



LINKS CHILDCARE POLICIES & PROCEDURES

Infection Control Policy

Last Review Date: April 2023

Policy No. 25

Issued: 2014

Policy Statement

It is the priority of Links Childcare to protect all children attending our service and all persons working in our service from the transmission of infections. The health and well-being of all children, staff and visitors to our service is paramount and our aim is to prevent and manage any infection which poses a threat to the service.

This policy should be read in conjunction with Management of Infectious Disease in Childcare Facilities and Other Childcare Settings (2012) from the Preschool and Childcare Facility Subcommittee at the Health Protection Surveillance Centre (HPSC), which guides practice in infection control at Links Childcare Centres.

This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016 and (Registration of School Age Childcare Services) Regulations 2018.

This policy is available and communicated to all parents and staff. Please see

www.linkschildcare.ie (<https://linkschildcare.ie/about-us/our-policies/>) or contact us at info@linkschildcare.ie.

Rationale

‘Children who spend time in group childcare settings such as the preschool setting generally are open to contracting a wide range of illnesses (particularly gastrointestinal and respiratory illnesses). Infants and toddlers are at particular risk of infection - they explore the environment with their mouths, have poor control of their secretions and excretions, have little immunity to common illnesses and require a lot of hands-on care from adults. In order to minimise the risk of infection, Standard Infection Control Precautions should be used routinely in all [early years] settings.’

(Management of Infectious Disease in Childcare Facilities and Other Childcare Settings (2012) Preschool and Childcare Facility Subcommittee Health Protection Surveillance Centre (HPSC))

Adults too need to be protected, as far as possible, from the spread of any infection and Links Childcare has a duty of care to all of the children and adults who use the service as well as to all members of the staff team.

‘Standard precautions are basic good hygiene measures (e.g. handwashing, appropriate use of protective clothing, environmental cleaning etc.) that should be practiced by all caregivers at all times and with all children. It is not always possible to tell who has an infectious disease, infection can be spread by a person who has no signs and symptoms of illness or is



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incubating an infection e.g. flu, Chickenpox. For this reason, it is essential that good hygiene practices are applied routinely in all childcare settings.' (HPSC, 2012)

The overall aims of this policy are:

1. To promote and protect the health of all of the children and adults at Links Childcare and reduce the risk of infection.
2. To provide guidelines to parents/guardians/carers as users of Links Childcare about the attendance of sick children and to keep the incidence of infectious disease to a minimum.
3. To help differentiate between minor (can attend the crèche and more significant (should not remain in the crèche) infections and to give guidance on the prevention and management of infectious disease

At Links Childcare we encourage and support parents/guardians to maintain their children's immunisation schedules.

Legislation and regulatory requirements

1. Regulation 10 of the Child Care Act 1991 (Early Years Services) Regulations 2016, requires a Policy on Infection Control that specifies the procedures to be followed in the service to protect staff members (paid and unpaid) and children attending the service from the transmission of infections.
2. Regulation 23: Safeguarding Health, Safety and Welfare of Child requires that the Infection Control Policy is implemented; staff know their roles and responsibilities and have received training on the policy.
3. Regulation 31: Notification of Incidents requires that where there is a diagnosis of a notifiable illness¹ as defined in the Infectious Diseases Regulations 1981(SI No 390 of 1981) of any child attending the service or any staff members this must be notified to the Tusla Early Years Inspectorate.

Other relevant requirements include:

4. The Safety, Health and Welfare at Work Act, 2005, Number 10 of 2005, sets out the general duties of all employers to manage the safety, health and welfare of their employees in any place of employment. *[Guidelines on the Act and its requirements are available on the Health and Safety Authority's website: www.hsa.ie]*
5. The Safety, Health and Welfare at Work (Biological Agents) Regulations 2013 (S.I. No. 572 of 2013) set down the minimum requirements for the protection of workers from the health risks associated with biological agents in the workplace. *[biological agents include bacteria and viruses]* The duties include carrying out a risk assessment and putting in place the appropriate measures to protect employees' health and safety.

¹ www.hpsc.ie/NotifiableDiseases/ListofNotifiableDiseases/



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Children's needs

Children need:

1. The service to have efficient and effective systems and procedures in place that ensure that their health and wellbeing are protected.
2. Their parents/guardians to know what their responsibility is, in helping to protect them and others in the service.

Parents'/Families' needs

Parents/guardians need:

1. To be clear on what systems and procedures are in place to protect their children from infections and to deal with any incidences of infection that occur in the service.
2. To know the durations and the reasons for any exclusion periods that may apply in relation to their child during any incidences of infectious diseases and they need to know what will happen should their child become ill while attending the service.

Staff needs

All members of the staff team need:

1. To be very clear on their roles and responsibilities relating to infection control in the service.
2. To know what parents/guardians must be told in relation to keeping their child away from the service during any outbreak of an infectious disease and exactly what to do in the case of a child becoming ill while at the service.

Management needs

Management needs:

1. This policy to help with ensuring that their legislative and regulatory responsibilities relating to infection control in the service are met and that all relevant best practice guidelines are implemented in the service.
2. To ensure that everyone in the staff team and all parents/guardians are clear on their roles and responsibilities in relation to protecting everyone in the service as well as the reasons for, and the required duration of, exclusion periods for any diagnosed cases of infectious illness.



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National Quality Frameworks

1. Tusla: Quality and Regulatory Framework
2. Síolta: The National Quality Framework for Early Childhood Education

See information on best practices for minimising the spread of infectious diseases in Management of Infectious Disease in Childcare Facilities and Other Childcare Settings (2012) Preschool and Childcare Facility Subcommittee Health Protection Surveillance Centre (HPSC)

Definitions/Glossary

Infectious disease	An illness in which the symptoms and signs of illness are caused by germs. These germs can be any of a number of different types - bacteria, viruses, fungi, protozoa and parasites. For example, strep throat is caused by a bacteria called 'group A streptococcus' and impetigo, a common bacterial skin infection in children, can be caused by this or other bacteria, whereas measles, mumps and chickenpox are all caused by viruses.
Contagious disease	Any illness caused by germs is an infectious illness, but that which can pass from one person to another is contagious. Not all infectious diseases are contagious. Ear infections are caused by germs but are not passed from child to child. Thus, although an ear infection is an infectious disease it is not a contagious disease. On the other hand, chickenpox rapidly spreads from person to person and is an example of a highly contagious infectious disease.
Standard precautions	Basic good hygiene measures (e.g. handwashing, appropriate use of protective clothing, environmental cleaning etc.) that should be practiced by all caregivers at all times and with all children. It is not always possible to tell who has an infectious disease, infection can be spread by a person who has no signs and symptoms of illness or is incubating an infection e.g. flu, Chickenpox. For this reason, it is essential that good hygiene practices are applied routinely in all early years settings. (HPSC, 2012)
Cleaning	The removal of food residues, dirt and grease using a detergent.
Disinfection	A process that reduces the numbers of bacteria to a safe level.
Disinfectant	A chemical that will reduce the number of germs to a level at which they are not harmful.



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Detergent An artificial cleansing agent capable of breaking down oils and fats.

Sanitisers A combined detergent and disinfectant.

Principles of Prevention

There are three basic principles of infection prevention outlined in the HPSC guidance and observed at Links Childcare:

1. Handwashing is the single most effective way of preventing the spread of infection and should be used at every opportunity
2. Immunisation. All children and staff should be appropriately immunised
3. Exclusion. Any unwell staff member or child should be excluded

1. At Links Childcare
2. To protect staff and children from the spread of infections, staff will understand how diseases are spread and which measures interrupt their spread.
3. The spread of germs will be greatly reduced with standard precautions (see below) used consistently and regularly.
4. Staff receive training in the use of Standard Precautions. This is particularly important because some diseases are contagious before symptoms appear and because the disease status of a child may not be known.
5. The single most important way to prevent the spread of germs is by handwashing.
6. Maintaining a good standard of environmental hygiene, coupled with appropriate cleaning of toys, personal care items, utensils and bed linen as well as appropriate disposal of items soiled with body fluids are other important precautions.

Standard precautions are applied when anyone has contact with:

1. Blood
2. All body fluids, secretions (nasal secretions) and excretions (urine, faeces, vomit) except sweat, regardless of whether or not they contain visible blood
3. Non-intact skin (broken skin, sores)
4. Mucous membranes (eyes and mouth).



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The key elements of standard precautions taken at Links Childcare include:

5. Handwashing and skin care
6. Use of protective clothing, e.g. gloves and plastic apron
7. Management of spillages, i.e. blood or other body fluids
8. Management of cuts, bites and needle-stick injuries
9. Coughing and sneezing etiquette
10. Environmental hygiene
11. Safe handling of laundry
12. Safe handling and disposal of waste including sharps
13. Food hygiene.

Children are excluded only if they are actually ill, present a danger or a risk to others (children or adults) or are unable to benefit from the Crèche's normal activities.

There are some particular illnesses where exclusion is necessary. In general, parents/guardians are asked to keep their child away from the service, and staff members are required to stay away until they have seen their GP if any of the following are evident:

1. Diarrhoea² and vomiting.
2. A temperature of 101°F / 38°C or above.
3. Eye discharge.
4. Rash or skin disorder.
5. Strep throat.
6. An earache or a bad cough.

This list applies to symptoms seen before any GP visit or diagnosis. Specific exclusion periods are necessary, and are applied, for particular diagnosed illnesses as outlined in Management of Infectious Disease in Childcare Facilities and Other Childcare Settings (2012) Preschool and Childcare Facility Subcommittee Health Protection Surveillance Centre (HPSC).

² Note: Diarrhoea can be due to infectious and non-infectious causes. Common non-infectious causes include antibiotic use or food intolerance. Other diseases such as coeliac disease and cystic fibrosis can have diarrhoea as a symptom. With these situations the diarrhoea is not usually associated with symptoms such as vomiting and fever. This type of diarrhoea is not contagious and will not spread to other people.



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Any ill child in the service who becomes ill with fever, headache and vomiting will be sent home as soon as their parents/guardians can be contacted. Parents will immediately be made aware of the staff's concerns for the child's wellbeing. In this situation, if there is any significant delay in contacting the child's parents/guardians the child will be brought directly to the local hospital Emergency Department. **A child with fever, headache and vomiting will not be allowed to wait indefinitely in the service.**

Parents/guardians are included in the team approach to infection control. A co-operative approach between parents and Links Childcare will help to ensure a healthy environment for the children.

Parents/guardians who feel their child is too ill or unwell to participate in indoor or outdoor activity, are advised to keep them home to ensure a complete recovery.

Keeping immunisation records for all children attending the service is a legal requirement. Prior to enrolment parents/guardians are asked for a copy of their child's immunisation passport or record card. Parents/guardians are encouraged to ensure that their child is fully up to date with their immunisations and are required to inform the service if their child has not received any of the standard vaccinations.

Parents/guardians must inform the service of any known infectious illness in their child. This is of particular importance if the illness might affect others in the service, for example, if a child develops chickenpox or measles or other such contagious illnesses.

Parents/guardians are informed if there are any outbreaks of infection in the service

Parents/guardians of children with any chronic (persistent or long-term) infectious conditions will be encouraged to share this information with the Management at Links Childcare

All female staff members need to know if they are immune to Rubella. (A simple blood test can tell if someone is susceptible to infection.) All parents/guardians/carers and staff members will be notified of any known incidence of Rubella in the service.



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Procedures & Practices

Prevention of Spread of Infection

1. Handwashing

See the Links Childcare Hand Hygiene Policy on www.linkschildcare.ie/about-us/our-policies/

1. Posters of correct hand washing procedures are available at wash hand basins for adults and children.
2. Warm running water is available for hand washing at a temperature no greater than 43°C at children's wash hand basins.
3. A cleaning agent such as soap is used when hand washing.
4. Hand drying facilities are available - hand dryers or disposable towels depending on which creche is involved.
5. Children's hand washing and hand drying is supervised at all times.
6. Hands are washed and dried after using the toilet, after handling animals, after sneezing, blowing nose, coughing, or touching a cut or sore and before eating or handling food.

2. Respiratory hygiene (coughing and sneezing)

All adults and children cover their mouths and nose with a tissue when coughing or sneezing. (See Appendix A)

As required, Links Childcare will notify the Tusla Early Years Inspectorate when the department of Public Health has confirmed to us that there is a diagnosis of a child attending the service, an employee, unpaid worker, contractor or other person working in the service as suffering from an infectious disease within the meaning of The Infectious Diseases Regulations 1981 (SI No 390 of 1981) and amendments. www.hpsc.ie/NotifiableDiseases/ListofNotifiableDiseases/

Links Childcare will contact the local Department of Public Health:

1. If we have a concern about a communicable disease or infection, or if we need advice on infection control.
2. If we are concerned that the number of children who have developed similar symptoms is higher than normal / if we think that we may have an outbreak of infectious disease in the service.



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3. If we are not sure whether to exclude a child or member of staff.
4. Before sending letters to parents/guardians about an infectious disease.

Other Standard Precautions

Cleaning the environment

1. A cleaning programme is in place and is documented
2. Detergents and disinfectants are used correctly
3. Detergents and disinfectants are used according to the manufacturers' instructions.

At Appendix B See the documentation relation to the cleaning programme and rostering in each Crèche.

Personal protective clothing

Protective clothing is used when required (gloves and aprons). See Nappy Changing Policy on www.linkschildcare.ie/about-us/our-policies/

Blood and body fluid spillages

Standard Precautions as outlined in Management of Infectious Disease in Childcare Facilities and Other Childcare Settings (2012) are used when any member of staff has contact with:

1. Blood
2. All body fluids, secretions (nasal secretions) and excretions (urine, faeces, vomit) except sweat, regardless of whether or not they contain visible blood
3. Non-intact skin (broken skin, sores)
4. Mucous membranes (eyes and mouth)

Spillages of blood, faeces, urine and vomit are cleaned immediately using disposable cloths and disposed of in closed bin. Mops are never used for cleaning blood, urine, vomit or faeces.

At Links Childcare we assume that blood is infectious, regardless of its source.

The procedure used for dealing with blood and body fluid spillages is as outlined in [Management of Infectious Disease in Childcare Facilities and Other Childcare Settings \(2012\) on Page 13.](#)

First Aid will not be withheld if gloves are not available. While due care and caution is important in handling potentially infectious fluids, fear of infection will never prevent First Aid being given.

Staff avoid direct contact with blood or bloody fluids. Should blood come in contact with skin the likelihood of transmission of infection through intact skin is very remote. STAFF DO NOT PANIC. They



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wash the area with soap and water. If blood splashes into the eye or mouth, they rinse with water and if necessary seek medical advice.

Laundry

1. Soiled linen is washed separately at the hottest wash the fabric will tolerate.
2. Gloves and aprons are used when handling soiled linen.
3. Children's soiled clothing is placed in a plastic bag sealed and sent home with parents/guardians.

Waste

1. Waste is recycled in accordance with local authority policy.
2. Nappies are stored in a leak proof airtight container which is easy to clean.
3. Foot operated pedal bins are used to dispose of gloves, aprons and soiled dressings.
4. External bins are stored away from children's access.

Animals, pets including poultry and fish

1. Animals /pets (including fish) are not allowed to enter Links Childcare Crèches.
2. No trips are organised to zoo's or farms

Sterilising babies' bottles

All parents/guardians supply already sterilised bottles, and these are stored appropriately in the fridge.

Perishable food

All perishable food is kept in a refrigerator at temperatures of 0°– 5°C.

Perishable food is not left at room temperature for more than two hours.

Perishable food left at room temperature for two hours or longer is discarded.

Other precautions

1. Cots, sleeping mats and beds are at least 50cm apart.
2. Toys and other play materials are not allowed into the toilet area.
3. Individual combs, hairbrushes, toothbrushes, personal clothing, bedding and towels are labelled and not shared.
4. At least once a day, even in winter, the children's playrooms and staff-rooms are aired and the windows opened.



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5. A box of tissues is always readily available to all children and adults.

Nappy Changing and Toileting

See Nappy Changing Policy on www.linkschildcare.ie/about-us/our-policies/

Immunisation Records

On enrolment at Links Childcare, parents/guardians are asked for their child's immunisation record.

Parents/guardians of children who are **not** immunised are made aware of the dangers of infectious diseases. Parents are encouraged to keep to up to date with current vaccination requirements and to ensure that the service is kept informed and the child's record updated when required.

Parents/guardians are not required to have their children immunised to gain admission to the service but where a child's immunisation record is not up-to-date parents/guardians are encouraged to have their child vaccinated.

If a child is not immunised, parents/guardians must be advised that their children will be excluded from the service during outbreaks of some vaccine preventable diseases such as Measles, Whooping Cough etc., even if their child is well. This is to protect their non-immunised child.

Illness

When a child is unwell, parents/guardians are asked to keep them at home if they are unable to participate in all of the activities of the day and/or if there may be a risk of passing the illness to another child or adult in the service.

This is likely if the child has any of the following symptoms:

1. Diarrhoea and vomiting
2. A temperature of 101°F / 38°C or above
3. Eye discharge
4. Rash or skin disorder
5. Strep throat
6. An earache or a bad cough.



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If a child is ill or becomes ill in the service, we will expect the parent/guardian or a nominated carer to come for their child within 30 minutes.

We will do our best to keep a sick child separate from well children.

If all attempts at contacting a parent/guardian/carer or authorised person are unsuccessful, the next action may have to be to transfer the child to hospital by ambulance.

Any child ill with fever, headache and vomiting will be sent home as soon as their parents/guardians can be contacted. Parents will be advised to contact their doctor immediately.

If there is any significant delay in contacting parents/guardians of the child with fever, headache and vomiting, and ambulance will be called and then continued efforts will be made to contact the child's parents/guardians. A child with fever, headache and vomiting will not be allowed to wait indefinitely in the service.

In addition to these symptoms, children with meningococcal infection often develop a rash that starts as red spots but will progress to purple freckles and blotches, and even bruising (see Appendix C). If this occurs, we will CALL AN AMBULANCE, GET MEDICAL ATTENTION first and then contact the parents/guardians.

Exclusion periods for infectious illnesses

Ill children and staff should only return when they have recovered. Links Childcare is guided and informed by the exclusion notes for the different diseases outlined in Chapter 9 of Management of Infectious Disease in Childcare Facilities and Other Childcare Settings (2012) page 33.

Procedure for notifying infectious diseases

When Links Childcare is informed by the Department of Public Health of a diagnosis of a child attending the service or an employee, unpaid worker, contractor or other person working in the service, as suffering from an infectious disease within the meaning of the Infectious Disease Regulations 1981(SI No 390 of 1981) and amendments – See:
www.hpsc.ie/NotifiableDiseases/ListofNotifiableDiseases/ – this will be notified to Tusla Early Years Inspectorate by Director of Links Childcare using the Child Care Act (Early Years Services) Regulations 2016 Part VIII, Article 31, Notification of Incident Form.

Outbreak of an infectious disease

In the event of an outbreak of infectious disease immediate contact will be made by the Manager of the crèche with the Department of Public Health. Head Office of Links Childcare will be notified immediately and will be directly involved in supporting the staff, parents and children. Their actions



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will be guided by Management of Infectious Disease in Childcare Facilities and Other Childcare Settings (2012) for guidance.]

Communication Plan

All parents/guardians are informed of the policy and procedures regarding Infection Control on enrolment and made aware that it is applied equally to all children, aimed at maintaining a healthy environment for all children and adults.

Staff members will check with parents/guardians that they have read and understood the policy and provide any assistance needed.

This policy and all our policies are available on the website and will be reviewed with staff at induction and annual staff training.

Parents/guardians may receive a copy of the policy at any time upon request. Parents/ guardians and all staff members will receive written notification of any updates.

Review

Management in consultation with staff monitors and reviews the effectiveness of this policy yearly or as required.

Review Dates:	2014	2015	2016	2017	2018	2019	January 2020	June 2020	October 2020
	March 2021	April 2023							

Appendix A Respiratory Hygiene (coughing sneezing)

Coughing and Sneezing

- Turn your head away from others
- Use a tissue to cover your nose and mouth



- Drop your tissue into a waste bin



- No tissues? Use your sleeve



- Clean your hands after discarding tissue using soap and water or alcohol gel for at least 15 seconds





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Appendix B

HACCP Classroom – Cleaning Procedure

LINKS CRECHE HACCP MANUAL		CLEANING PROCEDURE – Classrooms					
Date: 2019	Document: HACCP 4.2	Revision: 01					
SCOPE:	The Classrooms in Links Creche						
REQUIREMENT:	That all surfaces are maintained in a clean & hygiene condition so as to prevent contamination.						
GENERAL PROCEDURE:	Pre-clean to remove gross debris. Apply cleaner and wipe surface. Allow to dry.						
CHEMICAL:	DETOL IS A BACTERICIDAL CLEANER TO BE USED AT 10:1 IN TRIGGER SPRAY BOTTLES OR MOP BUCKETS.						
PROTECTIVE CLOTHING:	Specific cleaning agents are used for windows and floors. GLOVES MUST BE WORN AT ALL TIMES WHEN CLEANING.						
WEEK COMMENCING: _____	CLASSROOM NAME: _____						
Area to be cleaned & checked	Procedure	Frequency	MON	TUES	WED	THURS	FRI
Handwashing	Ensure all children's hands are washed before meals	Pre-breakfast					
		Pre-lunch					
		Pre-evening meal					
		Pre-snack					
Bins	Empty, clean and disinfect.	Daily					
Books	Wipe covers and check for damage. Dispose of as required.	Weekly					
Floors	Sweep & wash using detergent in mop bucket.	Daily					
Fridge	Clean and sanitise inside and out.	Weekly					
Highchairs	Clean & sanitise.	Daily					
Microwave	Clean and sanitise inside and out.	Daily					
Shelving	Empty, wipe down with cleaning agent.	Weekly					
Sink Area	Clean and disinfect. Ensure there are soap and towels in dispenser.	At end of shift					
Storage Presses	Empty, wipe down shelves with cleaning agent.	Weekly					
Tables	Clean and disinfect.	At end of shift.					
Beds	Change linen. Spray down beds with cleaning agent.	Thursdays					
Windows	Spray with cleaning agent and wipe with a clean cloth.	Weekly					
Toys & Montessori Equipment	Clean with hot soapy water daily. Clean and disinfect with Dettol- dishwasher plastic including Montessori Equipment/machine wash materials.	Weekly	Montessori Equipment/ Toys				
		Daily	Plastic Equipment/ Toys				
		Weekly	Soft Equipment/ Toys				
CHECKED BY:							



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HACCP Toilet– Cleaning Procedure

LINKS CRECHE HACCP MANUAL		CLEANING PROCEDURE – Toilet Areas					
Date: Aug 2011 Document: HACCP 4.3 Revision: 01		Approved by:					
SCOPE:	The Classrooms in Links Creche		RESPONSIBILITY:	All staff Links Creche, as instructed by Management.			
REQUIREMENT:	That all surfaces are maintained in a clean & hygienic condition so as to prevent contamination.						
General Procedure:	Pre-clean to remove gross debris. Apply cleaner and wipe surface. Allow to dry.						
CHEMICAL:	Antibacterial Spray – ready to use for cleaning & sanitising.						
PROTECTIVE CLOTHING:	GLOVES MUST BE WORN AT ALL TIMES WHEN CLEANING.		WEEK COMMENCING:	_____			
Area to be cleaned & checked	Procedure	Frequency	MON	TUES	WED	THURS	FRI
Bins	Empty, clean and disinfect.	Daily					
Brushes	Remove debris from brush heads and check for damage – replace as required.	Weekly					
Cloths	Wash thoroughly in sink and allow to dry. Cloths used to clean up human waste must be disposed of in sanitary bins immediately.	Daily					
Floors	Sweep and wash using detergent in mop bucket.	Daily					
Mops	Wash mop heads thoroughly and hang up to dry.	After each use					
Mop Buckets	Empty, clean and disinfect. Dry using paper towel.	After each use					
Nappy Mats & Units	Clean and disinfect.	After each use					
Sinks	Clean and disinfect. Ensure there are soap and towels in dispensers.	Daily / As required					
Storage Presses	Empty, wipe down shelves with cleaning agent.	Fortnightly					
Toilets	Clean and disinfect using washroom cleaner.	Daily / As required					
Windows	Spray with cleaning agent and wipe with a clean cloth.	Weekly					
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HACCP Cot Room– Cleaning Procedure

LINKS CRECHE HACCP MANUAL		CLEANING PROCEDURE – Cot Rooms				
Date: Dec 2012	Document: HACCP 4.4	Revision: 02	Approved by: _____			
SCOPE:	The Cot Rooms in Links Creche		RESPONSIBILITY: All staff Links Creche, as instructed by Management.			
REQUIREMENT:	That all surfaces are maintained in a clean & hygiene condition <u>so as to</u> prevent contamination.					
General Procedure:	Pre-clean to remove gross debris. Apply cleaner and wipe surface. Allow to dry.					
CHEMICAL:	Antibacterial Spray – ready to use for cleaning & sanitising.					
PROTECTIVE CLOTHING:	GLOVES MUST BE WORN AT ALL TIMES WHEN CLEANING.		WEEK COMMENCING: _____			

Area to be cleaned & checked	Procedure	Frequency	MON	TUES	WED	THURS	FRI
Temperature Check	Check temperature of cot room daily and record	Twice Daily					
Cots / Beds	Clean and disinfect surfaces.	Twice weekly / As required					
Bed Linen	Wash in non-biological laundry detergent with no other linen. If bed linen has been soiled, wash it on a hot wash with no other linen.	Daily					
Bins	Empty, clean and disinfect.	Daily					
Floors	Vacuum	Daily					
Storage Presses	Empty, wipe down shelves with cleaning agent.	Fortnightly					
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NOTE: Person who cleans should initial each item as cleaned. Person who checks should ensure that item is clean and sign bottom of the sheet.



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HACCP Deep Clean– Cleaning Procedure

INSTRUCTIONS: Deep cleaning is carried out on a quarterly basis. This sheet is completed by management as a record of the date cleaning was completed and they must sign under the date to say that it has been cleaned effectively.

ITEM	METHOD	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Walls, skirtings & woodwork	Wash using general purpose detergent and rinse.				
Outside windows	Wash and rinse thoroughly using appropriate detergent, including sills & surrounds.				
Ventilation louvers	Vacuum and wipe down with general purpose detergent and rinse.				
Freezers	Empty, and defrost following manufacturers instructions. Wash with general purpose detergent, rinse and dry thoroughly.				
High Chairs	Dismantle and thoroughly clean all surfaces (legs, ledges and feet– checking crevices for food debris)				
Outside toys	Wash using general purpose detergent and rinse.				
Laundry Room	Wash down all surfaces, vacuum floor and wash, ensure no build up of laundry detergent in machine. Check dryer for fluff build up.				

Appendix C

Seek medical attention immediately if you are worried that someone has Meningitis / Septicaemia.

Meningitis and septicaemia

Know the symptoms

Red symptoms are more specific to meningitis and septicaemia and less common in milder illnesses. Not everyone gets all these symptoms.

MENINGITIS	SEPTICAEMIA
Fever and/or vomiting	Fever and/or vomiting
Severe headache	Limb/joint/muscle pain
Rash	Cold hands and feet/ shivering
Stiff neck	Pale or mottled skin
Dislike of bright lights	Breathing fast/ breathless
Very sleepy/vacant/ difficult to wake	Rash
Confused/delirious	Very sleepy/vacant/ difficult to wake
Seizures (fits)	Confused/delirious

