



Hand Washing Procedure

Purpose of Policy

Little Dreams is committed to maintaining the health and hygiene of the children and the staff team. It is important that the children / staff's hands are washed properly and at appropriate times during the day. Staff to instil the understanding for the hand washing, e.g., to remove germs after playing outside or eating.

Who is Responsible?

It is the responsibility of the staff team to ensure the children understand the importance of hand hygiene and the reasons we wash hands. It is also the staff team's responsibility to ensure they lead by example washing hands regularly alongside the children.

Procedure to be carried out

Mealtimes

Baby room

- Hands are washed
- Each child is sat at their allocated seat
- Bib placed on child
- Child has food and allows time to finish
- Face and hands washed thoroughly with face cloth
- Face cloth disposed of into washing box
- Bib removed into washing box
- Clean child removed from chair and offered stimulating experiences
- Washing removed following meal to machine

1-3's room

- Children use the sink in the playroom and individually wash hands with staff
- Children place hands under tap warm water to wet hands
- Staff member helps squeeze soap onto hands
- Child encouraged to rub hands together to distribute soap - staff member helps child to ensure soap covers hands fully
- Child holds hands under tap to remove all soap from hands
- Staff member checks and helps remove all soap from hands
- Hands are dried thoroughly using a disposable paper towel - this is then disposed of in the bucket
- Child takes seat at table for meal / drink
- Following meal, the child is offered a wet face cloth to wash their hands / face
- Staff member checks the child is clean and helps the child remove any remaining food debris and marks
- Once clean the child is offered a stimulating activity
- Face cloth is disposed of in the washing box and then the machine following the meal

2-3's / 2-4's rooms

- Children go in small groups of 3 to the bathroom
- Staff members open the bathroom door for the children who move to a sink
- Children use warm running water to wet hands
- Staff member distributes soap to each child in turn
- Soap then removed to adult sink
- Children rub hands together to distribute soap all over hands
- Staff member monitor to ensure children's hands are being thoroughly cleaned
- Children to remove soap under warm running water until all soap removed
- Children use disposable paper towels to thoroughly dry all water from hands and wrists
- Paper towel is then disposed of in the rubbish bin - staff member ensure that the bin is not touched
- When all children finished count children before leaving
- Staff member opens door to leave bathroom and enter playroom
- Children sit at table for meal / drink
- Following meal children are given a face cloth and encouraged to wash their hands / faces
- Staff members to ensure hands and faces are clean and free of food debris
- When clean children leave table to a stimulating experience following the meal
- Face cloth removed to washing box and then machine

3-5's rooms

- Children go in small groups of 4 to the bathroom
- Staff members open the bathroom door for the children who move to a sink
- Children use warm running water to wet hands
- Staff member distributes soap to each child in turn
- Soap then removed to adult sink
- Children rub hands together to distribute soap all over hands
- Staff member monitor to ensure children's hands are being thoroughly cleaned
- Children to remove soap under warm running water until all soap removed
- Children use disposable paper towels to thoroughly dry all water from hands and wrists
- Paper towel is then disposed of in the rubbish bin - staff member ensure that the bin is not touched
- When all children finished count children before leaving
- Staff member opens door to leave bathroom and enter playroom
- Children sit at table for meal / drink
- Following meal children are given a face cloth and encouraged to wash their hands /faces if required
- Staff members to ensure hands and faces are clean and free of food debris
- When clean children leave table to a stimulating activity following the meal
- Staff take the children to clean teeth following the lunch
- Tooth brushing is carried out following the tooth brushing procedure
- Face cloths removed to washing box and then machine

Returning from the garden

Baby room

- Children returned to the room safely from a walk or the garden
- Hands cleaned at sink area
- Children offered a drink
- Children offered a stimulating experience

1-3's room

- Children return from the garden or a walk
- Children place hands under tap warm water to wet hands
- Staff member helps squeeze soap onto hands
- Child encouraged to rub hands together to distribute soap - staff member helps child to ensure soap covers hands fully
- Child holds hands under tap to remove all soap from hands
- Staff member checks and helps remove all soap from hands
- Hands are dried thoroughly using a disposable paper towel - this is then disposed of in the bucket.
- Children encouraged to have a drink
- Child is offered a stimulating experience

2-3's / 2-4's rooms

- Children return to the room from the garden or a walk
- Children place hands under tap warm water to wet hands
- Staff member helps squeeze soap onto hands
- Child encouraged to rub hands together to distribute soap - staff member helps child to ensure soap covers hands fully
- Child holds hands under tap to remove all soap from hands
- Staff member checks and helps remove all soap from hands
- Hands are dried thoroughly using a disposable paper towel - this is then disposed of in the bucket
- Children encouraged to have a drink
- Children offered a stimulating experience

3-5's room

- Children return to the room from the garden or a walk
- Children place hands under tap warm water to wet hands
- Staff member helps squeeze soap onto hands
- Child encouraged to rub hands together to distribute soap - staff member helps child to ensure soap covers hands fully
- Child holds hands under tap to remove all soap from hands
- Staff member checks and helps remove all soap from hands
- Hands are dried thoroughly using a disposable paper towel - this is then disposed of in the bucket
- Children encouraged to have a drink
- Children offered stimulating experience

Following using the toilet

1-3's room

- The toileting policy is followed for the children
- Child places hands under tap warm water to wet hands
- Staff member helps squeeze soap onto hands
- Child encouraged to rub hands together to distribute soap - staff member helps child to ensure soap covers hands fully
- Child holds hands under tap to remove all soap from hands
- Staff member checks and helps remove all soap from hands
- Hands are dried thoroughly using a disposable paper towel - this is then disposed of in the bucket
- Staff member washes their own hands thoroughly
- Staff member returns the child to the room opening doors for them

2-3's / 2-4's rooms

- Small group of 2/3 children taken at any one time to the bathroom
- The toileting policy is followed for the children
- Child places hands under tap warm water to wet hands
- Staff member helps squeeze soap onto hands
- Child encouraged to rub hands together to distribute soap - staff member helps child to ensure soap covers hands fully
- Child holds hands under tap to remove all soap from hands
- Staff member checks and helps remove all soap from hands
- Hands are dried thoroughly using a disposable paper towel - this is then disposed of in the bucket
- Children wait for their friends without touching the walls or bucket
- Staff member washes their own hands thoroughly
- Staff member returns the child to the room opening doors for them

3-5's rooms

- Small group of 4 children taken at any one time to the bathroom
- The toileting policy is followed for the children
- Child places hands under tap warm water to wet hands
- Staff member helps squeeze soap onto hands
- Child encouraged to rub hands together to distribute soap - staff member helps child to ensure soap covers hands fully
- Child holds hands under tap to remove all soap from hands
- Staff member checks and helps remove all soap from hands
- Hands are dried thoroughly using a disposable paper towel - this is then disposed of in the bucket
- Children wait for their friends without touching the walls or bucket
- Staff member washes their own hands thoroughly
- Staff member returns the child to the room opening doors for them

Following art and craft or messy activities

Baby room

- The child finishes the experience and supported to wash hands at sink area
- Any clothing that is soiled will be changed - clothing will be put into a nappy sack, labelled, and placed in the child's bag
- Child is redressed and offered a stimulating experience

1-3's room

- The child finishes art / craft experience and moves to the sink
- Child places hands under tap warm water to wet hands
- Staff member helps squeeze soap onto hands
- Child encouraged to rub hands together to distribute soap - staff member helps child to ensure soap covers hands fully
- Child holds hands under tap to remove all soap from hands
- Staff member checks and helps remove all soap from hands
- Hands are dried thoroughly using a disposable paper towel - this is then disposed of in the bucket
- Any clothing that is soiled will be changed - clothing will be put into a nappy sack, labelled, and placed in the child's bag

2-3's / 2-4's rooms

- The child finishes at the art / craft experience and moves to the sink
- Child places hands under tap warm water to wet hands
- Staff member helps squeeze soap onto hands
- Child encouraged to rub hands together to distribute soap - staff member helps child to ensure soap covers hands fully
- Child holds hands under tap to remove all soap from hands
- Staff member checks and helps remove all soap from hands
- Hands are dried thoroughly using a disposable paper towel - this is then disposed of in the bucket
- Any clothing that is soiled will be changed - clothing will be put into a nappy sack, labelled, and placed in the child's bag

3-5's rooms

- The child finishes at the art / craft experience and moves to the sink
- Child places hands under tap warm water to wet hands
- Staff member helps squeeze soap onto hands
- Child encouraged to rub hands together to distribute soap - staff member helps child to ensure soap covers hands fully
- Child holds hands under tap to remove all soap from hands
- Staff member checks and helps remove all soap from hands
- Hands are dried thoroughly using a disposable paper towel - this is then disposed of in the bucket
- Any clothing that is soiled will be changed - clothing will be put into a nappy sack, labelled, and placed in the child's bag

Following blowing a child's nose

- Staff member disposes of the tissue in the bin
- Staff member wets hands under hot tap
- Applies a small amount of soap and rubs in thoroughly - both sides of hands, between fingers and around both thumbs
- Soap is removed in hot running water
- Hands are thoroughly dried using a disposable paper towel
- Towel is disposed of in the bin