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HEALTH PROTECTION TEAM Infection Prevention and Control Guidance (2019) for Childcare Settings (0-5 years) in Wales (Nurseries, Childminding and Playgroups)

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Purpose and Summary of Document: This document aims to provide best practice guidance in relation to basic Infection Prevention and Control practice in all Childcare Settings (0-5 years) in Wales.

Superseding: Public Health Wales Infection Prevention and Control for Childcare Settings (0-5 years) (2014 v.1) Nurseries Child Minders and Playgroups - All Wales Guidance

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Preface

Public Health Wales (PHW) Infection Prevention and Control (IP&C) Guidelines for Childcare Settings in Wales were first produced by Health Protection Nurses in 2014 to supersede the Welsh Assembly Government's '*Mind the germs. Infection Control guidance for nurseries, playgroups and other childcare settings*' (2006). The guidelines were intended for childcare settings providing day care for children under the age of five years. Although nursery settings were the primary audience, child minders, play groups and other childcare settings could also adapt the guidelines for their own specific use.

A PHW Working Group was convened in 2018 to review these IP&C guidelines with the ultimate aim of ensuring that those involved with the provision of care in all Childcare Settings (0-5 years) in Wales had access to consistent, up-to-date and standardised policies/guidelines to support their IP&C practices. This review was completed in Summer 2019.

Through collaborative working with Health Protection Scotland (HPS), who completed a comprehensive review of their '*IP&C in Childcare Settings (Day Care and Childminding Settings)*' in 2018: <https://www.hps.scot.nhs.uk/resourcedocument.aspx?id=6606>, the PHW Working Group have been fortunate to obtain full consent from HPS to use their guidance in Wales. Please note however that although the following guidance is largely based upon the HPS '*IP&C in Childcare Settings (Day Care and Childminding Settings)* (2018)', our Health Protection Team (HPT) Working Group has replaced some sections with information and hyperlinks relevant to Wales and not Scotland.

For ease of reference, the term "childcare setting" will be used throughout the document and refers to any childcare setting that provides day care for children under the age of five years (see Glossary).

Alternative guidelines are available for education settings for learners over the age of 5 years: <https://phw.nhs.wales/services-and-teams/harp/>

Proportionality and adaption of these guidelines is dependent upon the size and location of the childcare setting and local risk assessments undertaken by the establishments concerned.

Acknowledgements

We would like to thank Health Protection Scotland for their generosity in sharing their up to date guidance document with our PHW HPT IP&C Working Group and also colleagues from the following organisations for their contribution in reviewing these guidelines for use in Wales:

- Professional Association for Childcare and Early Years Cymru (PACEY Cymru)
- Early Years Wales
- Clybiau Plant Cymru Kids' Clubs
- Mudiad Meithrin
- Wales Local Authority Expert Panel

For any queries relating to this document please contact the Health Protection Team (HPT) All Wales Acute Response (AWARe) Team on 0300 003 0032 or email AWARe@wales.nhs.uk (N.B. this email is not monitored during out of office hours)

Abbreviations

AWARE	All Wales Acute Response
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 this product meets the requirements of the relevant European directives.
COSHH	Control of Substances Hazardous to Health
CIW	Care Inspectorate Wales (previously called Care and Social Services Inspectorate Wales - CSSIW)
EHS	Environmental Health Services
HACCP	Hazard Analysis Critical Control Point
HPS	Health Protection Scotland
HPT	Health Protection Team
IP&C	Infection Prevention and Control
MSDS	Material Safety Data Sheets
NCS	National Care Standards
NHS	National Health Service
PHE	Public Health England
PHW	Public Health Wales
NSS	National Services Scotland
PPE	Personal Protective Equipment
SCMA	Scottish Childminding Association
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 (PPE) (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 disease	A disease that can be spread from one person to another.
COSHH Regulations	Control of Substances Hazardous to Health (COSHH) - 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 etc) to protect the public health.
Exclusion period/criteria	The period of time that a person with an infectious disease must stay away from a setting, for example childcare setting, 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 or using alcohol based hand-rub solutions.
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.

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.
Respiratory droplets	Small particles of fluids expelled during coughing, talking, sneezing etc. Some germs e.g. 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.
Rodents	Rodents are mammals characterized by upper and lower pairs of ever-growing rootless incisor teeth
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 provides basic guidance on infection prevention and control for staff working within nurseries, day-care centres, playgroups, crèches, children's centres, childminders, after-school clubs and holiday clubs. This guidance should also be used by staff involved in all outdoor activities for children.

Staff working with children in childcare settings in Wales have a 'duty of care' to provide a safe environment for children.

Care Inspectorate Wales (Tel: 0300 7900 126) provides National Minimum Standards for Regulated Childcare for children up to the age of 12 years (2016), which includes infection prevention and control (Standard 10 - Healthcare) which can be downloaded from: <https://careinspectorate.wales/regulations> OR <https://careinspectorate.wales/sites/default/files/2018-01/160411regchildcareen.pdf> OR <https://careinspectorate.wales/regulations-and-national-minimum-standards-child-minders> This document replaces the National Minimum Standards for Regulated Child Care issued in March 2012. These standards will be used to determine whether child minding and day care settings are providing adequate care for children up to the age of twelve. They are to be read in the context of Part 2 (Child Minding and Day Care for Children) of the Children and Families (Wales) Measure 2010, as amended by the Child Minding and Day Care (Wales) Order 2016; and associated regulations. The regulatory body responsible for ensuring that these standards are met is the Care Inspectorate Wales (CIW) (previously called Care and Social Services Inspectorate Wales (CSSIW)).

See [Appendix 1](#) for using this IP&C guidance for Childcare Settings as your local policy

Membership of the Guidance Development Group in Scotland

The HPS '*IP&C in Childcare Settings (Day Care and Childminding Settings)* (2018)' was developed by a working group led by Scottish Health Protection Network Guidance Group (SHPN-GG) and formed by representatives from Health Protection Scotland (HPS), the health protection community in Scotland, Scottish Childminding Association and Education Scotland, stakeholders and key users, who considered current scientific evidence and expert opinion. The HPS Infection Control team (Guideline Review Group membership 2015) retains the evidence notes on which this document is based. The working group also secured public involvement through consultation with parents whose children attended childcare day settings. The Scottish Health Protection Network Guidance Group has facilitated and coordinated the final stages of its development, its adherence to agreed criteria of validation, and its completion. Please refer to: <https://www.hps.scot.nhs.uk/web-resources-container/infection-prevention-and-control-in-childcare-settings-day-care-and-childminding-settings/> for membership of the Guidance Development Group in Scotland.

Membership of the PHW HPT IP&C Working Group in Wales

The following individuals are acknowledged for revising and adapting the Health Protection Scotland '*IP&C in Childcare Settings (Day Care and Childminding Settings)* (2018)' for use in Wales: Sue Morgan, Janet Purton, Jessica Davies, James Crocker, Louise Griffiths-Richard, James Hughes, Christine Jeffrey, Gail Lusardi, Jill Bonney and Darren Beynon.

2. Introduction

2.1 Risk Assessment

Infection prevention and control in childcare settings involves carrying out risk assessments and putting measures in place to manage any identified risks. These should then be reviewed and updated regularly (see Section 2.2). For more information on risk assessments, visit <http://www.hse.gov.uk/pubns/raindex.htm>

The Health & Safety at Work Act 1974 legislates that employers must provide adequate protection against the risks associated with the task undertaken (for example, Personal Protective Equipment (PPE) must be provided for dealing with blood or bodily fluids). For details of this visit <http://www.hse.gov.uk/legislation/hswa.htm>

2.2 Infection Risk

Infection risk in the childcare setting can be reduced by:

- Training all staff in Standard Infection Control Precautions (SICPs) ([Section 4](#))
- Supervising children when exposed to pets. Pets must be clean and healthy. Exotic (non-domestic and unusual) animals, such as reptiles should **not** be kept as nursery pets due to high risk of salmonella which they carry. Rodents (e.g. hamsters, guinea pigs, gerbils, rats, mice) are also **not** recommended. If a childminding setting has pet rodents, then it is important to follow specific guidance to reduce the risk of human infection and to maintain animal welfare: <https://www.gov.uk/government/publications/pet-rats-mice-hamsters-reducing-the-risk-of-infection>
- Planning ahead when arranging special days out or activities e.g. see [Appendix 2 – Farm visits or contact with animals](#)
- Ensuring staff and/or children with symptoms/diagnosis of an infectious disease do not attend the childcare setting - ‘*Recommended time to keep individuals away from settings because of common infections*’ (previously referred to as exclusion period/criteria) is available in [Appendix 3](#) of this guidance or can be downloaded from the following website: <https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/> (click on ‘Guidance’, then ‘Settings’) OR: <https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/guidance/> (click on ‘Settings’)
- Seeking advice from the HPT All Wales Acute Response (AWARe) team on infection prevention and control issues if an outbreak of infection is suspected.
- Regularly using an appropriate audit tool to measure baseline compliance (using evidence-based criteria) with standards to identify any improvement work/practice necessary to prevent/reduce the risk of infection within the childcare setting: <https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/> (click on ‘Guidance’, then ‘Settings’) OR: <https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/guidance/> (click on ‘Settings’) Keeping a child away from a childcare setting when not necessary can be a burden on parents or guardians. However, failing to keep a child (with signs or symptoms of infection) away could lead to an outbreak of infection in the childcare setting (see [Section 6](#)).

Guidance on the ‘*Recommended time to keep individuals away from settings because of common infections*’ (previously referred to as exclusion period/criteria) is available in [Appendix 3](#) of this guidance or can be downloaded from the following website:

<https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/> (click on 'Guidance', then 'Settings') OR <https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/guidance/> (click on 'Settings')

2.3 Actions to prevent spread of infection

It is important that you know the children in your care, and whether they are considered at greater risk of getting or spreading an infection. Some medical conditions place children at higher risk of infection 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 and record this appropriately and sensitively within the child's care plan or record. An example of a letter you can send to parents/guardians when a child joins your childcare setting is included at [Appendix 4](#). Support is also available from the following various childcare organisations for guidance around policies and procedures on this issue:

- **Professional Association for Childcare and Early Years Cymru (PACEY Cymru)**
Website: <https://www.pacey.org.uk/partnerships/pacey-in-wales/>
Tel: 02920 351407
Email: paceycymru@pacey.org.uk
- **Early Years Wales**
Website: <https://earlyyears.wales/>
Tel: 029 2045 1242
Email: info@earlyyears.wales
- **Clybiau Plant Cymru Kids' Clubs**
Website: <https://www.clybiauplantcymru.org/>
Tel: 029 2074 1000
Email: info@clybiauplantcymru.org
- **Mudiad Meithrin**
Website: <https://www.meithrin.cymru/>
Tel: 01970 639639 (Head Office)
Email: post@meithrin.co.uk

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

To download leaflets and information on immunisation for parents/guardians and staff visit NHS Direct on: <https://www.nhsdirect.wales.nhs.uk/LiveWell/vaccinations/>.

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

3. Spread of infection

3.1 How germs spread

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

Useful information, posters and DVD appropriate for children are available at:
<http://www.washyourhandsofthem.com/the-campaign/childrens-pack.aspx>.

www.e-bug.eu is a European wide free educational resource website that can be used by children of school age as a fun way to learn about micro-organisms and prevention and treatment of infection.

3.2 Some basic facts about germs

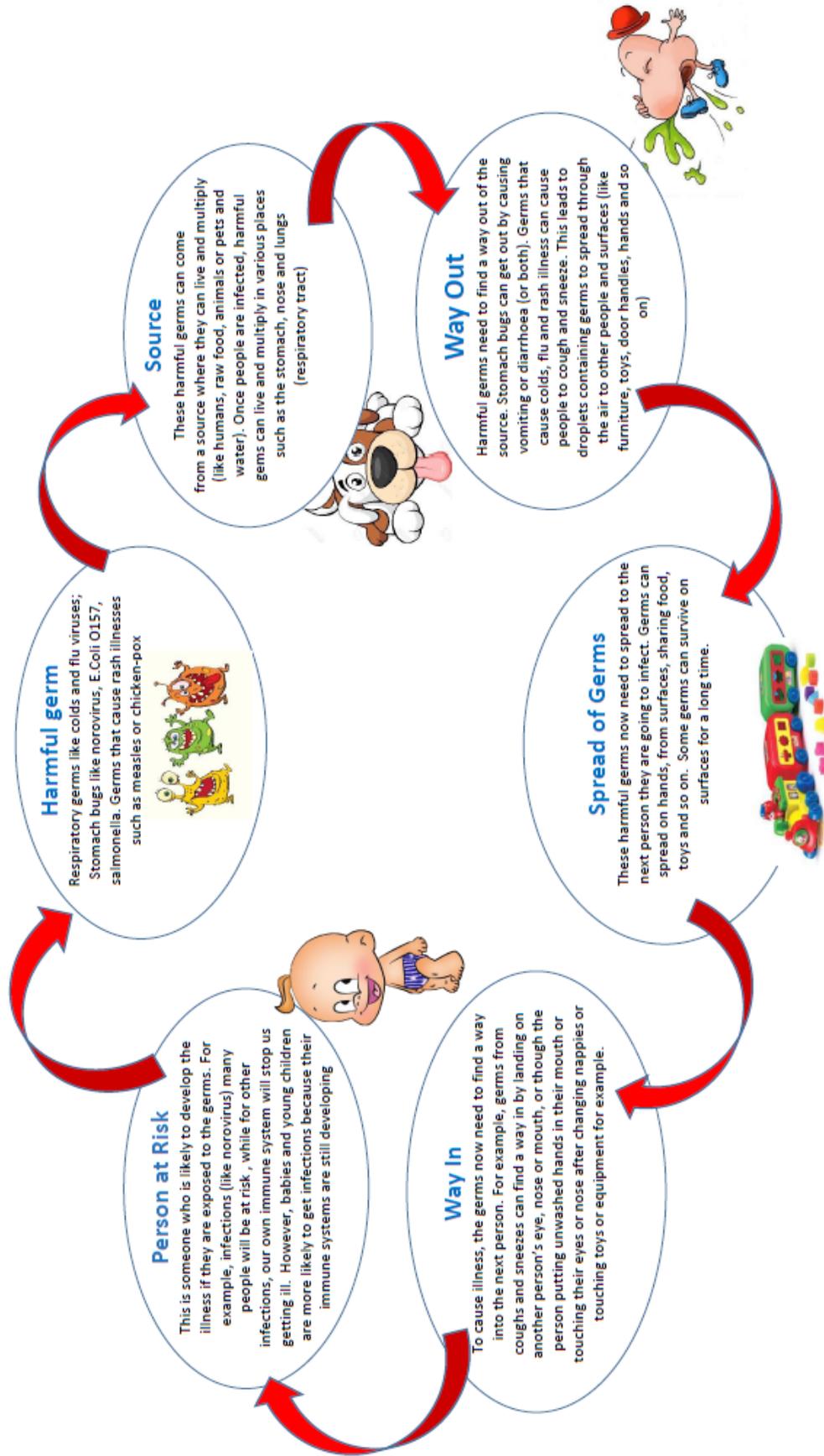
- Not all germs are harmful
- Most germs live harmlessly on us and in us and help us to digest food and stop other more harmful germs from making us ill
- Some harmful germs can grow quickly on surfaces that are not kept clean and dry.

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

How do germs spread?

For germs to cause disease, six steps in a chain must all happen. This is called a 'chain of infection' (see Diagram 1 overleaf – The Chain of Infection).

Diagram 1 – The Chain of infection



4. Standard Infection Control Precautions (SICPs)

4.1 Hand hygiene

Washing hands thoroughly, at the right time, using appropriate facilities and products will help prevent the spread of common infections such as colds, flu, thread worms and stomach bugs.

As well as staff and adults involved in the care of children, the children need to understand why it is important to wash their hands and be taught how to wash, rinse and dry their hands correctly.

Scotland's National Hand Hygiene Campaign has a pack 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://](http://www.washyourhandsofthem.com/the-campaign/childrens-pack.aspx)

www.washyourhandsofthem.com/the-campaign/childrens-pack.aspx.

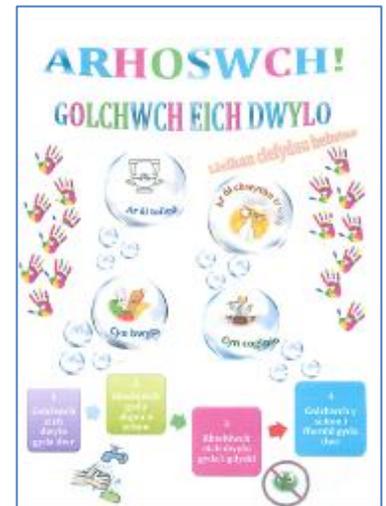
For school age children educational resources for teaching hand hygiene are also available at <https://e-bug.eu/>

In addition, in 2017, PHW held a handwashing poster competition for primary aged schoolchildren. The winning posters can be downloaded and displayed at hand wash basins to encourage children to wash their hands correctly:

<http://www.wales.nhs.uk/sitesplus/888/page/93629>

Good hand hygiene practice:

- Use warm water
- Never 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). A designated, lined bin that the children can operate easily should be provided for disposal of hand towels
- When away from the childcare facility, and if there is no running water available, hand wipes may be used (children and staff should wash their hands at the first available opportunity)
- All visible cuts and abrasions should be covered with a waterproof dressing.
- Alcohol hand rub should be available for use by staff (hands should be washed with liquid soap and water if visibly soiled). Further information on 'Using Alcohol based hand rubs' is available on page 13.
- Refer to World Health Organisation Guidelines in respect of hand hygiene/gestures in different religions and cultures:
https://apps.who.int/iris/bitstream/handle/10665/44102/9789241597906_eng.pdf;jsessionid=6B73118DFDBD6DF8B4EDB62E44C51F2A?sequence=1



The wearing of wrist jewellery (including watches), false nails and nail products are not recommended for staff performing hand hygiene.

Table 1: When should you wash your hands?

Children and staff/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/pets or animal/pet waste, equipment or bedding
• After contact with contaminated surfaces (e.g. food-contaminated surfaces, rubbish bins, cleaning cloths).
• When returning from outside play or breaks e.g. playing with sand.

[See Appendix 5 – How to Handrub? \(with alcohol-based formulation\); How to Handwash? \(with soap and water\)](#)

Using Alcohol based hand rubs

Alcohol based hand rubs can be useful for rapid hand decontamination between brief interactions with children, particularly where access to hand washing facilities may be lacking, however it should be remembered that alcohol hand rubs should never be used to replace effective hand washing. It is important to note that alcohol based hand rubs are not cleansing agents to be used in place of hand washing and their activity can be inactivated by dirt/organic matter. Hands that are visibly soiled or potentially grossly contaminated with dirt or organic material (i.e. following the removal of gloves, after touching animals) must be washed with liquid soap and hand hot water. Additionally, staff should be aware that alcohol based hand rubs have limited activity against some diarrhoea and vomiting illnesses. Where symptoms of diarrhoea or vomiting are present, and suspected to be infectious (e.g. Norovirus) it is important that hand washing is carried out with liquid soap and hand-hot water, and use of alcohol based hand rubs are discontinued. Caution must be taken when using alcohol based hand rubs in relation to flammability and ingestion. Local risk assessments should be undertaken and procedures put in place to address each of these issues if alcohol based hand rub is to be used. Caution must also be taken to avoid drips or spills of solutions for health and safety reasons (e.g. slips or falls). [See Appendix 5 – How to Handrub? \(with alcohol-based formulation\); How to Handwash? \(with soap and water\)](#)

Please be aware that a number of hand hygiene companies also produce child-friendly products, such as wall-mounted dispensers to encourage hand-washing in childcare settings in Wales.

4.2 Respiratory and Cough Hygiene

To stop respiratory germs spreading, children and adults should cover their mouth and nose with a tissue when coughing and sneezing; putting their tissue in the bin immediately after use and then washing hands.

4.3 Personal Protective Equipment (PPE)

The term 'PPE' includes single-use disposable gloves and single-use disposable plastic aprons. Gloves. Gloves should be marked as single use and meet British Standard EN 455 (European Normalisation).

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
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.

[See Appendix 6 – Putting on and Removing PPE](#)

4.4 Cleaning of the Environment

There are many areas in childcare settings with a high risk of germs being present e.g. toilets, nappy changing areas, food areas and kitchens. To minimise the spread of germs, the environment must be kept as clean and dry as possible and staff must understand their responsibilities in ensuring the environment and equipment are safe, clean and ready for use.

Table 3: Cleaning of the environment

1. The childcare setting has a cleaning schedule/procedure* in place which: <ul style="list-style-type: none">• lists each room in the building used to provide the care service• has a named person responsible for cleaning• states how and when the environment, fixtures and fittings are to be cleaned• includes areas that are cleaned less often than each day and states when they are to be cleaned
2. Areas where nappies are changed or potties are used must be separate from where food is prepared or eaten. Ideally, nappy changing areas should be kept separate from children play areas; or in a designated area allocated for this use. For a full description of how to clean nappies changing areas, potties and toilets see Appendix 7 – Toilet, potty and nappy changing. In addition, the UK Nappy Network gives comprehensive guidance on washing reusable nappies on http://www.uknappynetwork.org/wash.html
3. Do a cleanliness check every day before the children arrive
4. Check and clean areas that are touched often (for example, toilets, hand-wash basins, taps, door handles)
5. Encourage staff and parents to raise their concerns about cleanliness
6. Have a procedure for what to do if fixtures / fittings break or can no longer be cleaned

*For specific information regarding cleanliness and hygiene standards for childcare setting premises and equipment refer to Regulations and National Minimum Standards for Regulated Childcare for children up to the age of 12 years:

<https://careinspectorate.wales/regulations;>

<https://careinspectorate.wales/sites/default/files/2018-01/160411regchildcareen.pdf>

OR <https://careinspectorate.wales/regulations-and-national-minimum-standards-child-minders> OR Contact the Care Inspectorate Wales on 0300 7900 126

[See Appendix 8 – Example of a cleaning schedule](#)

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 should not be used as part of your routine cleaning, with the exception of toilets and food preparation areas. Disinfection may be required during an outbreak of infection, as directed by the HPT AWARE or Local Authority Environmental Health Department.
- Keep all cleaning equipment well maintained e.g. check and change vacuum cleaner filters regularly.

4.5 Equipment cleanliness

All toys and equipment must be safe for use 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 toilet areas.

N.B. Reusable equipment that has been cleaned but is not in use should be stored separately from used equipment and away from where equipment cleaning takes place.

Equipment must be cleaned:

- Between use
- After blood and/body fluid contamination
- At regular intervals as part of an equipment cleaning schedule
- Before servicing and repair

See [Appendix 9 – Keeping Toys and Equipment Clean](#) for advice on keeping toys and equipment clean.

4.6 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. Staff must:

- Deal with blood and body fluid spillages as quickly as possible
- Keep the children away from the spill
- Put on PPE (i.e. disposable gloves and disposable apron)
- Prepare a solution of:
 - general-purpose neutral detergent; and
 - a solution of a chlorine-based disinfectant (prepared in accordance with the manufacturer's instructions)
- Place paper towels (or kitchen roll) over the spill, to soak up the spillage. Then carefully place these into a disposable, leak proof plastic bag
- Use the disinfectant solution to clean the remainder of the spillage
- Then wipe down the area with paper towels (or kitchen roll) soaked in detergent solution.
- Wipe area dry with paper towels (or kitchen roll)
- Remove PPE and put into the plastic bag, secure and seal the bag then place it in the waste bin
- Wash their hands with liquid soap and running water

N.B. Do not use chlorine-based disinfectants e.g. household bleach directly onto spills of urine spillages (as this can release a chlorine gas). Soak up urine first with paper towels before using a disinfectant solution.

Always check that disinfectants are suitable for use on carpets and other soft furnishings as they may cause damage or discolouration. In these circumstances clean with a neutral detergent and hand hot water then leave the area to dry.

All cleaning products must be used and stored in compliance with COSHH sheets, material safety data sheets (MSDS) and manufacturers' instructions.

All staff should be trained in the use of all cleaning products and have easy access to COSHH sheets, material safety data sheets (MSDS) and manufacturers' instructions to make sure all cleaning products are used and stored safely

4.7 Management of waste

Waste created at your childcare setting should be managed as follows:

- Ensure that there are lined pedal bins in each of the areas where waste is produced e.g. food areas, nappy changing areas.
- Open lidded waste bins in indoor play areas can be used for non-hazardous waste only.
- Ensure 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 the main waste bin in a secure area away from play areas (ensure 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 with liquid soap and running water.

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 UN3291 standards.
- Make special arrangements for having this kind of waste collected (discuss with your local County Council) or return to the parents, if appropriate
- Keep sharps containers in a safe and secure place away from children and visitors.

4.8 Linen/Laundry

Staff should change any clothing/uniform or tabards daily and wash using normal washing detergent at the hottest temperature specified on the garment.

If the childcare setting uses linen then:

- Ensure that bedding is washed at least weekly and when visibly dirty. Bedding should be allocated to a named child.
- Launder face flannels after each use
- Remove dirty and used linen from areas that are accessible to children
- Carefully dispose of any soiling (faeces) found on clothing / linen into the toilet e.g.

- from reusable nappies
- Wash all linen at the hottest temperatures specified on the fabric.
- Keep fresh linen in a clean, dry area separate from used linen

N.B. Do not rinse soiled clothing by hand including reusable nappies. Put it directly into a named, plastic bag/container and seal to prevent further handling, prior to the child's parent or guardian collecting.

Tell the parent or guardian that the clothing is dirty and should be washed at the highest possible temperature for the fabric.

4.9 Exposure injuries and bites

An exposure is;

- An injury from a used needle or a bite which breaks the skin;
- And/or exposure of blood and body fluids onto broken skin
- And/or exposure of blood and bodily fluids onto the eyes, nose or mouth

If an injury occurs to a child, adult or visitor please follow guidance in [Appendix 10 – Exposure injury or bite](#). Human bites where the skin has been broken will usually require clinical assessment by the GP practice, a local Minor Injuries Unit or an Accident and Emergency department.

5. Food and Drinking Water Hygiene

When considering the risks involved in producing/providing food for children, you should make full use of the expertise of your local Environmental Health Department. Environmental Health Officers (EHOs) and Food Safety Officers (FSOs) will be able to advise you on how to comply with the food safety legislation. They can also provide you with advice on implementing food safety management procedures (based on the principle of HACCP) and on food safety and hygiene training for you and your staff which are both legal requirements.

To comply with food safety and hygiene regulations if you provide food and drink for children or babies including meals, snacks, drinks (apart from mains tap water), reheated food provided by a parent/carer and food that you cut up and prepare, visit the many information packs available on the Food Standards Agency website: <https://www.food.gov.uk/business-guidance/safer-food-better-business>; OR for childminders: <https://www.food.gov.uk/business-guidance/safer-food-better-business-for-childminders>

Specific guidance on whether or not a childcare setting, even if only providing snacks, needs to register as a food business is available from the Food Standards Agency website on: <https://www.food.gov.uk/business-guidance/register-a-food-business>

5.1. HACCP based Food Safety Management System

Hazard Analysis Critical Control Point (HACCP) focuses on identifying all the steps in a process where food safety hazards exist and how these hazards can be removed or controlled. Food safety hazards can be microbiological, chemical or physical in nature and you must take all reasonable steps to ensure that the food that you store, prepare and serve is safe to eat. There is substantial guidance available, which will assist you in identifying the food safety hazards in your business and how to control or remove the risk of causing harm; however you are strongly advised to speak to your local Environmental Health Department in the first instance.

Information on HACCP can also be downloaded from:

<https://www.food.gov.uk/business-guidance/hazard-analysis-and-critical-control-point-haccp> OR for food safety management procedures and food hygiene regulations for small businesses: <https://www.food.gov.uk/business-guidance/safer-food-better-business>

5.2 Training

It is a legal requirement that all food handlers are supervised and instructed and/or trained in food hygiene matters commensurate with their work activity. There is a variety of different training courses available relating to food hygiene and safety, and you are strongly advised to speak to your local Environmental Health Department for advice before commencing with any training.

For information about food safety for the childcare setting in Wales:

- Talk to your Local Council Environmental Health Department
- Visit the:
 - Chartered Institute of Environmental Health website on:
<https://www.cieh.org/cieh-for-business/training-programmes/food-safety-training/>
 - Visit the Food Standards Agency websites on:
 - <https://www.food.gov.uk/business-guidance/safer-food-better-business-for-childminders>
 - <https://www.food.gov.uk/business-guidance/safer-food-better-business>
 - <https://www.food.gov.uk/safety-hygiene/food-hygiene-resources-for-school-children-in-wales>

5.3 Temperature Control and Food Safety

All food must be stored appropriately to reduce the risk of food borne illness.

For general information regarding general food safety and hygiene advice access the Food Standards Agency at: <https://www.food.gov.uk/>

For specific guidance on:

- Cooking food, including cooking temperatures: <https://www.food.gov.uk/safety-hygiene/cooking-your-food>
- Chilling, freezing and defrosting food safely: <https://www.food.gov.uk/safety->

[hygiene/chilling](#)

- Decontamination of food preparation areas/surfaces, equipment and serving dishes/utensils:
<https://www.food.gov.uk/safety-hygiene/cleaning>

5.4 Provision of clean, drinking water

Drinking water in the childcare setting should be a pleasant experience for all young children, rather than one to be endured or avoided. In addition, being properly hydrated is fundamentally important for children's health and well-being:

<https://bwca.org.uk/water-matters-children/> OR [https://bwca.org.uk/wp-content/uploads/2017/08/BWCA hydration fact sheet children WEB.pdf](https://bwca.org.uk/wp-content/uploads/2017/08/BWCA_hydration_fact_sheet_children_WEB.pdf). How much young children drink within the setting will depend upon the type, location, number, attractiveness, palatability and accessibility of drinking water facilities. There is no one approach for all settings. More than one approach or type of facility may be appropriate within the childcare setting for example mains tap water, point of use water coolers and bottled water coolers. Analysis of the setting, usage and possible management strategies are important when making a choice and new facilities will need to complement or replace those already in place. These factors need to be considered in light of your water provision policy.

If taps are used to supply drinking water, then these should:

- Be supplied directly from the mains.
- Be clearly labelled as suitable for drinking.
- Be kept in a clean state.
- Not be situated in toilet areas. Label taps in toilet areas as non-drinking water.
- Have available an ample supply of drinking cups/bottles available so that individuals do not drink directly from the tap faucet.

If drinking water bottles are used within the childcare setting, then ensure effective management is undertaken for filling, cleaning and replacing them. Ensure:

- Re-usable water bottles are made of clear plastic and are easy to clean
- Each bottle is labelled with the name of the child and 'for drinking water only'.
- Bottles are filled with fresh water each morning.
- Bottles are not shared
- Any water jugs that are used are kept in a clean state and covered when not in use
- That water bottles:
 - Kept within the childcare setting: are decontaminated either by washing daily with warm soapy water, rinsed and left to air-dry upside down, OR by using a dishwasher or sterilising agent. To achieve heat disinfection in a dishwasher choose a 65 degrees for 10 minutes or a 71 degrees for 3 minute cycle.
 - Sent/taken home: Parents are advised to wash the bottle on a daily basis using warm soapy water, rinsed and left to air-dry upside down. The nozzle of a sports cap should be opened and flushed through. The bottles can also be washed (as above) in a dishwasher taking care to separate the cap from the bottle.
- For factsheets on '*Essential Care of your Water Cooler*' and '*Cooler Care in Schools*', please contact the British Water Cooler Association on info@bwca.org.uk or

www.bwca.org.uk. For specific 'Guidelines for the Location, Use and Servicing of Bottled Water & Plumbed-in (POU) Water Coolers in Schools', please visit https://www.bwca.org.uk/members/files/guidelines_for_schools_bw_and_pou.pdf

5.5 Milk for babies

Just like other foods, milk, including breast milk, can become contaminated with germs.

Parents/guardians may provide breast milk or formula milk in labelled bottles prepared for storage at the childcare setting. Some childcare settings may reconstitute feeds for babies on site.

Guidance for preparing/storing formula milk foods for babies:

- Follow the manufacturers' instructions for making formula milk
- Use freshly boiled water that you have allowed to cool
- If possible, where parent/guardian has supplied the dried formula for reconstitution, make up each feed before using it or encourage parents to provide readymade formula bought in tetra paks
- Dispose of any milk left after a feed.
- Wash bottles, teats, plastic spoons and other utensils thoroughly and return to parent/guardian at the end of the day.

Further information can be found at: <http://www.nhs.uk/conditions/pregnancy-and-baby/pages/making-up-infant-formula.aspx#close>

Tips for safely preparing/storing breast milk foods for babies

- All breast milk should be labelled with the child's name and date of expression
- Use milk the day it is expressed within 24 hours
- Breast milk can be stored in a fridge between 1°C and 4°C before use, but it must not be stored in the door of the fridge.

Further information can be found at: <https://www.nhs.uk/conditions/pregnancy-and-baby/expressing-storing-breast-milk/#close>

Unused breast milk

- Dispose of any milk left after a feed and rinse and wash bottles, teats, plastic spoons and other utensils thoroughly, as described later.
- All unused milk should be returned to the parent for disposal at the end of the day.

Further information can be found at: <http://www.nhs.uk/conditions/pregnancy-and-baby/pages/expressing-storing-breast-milk.aspx#close>

Specific guidance on feeding breast and formula milk to babies in the childcare setting can be downloaded by clicking on the 'Your Newborn' tab of any of the following NHS Direct Wales websites:

<https://www.nhsdirect.wales.nhs.uk/livewell/pregnancy/bottlemakinginfantformula/>
<https://www.nhsdirect.wales.nhs.uk/doityourself/pregnancy/breastfeedingexpressing/>
<https://www.nhsdirect.wales.nhs.uk/livewell/pregnancy/bottlefeedingadvice/>

6. Outbreaks of infection in childcare settings

Outbreaks of Diarrhoea and/or Vomiting can affect a large number of children and staff causing significant disruption to the childcare setting. The definition of an outbreak is “an incident in which two or more people experiencing a similar illness are linked in time or place”.

6.1 Early warning signs and symptoms of infection

Staff must report immediately to the person in charge if any child has the following signs or symptoms on arrival or at any time during the day:

- Appears unwell (feels hot or looks flushed) or complains of feeling ill for example cough, sore throat, runny nose, muscle aches and headaches.
- Diarrhoea and/or vomiting
- Blood in their faeces
- An unexplained rash

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

- If possible, keep the child comfortable, safe and away from other children
- Ask the parent/guardian to collect the child and suggest they seek advice from GP if symptoms continue or get worse

Put in place the appropriate infection control measures as described in [Appendix 11 – Example of a checklist of measures to use during an outbreak of infection \(for example, vomiting or diarrhoea\)](#).

If more than one child has any of these signs or symptoms and is giving cause for concern, the person in charge should contact the HPT AWARE team on 0300 003 0032 (See [Appendix 12](#) for poster of HPT’s contact details to display on walls) for advice. Contact the parent/guardian of any child who becomes ill and ask them to take the child home as soon as possible.

Actions:

1. Assess the situation in collaboration with the HPT AWARE team.
2. Make sure the adults in your childcare setting:
 - Know and understand the infection control precautions required to control the outbreak and how to apply them
 - Have the resources they need for example, PPE (disposable gloves and disposable aprons), hand hygiene products and environmental cleaning products.
 - Sign and date documents to record they know and understand the infection control precautions in place.
3. It is vital that someone is responsible for checking staff are keeping to these measures and applying them correctly.

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 the parents were contacted
- What time the child was collected
- Who was informed about the outbreak
- The advice received
- Advice given to parents/guardian

See [Appendix 13](#) for an Example of an Outbreak Record that can be adapted for your childcare setting.

If it is a suspected food poisoning or food-borne illness the HPT AWARe team or Local Council Environmental Health Team will advise you of the necessary actions to take.

The registered person in the childcare settings is responsible for ensuring that: *'other parents are notified if a child attending the setting, or anyone else on the premises (e.g. a staff or family member), has been diagnosed as having a significant infectious disease (e.g. chicken pox, impetigo) maintaining individual confidentiality as appropriate'*. The HPT AWARe can be contacted for advice on this issue.

It is a requirement under Standard 21: Notifications of significant events, of the Regulations and National Minimum Standards for Regulated Childcare for children up to the age of 12 years (2016, p.47) for the Childcare Setting to inform Care Inspectorate Wales immediately of an:

" outbreak at the relevant premises of any infectious disease which in the opinion of any registered medical practitioner attending a child or other person at the premises has a condition that is sufficiently serious to be so notified, or of any serious injury to, serious illness of, or the death of, any child or other person on the premises."

As good practice, childcare settings may want to consider having a test run of these procedures on an ad-hoc basis to ensure everyone knows what to do and any follow up actions that are required with dates for actions can be implemented.

7. National Minimum Standards in Wales

Following the advice in this guidance will help you minimise the risk from infections to both children and staff, and comply with the 'Regulations and National Minimum Standards for Regulated Childcare for children up to the age of 12 years in Wales'

The current regulations are available from Care Inspectorate Wales on 0300 7900 126 OR: <https://careinspectorate.wales/regulations> . For childminders visit: <https://careinspectorate.wales/regulations-and-national-minimum-standards-child-minders>

In addition, to aforementioned Standard 21, the 'Regulations and National Minimum Standards for Regulated Childcare for children up to the age of 12 years' provides other standards relevant to IP&C practices, for example:

Standard 10 – Healthcare:

Outcome:

The health care needs of each child are identified and addressed as appropriate and children benefit from the way in which good health is promoted.

Standard 22: Environment

Outcome:

Children are cared for in an environment that is safe, secure and suitable for their purpose.

8. Supporting Bodies

Health Protection Teams

Public Health Wales Health Protection Team covers the whole of Wales, via an All Wales Acute Response (AWARe) Team. To contact the AWARe team please ring 0300 003 0032 or email AWARe@wales.nhs.uk (See Appendix 12 for poster of Health Protection AWARe team)

The work of the HPT includes:

- Monitoring and controlling communicable diseases and non-infectious environmental 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.

The HPT can provide your childcare setting with:

- General advice about communicable diseases and infections, and how to prevent, manage and control them
- Guidance on the 'Recommended time to keep individuals away from settings because of common infections' - [See Appendix 3](#) or visit our website: <https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/> (click on 'Guidance', then 'Settings') OR: <https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/guidance/> (click on 'Settings')
- Advice on common childhood illnesses; and letters to parents and guardians, if these are needed (for example, if a child attending the childcare setting has meningococcal meningitis).

Contact the HPT AWARe:

- 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 or not to keep a child or member of staff away from the childcare setting; and
- Before sending letters to parents about a health protection-related matter. Generally, if parents need to be informed, your 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 the **HPT AWARe on 0300 003 0032** ([Appendix 12](#)) if you become aware that a child or member of staff has a serious illness, for example meningitis or measles.

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 Departments will also work with childcare settings and businesses. While it is important for you to recognise the local authority/county council enforcement role (details of this can be found in the glossary), it is also vital that you are aware that Environmental Health Officers can provide advice e.g. when considering the risks involved in producing food for children. You should make full use of the expertise of your EHOs 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 the contact details of your local council Environmental Health Team in Wales, enter your postcode into the following website: <https://www.gov.uk/find-local-council>

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Appendix 1 – Using this guidance as local policy

Contact number/email for Health Protection Team All Wales Acute Response (HPT AWARe):	Phone: 0300 003 0032 Email: AWARe@wales.nhs.uk <i>(N.B. this email is not monitored during out of office hours)</i>
Contact number for our Environmental Health Officer:	Phone:
Contact number for Care Inspectorate Wales:	Phone: 0300 7900 126 OR Email: ciw@gov.uk Fax: 0872 437 7301 To visit local CIW offices in Wales see: https://careinspectorate.wales/contact-us/get-in-touch
Who to contact if there is an outbreak:	HPT AWARe on Phone: 0300 003 0032 OR Email: AWARe@wales.nhs.uk Care Inspectorate Wales on Phone: 0300 7900 126 OR Email: ciw@gov.uk Fax: 0872 437 7301

Appendix 2 – Farm visits or contact with animals

Activities such as farm visits, or bringing animals into childcare settings, or having pets can expose children to a range of potentially harmful germs including *E. coli* O157. 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. To protect children during farm visits, the document “Preventing or controlling ill health from animal contact at visitors attractions” Industry Code of Practice, version 2 updated March 2015 (initially published June 2012), provides all the relevant information:

<http://www.visitmyfarm.org/component/k2/item/339-industry-code-of-practice>

- 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, tools and animal bedding can also be contaminated with germs, children should wash their hands after any contact with these items.
- 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. Remind children of the rules/precautions to take upon arrival.
- Identify petting zoos and country parks which have suitable facilities for children to wash their hands (washing with soap and water is always best) Ideally those that conform to the industry Code of Practice.
- Children and adults must wash their hands before eating or drinking, after contact with animals and when leaving the site (see [section 4.1](#)) Many of these harmful germs need to be swallowed before they cause infection for example cattle faeces containing *E. coli* O157 gets onto childrens hands when removing contaminated wellington boots and if the child does not wash their hands thoroughly they may swallow the germs when sucking their fingers.
- Do not eat or drink except in designated eating areas which are separate from the animal areas.
- Children should only eat food brought with them or food for human consumption bought on the premises. Do not eat any food that has fallen to the floor. Never taste animal feed.
- 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. Outdoor shoes should be changed in environments where children are crawling.

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 more information on *E. coli* O157 and other infectious bacteria and germs, see NHS Direct Wales: <https://www.nhsdirect.wales.nhs.uk/encyclopaedia/e/article/ecoliinfection> and <https://www.nhsdirect.wales.nhs.uk/encyclopaedia/> respectively.

Appendix 3 - Public Health Wales Health Protection Team Recommended Time to Keep Individuals Away from Settings because of Common Infections (2019)

The table below is a guide on whether or not an individual with an infection should attend a setting e.g. a school or workplace. This is based on the level/period of infectiousness and not on whether the individual is well enough to attend. If uncertain, individuals should stay at home and seek advice from NHS Direct Wales 0845 46 47 (NHS 111 where available), their pharmacy or General Practitioner (GP). If a setting requires advice on infections and length of time an individual should be kept away from the setting (previously referred to as 'exclusion' period) then they are asked to:

1. Refer to the information table below
2. Contact their GP surgery or other relevant professionals e.g. Health Visitor or School Nurse
3. In the case of staff illness/exposure contact their own Occupational Health Team
4. Contact the **Health Protection (All Wales Acute Response) Team on 0300 00 300 32**

When there are local/national outbreaks of illness, settings will usually be informed and advised of any actions they are required to take by the Health Protection/All Wales Acute Response Team. Settings are asked to keep a register of unwell individuals and also have a register of individuals who may be considered vulnerable to infection. If there are more than two cases of an infection; or more than the usual number of a common infection, then the setting should seek advice from the Health Protection (AWARe) Team.

Rashes and skin infections	Length of Time an individual is to be kept away from Setting	Comments
Unexplained rashes should be considered infectious until health advice is obtained.		
Athlete's foot	None	Athletes' foot is not a serious condition. Treatment is recommended
Chickenpox	5 days from onset of rash AND until all vesicles (blisters) have crusted over	Infectious for 2 days before onset of rash. <i>SEE: Vulnerable Individuals and Pregnancy (below)</i>
Cold sores, (Herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting.
German measles (rubella)*	Four days from onset of rash	Preventable by vaccination and covered by the routine immunisation schedule (MMR x 2 doses). <i>SEE: Pregnancy (below)</i>
Hand, foot and mouth	None	Not to be confused with Foot and Mouth disease in animals
Impetigo	Until affected areas are crusted and healed, or 48 hours after commencing antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period
Measles*	Four days from onset of rash	Preventable by vaccination and covered by the routine immunisation schedule (MMR x 2 doses). <i>SEE: Vulnerable individuals and Pregnancy (below)</i>
Molluscum contagiosum	None	A self-limiting condition
Ringworm	None	Keep covered. Treatment is recommended
Scabies	Affected individual can return after first treatment	Household and close contacts require concurrent treatment
Scarlet fever*	Individual can return 24 hours after commencing appropriate antibiotic treatment	Antibiotic treatment recommended for the affected individual.
Slapped cheek/Fifth disease/Parvovirus B19	None	<i>SEE: Vulnerable individuals and Pregnancy (below)</i>
Shingles	Individual only to be kept away from setting if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune i.e. have not had chickenpox. It is spread by very close contact and touch. If further information is required, contact the Health Protection Team. <i>SEE: Vulnerable individuals and Pregnancy (below)</i>
Warts and Verrucae	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms
Diarrhoea and vomiting illness		
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting	If there are more than two cases in a setting please inform the Health Protection Team/Environmental Health Officer
<i>E. coli</i> O157 VTEC*	Should be kept away from the setting for 48 hours from the last episode of Diarrhoea. Some individuals may need to be kept away from the setting until they are no longer excreting the bacteria in their faeces.	Individuals aged 5 years or younger those who have difficulty in maintaining good personal hygiene, food handlers and care staff need to be kept away from the setting until there is proof that they are not carrying the bacteria (microbiological clearance).
Typhoid [and paratyphoid] (enteric fever)*	Always consult with the Health Protection Team/Environmental Health Officer	Microbiological clearance may also be required for those in close contact with a case of disease. The Health Protection Team/Environmental Health Officer can provide advice is required.
Shigella* (dysentery)		

Cryptosporidiosis	Keep away from setting for 48 hours from the last episode of diarrhoea.	Individuals should not be permitted to swim for two weeks after the last bout of diarrhoea has ended.
Respiratory illnesses		
Flu (influenza)	Until recovered	SEE: <i>Vulnerable individuals (below)</i>
Tuberculosis*	Always consult the Health Protection Team	Requires prolonged close contact for spread
Whooping cough (pertussis)*	48 hours from commencing antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment	Preventable by vaccination and covered by the UK routine immunisation schedule. After treatment, non-infectious coughing may continue for many weeks.
Other infections		
Conjunctivitis	None	If an outbreak/cluster occurs, consult the Health Protection Team
Diphtheria*	Must not attend setting. Always consult the Health Protection Team	Preventable by vaccination and covered by the UK routine immunisation schedule. Family contacts must be kept away from setting until cleared to return by the Health Protection Team. The Health Protection Team will consider the risk of any contact the individual has had with others if necessary.
Eye and ear infections	None. The Health Protection Team can advise if an affected individual needs to be kept away from the setting	As both viruses and bacteria can cause eye and ear infections, not all will require antibiotic treatment.
Glandular fever	None	Infectious for up to 7 weeks before symptoms start. Glandular fever can cause spleen swelling so avoid sports or activities that might increase risk of falling and damaging spleen.
Head lice	None	Treatment is recommended only in cases where live lice have been seen
Hepatitis A*	Individual should be kept away from the setting until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)	In an outbreak of hepatitis A, the Health Protection Team will advise on necessary control measures
Hepatitis B*, C*, HIV	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact.
Meningococcal Meningitis* / septicaemia*	Until they have received the appropriate antibiotic. Always consult the Health Protection Team	Several types of meningococcal disease are preventable by vaccination. There is no reason to keep siblings or other close contacts of the individual from attending settings. In the case of an outbreak, the Health Protection Team will advise on any action needed.
Meningitis due to other bacteria*	None	Haemophilus influenzae type B (Hib) and pneumococcal meningitis are preventable by vaccination. There is no need for the Health Protection Team to identify people the individual has been in contact with. There is no reason to exclude siblings or other close contacts of the individual from settings. The Health Protection Team can advise on actions needed
Meningitis viral*	None	Milder illness. There is no need for the Health Protection Team to identify people the individual has been in contact with There is no reason to exclude siblings and other close contacts of the individual from settings.
MRSA	None	Good hygiene, in particular hand washing and environmental cleaning, are important to minimise spread.
Mumps*	Five days after onset of jaw/neck swelling	Preventable by vaccination and covered by the routine immunisation schedule (MMR x 2 doses).
Threadworms	None	Treatment is recommended for the child and household contacts
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic.

*denotes a notifiable disease/organism. It is a statutory requirement that doctors report a notifiable disease to the proper officer of the local authority (usually a consultant in communicable disease control/Health Protection).

Vulnerable Individuals

Some medical conditions make people vulnerable to infections that would rarely be serious in most people. These include those being treated for leukaemia or other cancers, on high doses of steroids and with conditions that seriously reduce immunity.

Pregnancy

If a woman develops a rash during pregnancy or is in direct contact with someone with a rash or an infection, they should ask their GP/Midwife if they need any relevant investigations e.g. blood test. The greatest risk during pregnancy from infections comes from their own child/children, rather than the workplace.

Immunisation

All individuals are encouraged to ensure they have received all the vaccines that are offered in the UK schedule. If anyone is uncertain which vaccines they have received they should contact their GP surgery. For further information about the immunisation schedule, please visit: <http://www.wales.nhs.uk/sitesplus/888/page/43510>

Appendix 4 – Sample letter to parents when their child joins childcare setting

*Insert Name of childcare setting &
Contact name and phone number*

Insert 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.

Please tell us:

- If your child attends any other day care settings
- If your child is unwell at home, please do not attend until you have discussed their condition with us and obtained our permission.
- If your child becomes unwell whilst in our care, we will phone you to agree a time for you to collect them
- Please tell us if your child has been ill while they are away from childcare
- If your child has had symptoms of vomiting or diarrhoea (or both), it is essential that they do not attend childcare until 48 hours after their symptoms have stopped
- If they have any underlying medical condition e.g. cancer or are taking medication e.g. chemotherapy, high-dose steroids, which makes them more vulnerable to picking up infections
- If you're not sure, please phone us before you bring your child to childcare.

Immunisation

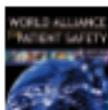
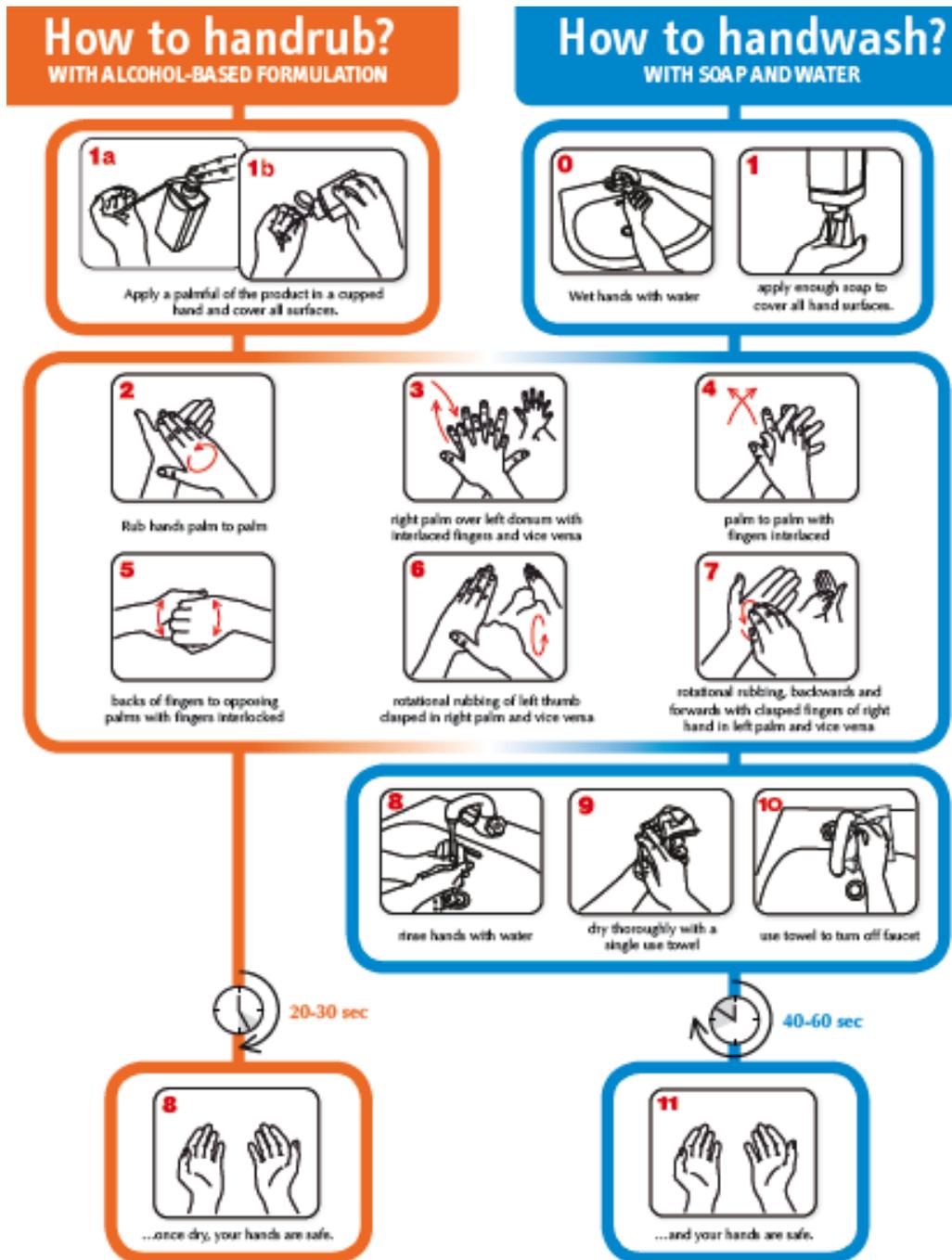
As your child will now be mixing with other children, it is important that they are protected and up-to-date with their immunisations. You can access further information about the immunisation schedule at: <http://www.wales.nhs.uk/sitesplus/888/page/59487>

If you think your child has missed any vaccinations, please contact your general practice to arrange an appointment. You can also ask your health visitor for advice.

Yours sincerely

Insert name of childcare setting Manager

Appendix 5 – How to Handrub? (with alcohol-based formulation); How to Handwash? (with soap and water)



WHO acknowledges the Hôpital Universitaire de Genève (HUG), in particular the members of the Infection Control Programme, for their active participation in developing this material.



October 2009, version 1.

Produced by World Health Organisation: <https://www.who.int/gpsc/tools/GPSC-HandRub-Wash.pdf> (accessed 27th August 2019)

Appendix 6 – Putting on and removing PPE

Use safe work practices to protect yourself and limit the spread of infection

- Keep hands away from face and PPE being worn.
- Change gloves when torn or heavily contaminated.
- Limit surfaces touched in the patient environment.
- Regularly perform hand hygiene.
- Always clean hands after removing gloves.

NB Masks and goggles are not routinely recommended for contact precautions. Consider the use of these under standard infection control precautions or if there are other routes of transmission.

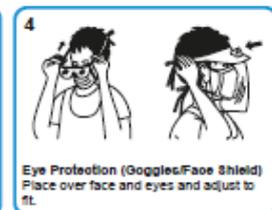
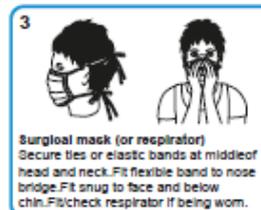
The type of PPE used will vary based on the type of exposure anticipated, and not all items of PPE will be required.

The order for putting on PPE is Apron or Gown, Surgical Mask, Eye Protection (where required) and Gloves.

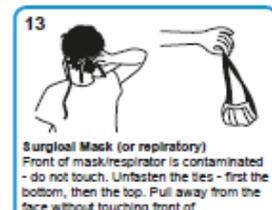
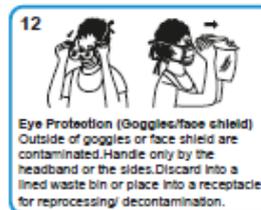
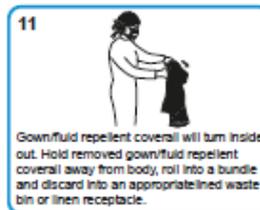
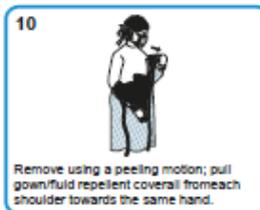
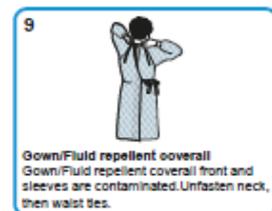
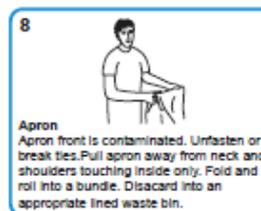
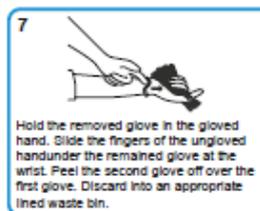
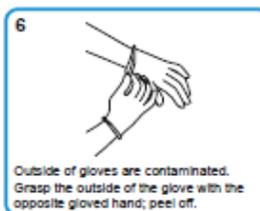
The order for removing PPE is Gloves, Apron or Gown, Eye Protection, Surgical Mask.

1. Putting on Personal Protective Equipment (PPE).

- Perform hand hygiene before putting on PPE



2. Removing Personal Protective Equipment (PPE)



- Perform hand hygiene immediately on removal.
- All PPE should be removed before leaving the area and disposed of as healthcare waste.

Part of the National Infection Prevention and Control Manual (NIPCM), available at: <http://www.nipcm.hps.scot.nhs.uk/>. Produced by: Health Protection Scotland, July 2018.



Appendix 7 - Toilet, potty and nappy changing

Safe nappy-changing

<p>What you need</p>	<ul style="list-style-type: none"> • A clean, intact waterproof changing mat. Do not use torn or broken changing mats. • A clean nappy (disposable or non-disposable). • Warm water and soap or disposable wipes. • The child’s own tub or tube of barrier cream. Do not use shared tubs or tubes of barrier cream. • A plastic bag (or nappy sack) to dispose of the used nappy. • PPE for staff — a single-use disposable plastic apron and disposable gloves (on both hands). • Waste bin for disposable of disposable nappies or other container, if required, for re-usable nappies.
<p>How you do it</p>	<ul style="list-style-type: none"> • Put on PPE. • To change: <ul style="list-style-type: none"> • <u>A disposable nappy:</u> <ul style="list-style-type: none"> ○ Remove the nappy. ○ 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 be in areas used for preparing or eating food, or where children play. • <u>A reusable nappy</u> <ul style="list-style-type: none"> ○ Put disposable nappy liner and soiling in the toilet (If you live in a rural area and use a septic tank, put the liner and contents into 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). ○ Do not rinse the nappy before putting it in a bag. ○ Tie the bag and label with the child’s name before putting into a sealed container meant for that purpose, where it can be securely left for collection by the child’s parent/guardian. • To clean and re-dress the child: <ul style="list-style-type: none"> ○ Gently clean the child’s bottom using warm soapy water or disposable wipes (Rinse any soap away). ○ Dry the skin gently but thoroughly and check for nappy rash. If the child has a rash, tell their parent or guardian at the end of the day. ○ Dispose of gloves and put on a clean pair. ○ Apply the baby’s own barrier cream ○ Remove and dispose of gloves. ○ Put on a clean nappy before dressing the child. ○ Wash child’s hands. ○ Take the child back to the play area. ○ Clean the baby-changing mat with detergent and water (if body fluids present wear PPE). ○ Wash your hands.

Using potties

What you need	<ul style="list-style-type: none">• PPE for staff• A clean potty• A separate sink for cleaning the potty where available. If unavailable, the sink must be disinfected as per previous guidance in Section 4.4 Cleaning of the Environment• A hand wash basin for washing hands, with warm running water, liquid soap and towels.
How you do it	<ul style="list-style-type: none">• After the child has used the potty, put on PPE and carefully put contents of the potty into a toilet, avoiding splashes.• Remove residue with toilet roll and flush down the toilet.• Clean the potty with detergent and water or paper towels with general-purpose detergent and hand-hot water.• Dry with paper towels (or kitchen roll).• Remove PPE, then wash your hands, then help the child to wash their hands.• Put potty in a clean, dry area. Do not store/stack potties one inside the other.

Using toilets

What you need	<ul style="list-style-type: none">• A clean toilet and a hand wash basin
How you do it	<ul style="list-style-type: none">• Always inspect toilet area (including toilet seats) before used, and during the day to make sure visibly clean.• If needed, help children use the toilet and was and dry their hands afterwards.• Wash your hands after helping the children use the toilet.

Appendix 8 – Example of a Cleaning Schedule

(Also available as a word document on: <https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/guidance/>)

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 9 – Keeping Toys and Equipment Clean

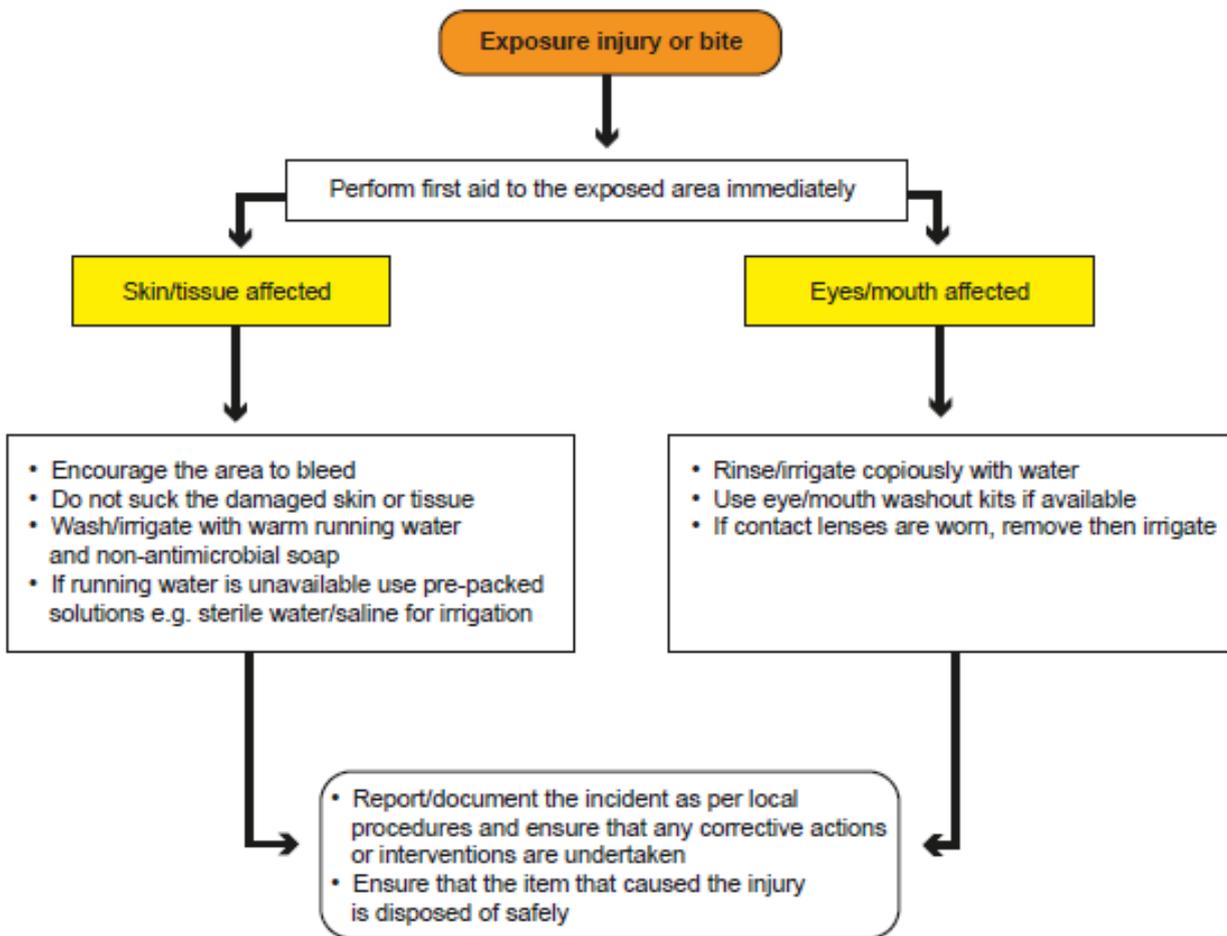
Item	How to Clean	Frequency	Comments
Ball pools	General-purpose detergent and hand-hot water. The balls are usually cleaned in a string bag. Clean the ball pool at the same time with general-purpose detergent and hand-hot water. Dry with paper towels, or a clean towel that you wash after using it.	Inspect balls and pool before use and clean as necessary, or follow the manufacturers' 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. 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 a written record to show the cleaning has been done.
Dolls	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.	Remove any damaged dolls and throw them away.
Play dough and plasticine	Wash all the cutting tools 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. If the tools do not have wooden parts, wash in dishwasher.	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 manufacturers' instructions. Store homemade play dough in an airtight container. Replace each week and if visibly soiled.
Soft Toys	Wash, when visibly dirty with general-purpose detergent and hand-hot water, rinse and dry. If toy is machine washable, wash using manufacturers' instructions	Inspect before use.	Check that the toy is machine washable before you buy it.
Toy box and storage box.	Clean with general purpose detergent and hand-hot water if visibly dirty	Inspect before use.	
'Treasure basket' (sea shells, wood, leaves and so on).	Wipe clean with general purpose detergent and hand hot water if dirty.	Inspect before use.	Wash hands after play.
Wooden toys.	Wipe clean with general-purpose detergent and hand-hot water if dirty.	Inspect before use.	
Computers and electronic games.	Wipe over with non-antibacterial appropriate cleaning wipes and use in line with the manufacturers' instructions.	Inspect before use.	

Item	How to Clean	Frequency	Comments
Dressing up clothes.	Wash, when visibly dirty in washing machine or 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 manufacturers' cleaning instructions or general purpose detergent and hand-hot water between use.		After the paddling pool has been used, deflate and dry before you store it.
Play mats (fabric).	Clean in line with the Manufacturers' instructions ? machine washable	Inspect before use.	Check that play mats are able to be cleaned before buying them.
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 and when visibly dirty	Inspect to check that the mats are intact. Throw away damaged mats.
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. Throw away damaged mats/mattresses. Store in a dry clean area.
Prams and pushchairs.	Wash with general-purpose detergent and hand-hot water each week, or when dirty. Dry thoroughly with paper towels or a clean towel that you can launder immediately after using it.	Inspect each day for visible cleanliness.	Make sure that harnesses are clean and intact.
Internal 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 launder immediately after using it.	Inspect before use. Change at the end of each term or when visibly dirty.	If the sandpit is outside, cover at night, when not in use and inspect before use.
Slides, swings, climbing frames and other outdoor equipment.	If contaminated by birds or garden pests, decontaminate as described in 'Dealing with spillages of body fluids' in section 4.6 .	Before use, inspect for contamination by birds or garden pests.	If possible, cover at night.

Item	How to Clean	Frequency	Comments
Soothers/pacifier/ 'Dummy'	If dropped or removed clean under running water with a general purpose detergent, rinse and dry.	Inspect before use.	Single child use only.
Toilet steps/inserts	Clean toilet steps/inserts with general-purpose detergent and hand-hot water or paper towels with general-purpose detergent and hand-hot water.	Inspect before and after each use. Clean if visually contaminated; and at end of each day	Remove and replace damaged toilet steps/inserts.
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 or aerosols from toilets/sinks.	Inspect before use.	Children must 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 'Designed to Smile website: https://www.designedtosmile.org/welcome-croeso/welcome/
Water play equipment	Wash with general-purpose detergent and hand-hot water, after each session. Dry the equipment thoroughly with paper towels or a clean towel that you can wash immediately after using it.	Inspect for general cleanliness.	Remove any damaged play equipment and throw it away.
Play tables that become dining tables.	Clean surfaces with a 'food safe' cleaning product. General-purpose detergent and hand-hot water is satisfactory.	Clean before using for food.	Tables should be intact.
Compost and gardening activities.	Gloves should be worn and hands washed after gardening activities. Planting should occur either outdoors or on surfaces with disposable paper covering. Loose compost should be swept up and any contaminated surfaces or tools cleaned with detergent.		

Appendix 10 – Exposure Injury or Bite

<p>Health Protection Teams Name:..... Designation:..... Contact Number:..... Exposure incident reporting Name:..... Designation:</p>
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N.B. For specific guidance on managing human bites see:
<http://www.wales.nhs.uk/sitesplus/888/page/95507>

Appendix 11 – Example of a checklist of measures to use during an outbreak of infection (for example, vomiting or diarrhoea)

(N.B. The definition of an outbreak is “an incident in which two or more people experiencing a similar illness are linked in time or place”)

(Also available as a word document on: <https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/guidance/>)

What to do during an outbreak	Sign	Date and Time
Alert the Health Protection Team AWARe on 0300 003 0032 as soon as you suspect there may be an outbreak of infection		
Remind staff to report their own illnesses, and illnesses in children in their care, as soon as possible.		
Identify a person who will keep records of children and staff involved in the outbreak and report these to the Health Protection Team.		
These should include the following: <ul style="list-style-type: none"> • Symptoms, with dates for when they started and stopped (if known) • Absences, with dates for when they began and ended Name		
Identify a person who will: <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 Name:		
Identify a person to provide parents with information supplied by your HPT (for example, by photocopying the information and distributing it as necessary). Name:		
Inform Care Inspectorate Wales immediately.		

**Public Health Wales
Health Protection Team**

**All Wales Acute Response
(AWARe) Team**

on

Tel: 0300 003 0032

OR

Email: AWARe@wales.nhs.uk

(N.B. this is not monitored during out of office hours)

