Symptoms – Precious Day Care

- ☐ If a child develops any symptoms of acute respiratory infection including cough, fever, or shortness of breath while in the care facility, a staff member will need to take them to the place that is planned for isolation
- ☐ The child will be removed from group to our Isolation room / if Isolation room is occupied please place child and staff member 2m away from other in the room.
- ☐ Call their parent or guardian and ask them to collect their child as soon as possible
- ☐ The virus is spread by droplets & is not airborne - physical separation is enough to reduce the risk of transmission to others even if they are in the same room
- ☐ A staff member caring for a child waiting for pick-up will need to be prepared to have contact with the child if necessary.
- ☐ The childcare worker should wear a mask.
- ☐ Staff members may prefer to wear gloves in this situation although they are not strictly necessary as the virus does not pass through skin
- ☐ **Whether gloves are worn or not it is essential to avoid touching your own nose, mouth or eyes while caring for a symptomatic child**



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- ☐ Perform hand hygiene. If gloves are used, you must perform hand hygiene immediately after removal and safe disposal of gloves

If a staff member gets symptoms at work

- ☐ **Do not use** public transport of any kind to go home
- ☐ Remain self-isolating in the building and phone your GP
- ☐ Avoid touching people, surfaces, and objects
- ☐ Cover your mouth and nose with tissues when you cough or sneeze.
- ☐ Bin these tissues in a waste bag – waste management policy

Policy and Procedure for Children, parents and Staff for Covid 19

The service will keep a record of all our services user who have signed conformation form on joining our facilities that they have either of the following:

- That a doctor has confirmed wellbeing health after a confirmed case of Covid 19, inclusive of all HSA requirements.
- That all forms for joining and returning in relations to Covid 19 must before completed before entering services.

Any child in services that becomes ill with a fever, headache and vomiting or Covid 19 symptoms will be sent home as soon as their parent/ guardians can be contacted. Parents will immediately be made aware of the staff's concerns for the child's wellbeing. In the situation, if there is any significant delay in contacting the child's parents/ guardians the child will be brought directly to the local hospital. Child with a fever, headache and vomiting must not be allowed to wait indefinitely in the service.

Please ensure all parent have a valid contact number and an emergency contract number should we need to meet you.

Children will be excluded from the service based on the timeframes outlined in the Tusla exclusion criteria (see attached). **A doctor's certificate may be required for certain conditions to ensure they are no longer contagious before children return to the service.**

If a child has suffered from any of the symptoms on the list below you must ensure that their parent knows that they cannot attend our facilities for at least 24 hours and normal eating habits have



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resumed. If you are opening in the morning it is your responsibility to spot a sick child and refuse entry into our facilities.

- Acute symptoms of food poisoning/gastro-enteritis.
- An oral temperature over 100.5 degrees 38
- Puffy or sticky eyes
- Persistent green/yellow nasal discharge
- Persistent pain or unsettlement
- An earache
- A deep, hacking cough
- Severe congestion
- Difficulty breathing or untreated wheezing
- An unexplained rash
- Vomiting(more than one time in last 24hours)
- Diarrhea(more than two times in last 24hours)
- Complaints of a stiff neck and headache with one or more of the above symptoms
- Lice or nits
- An infectious/contagious condition
- A child who is on an antibiotic for less than 2 days

Children should remain at home if they are suffering from general diarrhea or vomiting until 48 hours after being symptom free.

Children who have been on medication prescribed for them by their GP i.e. antibiotics, may not attend our facilities for the first 48 hours of administration. Children receiving any form of medication must have a medication administration index form on file completed and signed by the parent. The manager must be informed of children who become ill any of our facilities. Always check the Childs temperature. The Childs parent is contacted by your supervisor and asked to come and collect their child. Be calm and to the point when speaking with the parent-also be firm-the child needs to go home. Any illness that is contagious should be reported to the manager immediately.

Policy and Procedure Children Immunizations

The service is legally obliged to keep a record of all children's immunizations and asks parents to note all immunizations before the child starts:

- Name, date of birth;



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- Age at which immunization is due and date given;
- Date vaccination record was sighted; • Where/ by whom it was given;
- Whether the child is up to date with immunizations;
- If the child has not been immunized, the reasons why, e.g. parental choice/ underlying medical condition

The service will keep a record of children who have not received immunization. Should there be an infectious outbreak all parents and staff will be notified in writing and, where necessary, verbally. It is the responsibility of the family to keep the service up to date with the child's immunizations.

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Best Practice Policy and Procedure for Prevention of Control Germs and Infectious Diseases inclusive Covid 19.

The following standards are "Best Practices" in helping the prevention and controls of germs, **Covid 19** and infectious diseases:

Hand Hygiene:

- Hand washing facilities are always available for children and include hot (not exceeding 43 degrees) and cold water, liquid soap and paper hand towels.
- Hand washing facilities are available in all toilets, nappy changing areas and kitchens.
- Hand sanitizers are available in each pod of each facilities, each facilities as the following:
Toddler and pre-school rooms and Afterschool
- Children are encouraged and reminded to wash their hands or sanitize on the following:
 - On arrival it will be mandatory to wash or sanitize your hands
 - Before and after activities and outdoor play
 - Before Meals
 - Before eating or drinking
 - After going to the toilet



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- Before and After nappy changing
- After personal hygiene care such as using tissues or coughing.

Staff must wash their hands:

- On arrival it will be mandatory to wash your hands
- Before and after outdoor play
- Before preparing or serving food
- Before feeding children
- Before eating or drinking
- After going to the toilet
- After assisting children at the toilet
- Before and After nappy changing
- After dealing with any body fluids
- After cleaning procedures
- After caring for sick children
- After handling soiled clothing or items
- After dealing with wastes – using bins
- After removing disposable gloves and/or aprons
- After taking payments or contact with parents

Hand washing technique:

Wet hands under hot water(not exceeding 43 degrees for children to prevent scalding) apply liquid soap, rub vigorously paying particular attention to palms,backs,wrists,fingernails and fingers and rubbing between each finger and around the thumbs, rinse ,dry thoroughly using disposable paper towels and turn off taps using the paper towel.- Happy birthday Song

Toilets: (Potties are only relevant to that facility)

- Toilet area, including toilet handles, doors, toilet seats and wash hand basins are cleaned frequently throughout the day in accordance with the cleaning schedule and immediately if soiled.
- Potties are emptied into the toilet, cleaned (with hot water and detergent) and disinfected.
- Each child has their own individual potty.
- Trainer seats are thoroughly cleaned after each use.



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- (Potties are only relevant to that facility services as toilets)

Nappy Changing (Only relevant to that service Facility)

- Staff member is to wear PPE and change after each nappy change.
- Staff and children pre nappy and after nappy change.
- Nappy changing is only carried out in the designated nappy changing area.
- Parents will provide creams, lotions, nappies, and wipes for their child, these will not be shared.
- **Staff member must wear PPE – gloves on receipt of these items and these items must be sanitized with wipes and stored correctly.**
- The changing mat and area will be cleaned (with hot water and detergent) and disinfected and dried thoroughly after **each** use.
- Disposable gloves and apron are worn by staff member when changing a nappy and **are changed are each use.**
- Soiled nappies are placed in an impervious bag which is tied and disposed of in a lidded bin, **this are is then service as per cleaning policy for Covid19.**
- The nappy changing area is cleaned in accordance with the cleaning schedule after each use as **per Covid 19.**
- Changing mats are regularly checked to ensure the cover is not cracked or torn. Changing mats will be discarded of in such an event.

Bodily Fluid Spillage:

- Spills of blood, vomit, urine or excreta will be cleaned up as quickly as possible. The area will be sectioned off if possible until the spill has been dealt with.
- Disposable plastic gloves and apron are worn when cleaning up any bodily fluid spillage. Paper towels are used to clean up spillages and placed directly into a plastic bag for disposal.
- Ordinary household bleach freshly diluted (1 to 10 parts water) is used for cleaning and disinfection of bodily fluid spillages. (This solution should not make contact with skin. If accidental contact does occur, the skin, eyes or mouth should be flushed with cold water.
- If possible and safe to do so, diluted bleach will be poured directly over the spill; it will then be covered and mopped up with disposable paper towels.
- Disposable paper towels and gloves are disposed of in a plastic bag and sealed.
- A supply of bleach and plastic bags is kept together in a secure place in each room in case of such an incident.



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Baby Feeding Equipment – Not Applicable (Please note we do not provide a service for Babies in any of our facilities to date – Relevant only on change of our services in certain facilities, updated when relevant)

- Bottles, teats and bottle brushes are washed thoroughly before sterilizing.
- Feeding equipment is sterilized using a sterilizing solution (which is changed daily and mixed according to manufacturer's instructions) or steam sterilizer.
- Food and kitchen hygiene as per HACCP and Health and safety Act.
- Staff involved in toileting children or nappy changing are not involved in food handling.
- Staff will not engage in any aspects of minding children while preparing food.
- All soothers, bottles are clearly labeled with the Child's name.

Cleaning

- All areas are cleaned regularly in accordance with a documented cleaning schedule and rota **this inclusive of Covid 19 standards.**
- **All rooms are set for pod use to prevent cross contamination.**
- Toilets and hard contact surfaces (tables, desks, shelving) be cleaned frequently **this inclusive of Covid 19 standards.**
- All cleaning equipment is kept separate to each area and easily distinguished. colour coded.
- Playroom tables are cleaned after each activity and before being used for meal and snack times.
- **All access and enter points including gates will be cleaned after is each pod sessions as per Covid 19 standard.**

Toys and Equipment

- Toys and equipment will be cleaned according to the toy cleaning programmed and schedule after each session inclusive of Covid 19 Standards.
- Toys and equipment will be cleaned with hot water and detergent and disinfectant.

Laundry

- Linen used for cots and sleep mats are washed after each use. (Only relevant to certain services)
- **All room cloths tea towels are replenished and serviced after each pod session.**



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- Linen is washed in the hottest washing cycle of the washing machine.
- Linen cloths used in the playrooms, group rooms, kitchen and sanitary accommodation are washed separately.
- Dress up clothing is washed after every session and freshen monthly. ***Dress up is removed for this time period due to Covid 19.***
- All soft fabric items are cleaned down after each use and on the area daily, weekly spring clean.

Daily Cleaning Routine

In our facilities will have a daily cleaning programme, including disinfecting toilets, hand basins, walls' surrounding these areas, changing areas and mats, all vinyl floors, individual group rooms, the outside play areas, the kitchen, children's dining areas, and table and counter surfaces that children touch, vacuuming all carpets; removing all rubbish.

All access and exit points, lights switches, door handles must be sanitizing after each session.

Each area that is cleaned after each pod sessions will be sign off throughout each day as tasks and areas are cleaned.

Toys and equipment will be washed and/or disinfected ***after each pod session***. Toys must be disinfected after any contact with an infectious child.

All areas are monitored and secured daily.

All areas are cleaned regularly in accordance with a documented cleaning schedule and rota.

Toilets and hard contact surfaces (playroom tables) be cleaned frequently.

All cleaning equipment is kept separate to each area and easily distinguished e.g. colour coded.

All areas are cleaned regularly in accordance with a documented cleaning schedule, rota, ***inclusive of Covid 19.***

In our facilities that services multiple service user types we would ensure that we are inclusive of cleaning ***Covid 19 as stated in our nappy changing policy.***

Potties will be washed and disinfected after every use. ***(Not Relevant)***



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Soothers will be used only when necessary and sterilised on arrival. Going into the sterilising tray. All soothers and bottles are label with the child's name. Bottles and packs are sterilised by a team member wearing PPE – gloves.

Adults working with children will only spend a minimum amount of time on maintenance chores while children are present, so that most of the cleaning will be done before and after opening hours. Exceptions to this are the following:

- On arrival
- Changing nappies
- Cleaning up after each activity and pod sessions
- Toilets times
- Meal times
- Home time.

Other measures that will help prevent transmission of infection diseases inclusive of Covid 19 include:

- All children and staff are taught and supervised in the correct hand washing handing technical.
- Safe practises are followed for coughing, sneezing and wiping noses, tissues are disposed immediately into a waste bins, hands are wasted or sanitized immediately afterwards. A supply tissues are proved in each room or for that pod sessions.
- Hand sanitizer are provided and used after they enter and leave a room.
- All staff have a spare set of clothing in their facility.
- Each child as a spare of clothing available in the service.
- We provide equipment/ bins for the hygienic disposal of tissues after nose wiping will be available in each room.
- All washable items such dress up clothing for dress up clothing, bean bags, and cushions etc. Are washed after each pod sessions and are check regularly to ensure that hygiene standards are met.
- Body Fluid kits and gloves will be provided for staff and should be used when children are having their nappies changed, if a child has a toileting accident or if a child vomits.
- Hairnets will be provided for staff to wear when they are preparing food.
- In our facilities that provide rest room Children's bedding will be washed twice a week or whenever soiled and used by only one child between washings. Children's bedding will be marked and stored in their own individual hubbies to avoid confusion. (Not relevant)
- Children should be dressed appropriately for cold or rainy weather, with coats and jackets buttoned up. Scarves, gloves, boots and hats should be used as necessary.
- Staff have a responsibility to see that children are properly dressed when out of doors. In certain facilities we do have spare sets of clothing should in case of an accident available in, or children



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being cold or wet. Articles of clothing will not be used by more than one child in between washes.

- Head lice are a contagious condition and if a case is noticed it should be brought to the attention of Parents immediately.
- In certain facilities where we will provide Observation of children following immunisation will be carried out by Staff. Parents are requested to update staff on any reaction to an immunisation.

Immunisations

We encourage parents to vaccinate. Parents are required to complete the immunisation section of the form at registration stage.

Daily Cleaning Routine

1. To be cleaned daily, including disinfecting toilets, hand basins, walls, surrounding these areas, changing areas and mats, all vinyl floors, door handles, gates, light switches, the outside play area the kitchen, children's dining areas and table and counter surfaces that children touch, vacuuming all carpets : removing all rubbish.
2. Each area that is cleaned will be sign off throughout each day after each activity and pod sessions.



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3. Cleaning routine is per our nappy changing policy and inclusive of 19.

4. Adults working with children will only spend a minimum amount of time on maintenance chores while children are present, so that most of the cleaning will be done before and after opening hours.

Exceptions to this are the following:

- On arrival
- Changing nappies
- Cleaning up after each activity and pod sessions
- Toilets times
- Meal times
- Home time.

5. Toys and equipment will be washed and/or disinfected after activity and pod sessions. Toys must be disinfected after any contact with an infectious child.

6. Potties will be washed and disinfected after every use. (not relevant)

7. Soothers will be used only when necessary and sterilised on arrival. Going into the sterilising tray. All soothers and bottles are label with the child's name. Bottles and packs are sterilised by a team member wearing PPE – gloves.

8. All area is monitored and secured daily.

9. All areas are cleaned regularly in accordance with a documented cleaning schedule, rota inclusive of Covid 19.

10. Toilets and hard contact surfaces (playroom tables) be cleaned frequently after each use.

11. All cleaning equipment is kept separate to each area and easily distinguished e.g. colour coded

12. All areas are cleaned regularly in accordance with a documented cleaning schedule, rota and inclusive of Covid 19.

Movement of Staff and Children in the facilities to control infectious diseases- Covid 19.

Staff Movement

All staff member is designated to areas and pods, where shared areas individuals will work at a correct level of work-related distance.



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All staff member will deal with their pod inclusive of the time activities sessions.

Interaction will be limited to pods only.

No access of outside pod individuals inclusive of parents or guardians.

One PPE staff member is designated to managed access and exit of all children to their pods.

Snack times procedures have been reviewed to limited movement of each staff members, lunches will be stored in each room to facilitate the pod.

Staff breaktimes are schedule out in line staff ratio and Covid 19.

Children Movement

All children and parent must follow the correct queuing and congregation at available and pick up time in line with social distancing guidelines stand on markers.

Children will access the facilities by entering their pod unit immediately.

Children are taught daily our new Covid 19 movement plan – we all play and have fun our unit.

Cross contamination – waste management – Covid 19

If there is a suspect case of Covid 19 a supply of refuse bags are available to double of disposal contamination. Where this waste will be held for 72 hours and them place in normal bins.

Foot pedal bins are now in all rooms.

All bins areas are service as per covid 19 and clean policies.

Reviewed Date: 16TH June 2020 By: KC – Team

Covid 19 Compliant as of date.

