

INFECTION CONTROL AUDIT TOOL

EARLY YEARS SETTINGS

NAME OF NURSERY	
NAME OF PERSON COMPLETING AUDIT	
DATE AUDIT UNDERTAKEN	
DATE OF NEXT REVIEW	

Original Copy: December 2012

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Developed by Gwynedd and Anglesey Local Authorities, Public Health Wales (Health Protection Team, N Wales) Care and Social Service Inspectorate for Wales (North Wales)

CONTROLLED DOCUMENT: v2:01/05/13

INTRODUCTION

The Infection Control Audit Tool – Early Years Settings aims to encourage self assessment of early years establishments to promote evidence based and best practice in infection control. The audit tool relates primarily to day care nursery settings although the audit tool can be utilised in other settings such as play groups. The aim of the audit tool is to reduce the potential for cross infection within nursery settings and therefore reduce the likelihood of illness. All early years settings have a duty to control the risk of infection which can be achieved by promoting best practice and therefore preventing, wherever possible, infection in children and staff.

- It is recommended that the audit tool is completed by a person within the nursery designated as responsible as the lead for infection prevention and control.
- The person completing the audit tool should make comments for each question in the box provided.
- As a minimum the audit tool should be completed annually and any issues identified as requiring action should aim to be addressed as soon as practicable, in accordance with the level of risk.

It is our view that the audit tool reflects best practice and it should be used in conjunction with the following documents which can be used as reference for further detailed information (where there are differences between the audit tool and the reference documents the information in the audit tool takes precedence);

Health Protection Agency (South West London Unit) (2010) *Guidelines for the Control of Infection and Communicable Disease in School and Early Years Settings*

http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1279618216326

Welsh Assembly Government (2006) *Mind The Germs. Infection Control Guidelines for Nurseries, Playgroups and other Childcare Settings*

<http://wales.gov.uk/topics/health/protection/communicabledisease/publications/mindthegerms/?lang=en>

The audit tool is divided into six standards:

1. Infection prevention and control are seen as an integral part of the delivery of service in the nursery and is afforded high priority
2. Hand hygiene will be performed using the correct facilities at the appropriate time to prevent cross infection to both children and staff
3. The Environment – Toilets / nappy change facilities / use of potties should be managed to reduce the risk of cross infection to children, staff and visitors
4. Laundry will be handled to minimise the risk of contamination/cross infection to children and staff
5. The nursery environment will be maintained appropriately to minimise the risk of cross infection
6. Infection Control issues in relation to food preparation

REFERENCES

Health Protection Agency (South West London Unit) (2010) *Guidelines for the Control of Infection and Communicable Disease in School and Early Years Settings*

http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1279618216326

Internet source produced by Health Protection Agency. [Electronically accessed 8th October 2012]

Welsh Assembly Government (2006) *Mind The Germs. Infection Control Guidelines for Nurseries, Playgroups and other Childcare Settings*

<http://wales.gov.uk/topics/health/protection/communicabledisease/publications/mindthegerms/?lang=en>

Internet source produced by Welsh Government. [Electronically accessed 8th October 2012]

Welsh Government (March 2012) *National Minimum Standards for Regulated Child Care*. Cardiff Welsh Government.

<http://wales.gov.uk/docs/cssiw/publications/120309regchildcareen.pdf>

Infection Prevention Society Quality Improvement Tool

<http://www.ips.uk.net/template1.aspx?PageID=84&cid=91&category=Quality-Improvement-Tool>

Internet source produced by Infection Prevention Society. [Electronically accessed 8th October 2012]

STANDARD 1: INFECTION PREVENTION AND CONTROL ARE SEEN AS AN INTEGRAL PART OF THE DELIVERY OF SERVICE IN THE NURSERY AND IS AFFORDED HIGH PRIORITY

1.1 GENERAL MANAGEMENT

	Question	Guidance	√	X	N/A	Comment on how this is achieved
1	Is there a named lead person responsible for infection prevention and control?	Ask who the lead person is and do they know they are: 1. responsible for completion of this audit tool 2. Aware of relevant infection control guidance*				
2	Are there up to date local contact numbers available to obtain advice pertaining to infection prevention and control?	Ask for the list of contact numbers. Check they are the most up to date				
3	Can the person in charge (on any shift) state who they would alert if they suspected an outbreak of illness?	Ask the person in charge to describe the actions taken				
4	Is there a record kept of all absences including sickness (staff and children) and reason?	Check records Check for evidence of application of the 48 hr rule in cases of gastrointestinal illness i.e. the individual is excluded until 48 hrs symptom free				
5	Is information given to parents about exclusion due to gastrointestinal illness?	Check if there is documentation provided to parents explaining exclusion and gastrointestinal illness				

* Health Protection Agency (2010) *Guidelines for the Control of Infection and Communicable Disease in School and Early Years Settings*
http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1279618216326

1.2 STAFF HEALTH

	Question	Guidance	√	X	N/A	Comment on how this is achieved
1	Are staff encouraged to ensure that their immunisation is up to date and in line with current national guidelines and an in house record kept?	All staff should undergo a full Occupational Health check prior to employment; this includes ensuring that they are up to date with immunisations. All staff aged 16 -25 should be advised to check they have had two doses of MMR. Randomly select two members of staff and ask whether their immunisation status has been assessed Hepatitis B immunisation may apply to staff in day care settings for those with severe learning disability if significant exposures on a regular basis (e.g. biting) occur. Decisions on immunisation should be made on the basis of a local risk assessment				
2	Does the nursery / crèche have an exclusion policy for staff / children?	1. Ask two staff if they know about exclusion from work for gastrointestinal infection (48 hr rule). 2. HPA poster "Guidance on infection control in schools and other childcare settings" acceptable.				
3	Do all staff have access to personal protective equipment (PPE)?	Check that gloves (vinyl / synthetic – non powdered gloves) and disposable plastic aprons are accessible in key areas (nappy change / toilet areas / laundry). Nitrile / neoprene gloves are only required if contact with blood is anticipated PLASTIC GLOVES ARE NOT APPROPRIATE				

1.3 STAFF TRAINING

	Question	Guidance	√	X	N/A	Comment on how this is achieved
1	Is infection prevention and control included in all staff induction programmes?	Check training includes: hand hygiene, use of personal protective equipment, nappy change procedures, cleaning procedures for managing faecal / vomit incidents, decontamination of equipment, waste disposal, laundry management				

1.4 GUIDELINES / POLICIES

	Question	Guidance	√	X	N/A	Comment on how this is achieved
1	Are up to date infection prevention and control policies and guidelines available and accessible by staff?	Check staff can have access to documents, check they are up to date and include: Hand Hygiene, PPE, nappy change , use of potties, waste disposal, management of blood / body fluid spillage, laundry, zoo, farm and other animal contact visit guidance				
2	Does the nursery have a written cleaning schedule including chemicals, methods and frequencies?	The schedule includes the environment, toys and equipment, chemicals used, and storage of cleaning equipment				
3	Are there clearly outlined staff responsibilities for cleaning dedicated areas/equipment?	Identify who is responsible for cleaning specific areas (e.g. toilets/kitchen)and specific equipment (toys)				
4	Does the nursery have a disposal contract with a registered waste disposal company?	Ask the person in charge who the contractor is Ask to see the last three Consignment Notes from the carrier.				

IMMUNISATION REFERENCES

http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1274087715902

<https://www.wp.dh.gov.uk/immunisation/files/2012/07/chap-18.pdf>

STANDARD 2: HAND HYGIENE WILL BE PERFORMED USING THE CORRECT FACILITIES AT THE APPROPRIATE TIME TO PREVENT CROSS INFECTION TO BOTH CHILDREN AND STAFF

2.1 HAND HYGIENE

	Question	Guidance	√	X	N/A	Comment on how this is achieved
1	Are hand wash basins used by staff and children visibly clean?	Check for cleanliness				
2	Are all hand wash basins free from extraneous items?	Hand wash basins should only be used for hand washing. The use of nailbrushes is not recommended. There should be no cups / other equipment in these basins				
3	Is hot and cold water available at all hand wash basins?	Mixer taps are preferred Temperature monitoring valves preferred				
4	Is liquid soap available for use at all hand wash basins?	Soap dispensers should not be topped up to minimise cross infection. Liquid soap available is suitable for frequent use. Bar soap should be removed				
5	Are paper towels available at all hand wash basins in an enclosed dispenser?	Paper towels should be soft tissue with sufficient supply in the dispenser at all times				
6	Are there foot pedal operated domestic waste bins available for the disposal of paper towels?	Visually check, check in working order				
7	Is hand washing promoted in the nursery using visual methods and demonstration?	Check for the presence of hand washing technique posters by hand wash basins and if staff supervise children in their handwashing / drying Check that children wash their hands before eating / after outdoor play				

8	Staff can list the occasions BEFORE and AFTER which they should wash their hands?	Ask 2 members of staff. May include: After using the toilet After taking a child to the toilet After cleaning equipment/environment After removal of gloves Before feeding children Before preparing or handling food				
9	Staff can demonstrate a satisfactory hand washing technique?	Ask 2 members of staff to wash and dry their hands and observe				
10	Are children encouraged to wash their hands at appropriate times?	Before eating After using the toilet After activities that may lead to soiling / contamination of hands				

STANDARD 3: THE ENVIRONMENT – TOILETS/NAPPY CHANGE FACILITIES/USE OF POTTIES SHOULD BE MANAGED TO REDUCE THE RISK OF CROSS INFECTION TO CHILDREN, STAFF AND VISITORS

3.1 TOILET AREAS

	Question	Guidance	√	X	N/A	Comment on how this is achieved
1	Are there dedicated hand washing facilities for staff in all toilet areas?					
2	Do staff have separate toilet facilities to children?					
3	Are the toilet(s) visibly clean?	Check visually. Toilet seats, flushes and toilet bowls are cleaned at least daily and any contamination is cleaned immediately				
4	Are toilet(s) in a good state of repair?	Check for damage				
5	Is there a mechanism to ensure that toilet cleaning can be carried out as needed?	Check for a supply of detergent wipes or other cleaner				
6	Are toilets free from inappropriate items?	Check for items that are not used in a toilet				

3.2 NAPPY CHANGE FACILITIES

	Question	Guidance	√	X	N/A	Comment on how this is achieved
1	Are there dedicated hand washing facilities for staff in the nappy change areas?	The facilities should be located near to the nappy change area				
2	Is the nappy change area sited in a dedicated area within the nursery and have items related to the procedure close to hand?	The nappy change area should not be located near play areas / food preparation areas or used as a storage space. A dedicated sink is located nearby used for cleaning (equipment) only.				
3	Are change mats in a good condition and fit for purpose?	Check change mats are waterproof, clean and intact				

4	Are change mats covered with paper towels before each use?	Check this procedure is in place and if paper is disposed of and renewed for each child				
5	Are change mats decontaminated between children?	Change mats should be decontaminated between each child by: <ul style="list-style-type: none"> - Cleaning with warm water and detergent; Then - Wiping with a hypochlorite solution (1,000ppm) or suitable equivalent - Drying If you are not using a hypochlorite solution, what anti-bacterial chemical are you using? Have you read the instructions and are you aware of any contact times? Use disposable cleaning cloths				
6	Are soiled disposable nappies placed into an individual plastic bag (nappy sack)?					
7	Are there suitable lidded, foot operated containers for storing soiled nappies?	Check visually				
8	Do children have their own basket, creams etc. eg sudocrem?	Check that there are no communal pots/tubes of cream used on children. All children should have their own individual creams / ointments etc.				
9	Can staff demonstrate a nappy change procedure that minimises the risks of cross infection?	Ask / observe 2 members of staff to demonstrate the nappy change procedure. Check points: Correct hand hygiene procedure Correct use of PPE Minimising cross contamination by being hand conscious during the nappy change process Whenever possible staff undertaking nappy changes are not food handlers				

3.3 USE OF POTTIES

	Question	Guidance	√	X	N/A	Comment on how this is achieved
1	Are potties used in a dedicated area?	Toilet area or nappy change area would be appropriate. Away from play areas and areas where food is served				
2	Are the contents of the potty disposed of appropriately?	Directly into a toilet or sluice hopper				
3	Are potties cleaned and disinfected after each use?	<p>Emptied potties should be decontaminated between each child by:</p> <ul style="list-style-type: none"> - Cleaning with warm water and detergent Then - Wiping with a hypochlorite solution (1,000ppm) or suitable equivalent - Drying <p>If you are not using a hypochlorite solution, what anti-bacterial chemical are you using?</p> <p>Have you read the instructions and are you aware of any contact times?</p> <p>This process should be undertaken in a designated sink NOT used for any other purpose</p> <p>Use disposable cleaning cloths</p>				
4	Are clean potties stored correctly?	Not stacked one inside the other				

STANDARD 4: LAUNDRY WILL BE HANDLED TO MINIMISE THE RISK OF CONTAMINATION/CROSS INFECTION TO CHILDREN AND STAFF

4.1 LAUNDRY

	Question	Guidance	√	X	N/A	Comment on how this is achieved
1	Is there a separate laundry area?	The laundry facilities should not be in food preparation areas / toilet areas / any area that could potentially present a risk for cross infection The area should be well ventilated				
2	Are there dedicated hand washing facilities for staff in the laundry area?	The facilities should be located near the laundry area				
3	Dirty / used linen and clean linen are stored separately from each other?	Used or dirty laundry should be stored in separate colour coded bags / containers so as to be clearly identifiable from clean laundry				
4	Is foul or soiled linen laundered adequately?	Foul and soiled linen should be laundered separately from used linen. A pre wash cycle should be used followed by a hot wash, 65°C for not less than 10 mins or 71°C for not less than 3 mins or equivalent				
5	Are reusable cloths laundered on site?	It is preferable NOT to use reusable cloths to minimise the risk of cross infection				
6	Are children's clothes sent home for washing?	Clothing should NOT be sluiced or manually washed by staff but double bagged in a plastic bag and handed over to the parent at the end of the session. Solid waste can be tipped into a toilet. Bagged clothing should be kept separate from clean (not placed on the child's peg for collection by parent)				

STANDARD 5 THE NURSERY ENVIRONMENT WILL BE MAINTAINED APPROPRIATELY TO MINIMISE THE RISK OF CROSS INFECTION

5.1 CLEANING - GENERAL

	Question	Guidance	√	X	N/A	Comment on how this is achieved
1	All general areas clean and uncluttered?					
2	Are cleaning / disinfectant products available for decontamination of equipment and the environment?	Check there are cleaning and disinfectant products available that are appropriate for the environment and that there are instructions on use that follow the manufacturer's guidance e.g. poster Check COSHH data sheets are available. Does COSHH include infectious organisms?				
3	Can staff describe which products to use for routine cleaning?	Ask 2 members of staff and check against local guidance				
4	Do staff know how to deal with blood / bodily fluid (faeces / urine / vomit) spills?	Ask a member of staff to describe the procedure. Is a flow chart e.g. as in *HPA 2010 being used				
5	Is there limited use of carpet and is it cleaned appropriately?	Baby room only Carpets should be vacuumed daily and steam cleaned 6 monthly or more regularly if needed				
6	Can surfaces (floors, tables, chairs) be cleaned easily?	These surfaces should be made of an impervious material easy to wipe				
7	Are all furnishings and fitting in a good state of repair?	Where there is damage, check for evidence of action taken to ensure repair or replacement				
8	Are mops / buckets stored clean and dry and in an appropriate area?	Check storage and cleanliness of mops and buckets – equipment for kitchen area should be separate from those for other areas in the nursery				
9	Are cleaning cloths single use?	Preferable to reusable to reduce the risk of cross infection				

5.2 CLEANING – PLAY EQUIPMENT / TOYS / OTHER

	Question	Guidance	√	X	N/A	Comment on how this is achieved
1	Are all toys made of a washable material and in a good state of repair?	Check a sample of toys visually				
2	Are toys cleaned regularly and decontaminated if required?	<p>Cleaning should include washing with hot water and detergent or a hot wash if laundered dependant on the type of toy.</p> <p>If decontamination is required then the item[#] should be cleaned initially with warm water and detergent Then</p> <ul style="list-style-type: none"> - Wipe with a hypochlorite solution (1,000ppm) or suitable equivalent - Rinse - Dry <p>[#]If compatible with item and manufacturers' instructions</p> <ol style="list-style-type: none"> 1. All toys should be washed daily if children put them in their mouths 2. Soft toys should be washed daily 3. Older childrens toys and larger equipment should be cleaned on a weekly basis 4. Books should be clean and intact otherwise disposed of 				
3	Are water play pools emptied daily, washed with detergent and hot water and left to dry overnight?	Ask a member of staff				

4	Do sand pits have fitted lids when not in use and sand is changed regularly?	Sand should be changed about monthly for indoor sand pits and the tank washed with detergent and hot water before replacing the sand. Any sand lost from the sand pit is disposed of				
5	Is play dough replaced regularly?	Ask a member of staff				
6	Are animals (pets) cared for in a manner which reduces the risks of cross infection to children and staff	Check: 1. Is there a designated member of staff responsible for any pets? (ensure that pregnant women are aware of the risk of toxoplasmosis infection from contact with cat faeces) 2. Pets are not permitted into food preparation areas 3. Animal food once opened is kept separate from food for human consumption 4. Children and staff wash their hands after having contact with pets 5. Any equipment (cages / food or water bowls) are washed in an appropriate sink / area.				
7	Are dummies/toothbrushes managed to prevent cross infection?	Babies / children only use their own dummy / toothbrush Toothbrushes are stored separately Dummies are disinfected using an appropriate solution between uses				
8	Suspension of communal play if outbreak of gastrointestinal illness	If there are children with gastrointestinal illness suspend until resolved: Water Play Play Dough Sand Play Cookery				

STANDARD 6: INFECTION CONTROL ISSUES IN RELATION TO FOOD PREPARATION

6.1 FOOD PREPARATION AND STAFF

	Question	Guidance	√	X	N/A	Comment on how this is achieved
1	Do you have dedicated catering staff that produce all food provided? Does this include all meals and preparing feed bottles?	Having staff whose duties are food preparation only may reduce the risk of cross-contamination.				
2	If care staff also prepare food, do you have a rota that ensures that staff on nappy changing / toileting duties are not preparing food and feeds that day?	Establishing a rota where staff on nappy changing / toileting duties are not preparing food and feeds the same day may reduce the risk of cross-contamination.				
3	Is access to the kitchen limited to staff that are preparing food / feeds? i.e. is the kitchen also used by staff for making their own lunch and drinks?	Restricting access to food preparation areas may reduce the risk of cross-contamination.				
4	Is food / feeds prepared or reheated anywhere else in the nursery e.g. baby room?	It is preferable that all food / feeds is processed in the kitchen.				
5	Have all care staff that undertake food / feeds preparation duties undertaken food hygiene training and been trained in Safer Food Better Business (or equivalent food safety management system in place)?	Staff must be trained and / or supervised to a level appropriate for their duties.				
6	Are care staff undertaking food / feeds preparation duties provided with clean aprons for food preparation use only?	Clean aprons for food preparation use only should be provided, preferably single-use disposable plastic aprons. You may wish to have different coloured disposable aprons for kitchen use to distinguish from aprons used in nappy changing.				

7	Are all staff that prepare food / feeds aware of the 48 hour exclusion rule?	Ask catering staff if they know about exclusion from work for gastrointestinal infection (48 hr rule).				
8	Is there a poster showing hand washing technique by the kitchen hand wash basin?	Check for the presence of hand washing technique posters by hand wash basins				

6.2 EQUIPMENT AND CLEANING

	Question	Guidance	√	X	N/A	Comment on how this is achieved
1	Are there dedicated hand washing facilities for staff in the kitchen?	A hand wash basin supplied with hot and cold or appropriately mixed warm water, liquid soap and paper towels must be available. This basin must not be used for other purposes.				
2	Are there dedicated cleaning equipment and chemicals for use only in the kitchen available? E.g. mop, mop bucket, brush, cloths, cleaning chemicals, sanitiser.	Equipment and chemicals for use in the kitchen should be kept separate from those used elsewhere in the premises. You may wish to establish a colour-coded scheme for mop handles, mop buckets etc so that all staff are aware of what is to be used where.				
3	Are mop buckets emptied, washed and disinfected appropriately after use?	Mop buckets must not be emptied down the kitchen sink. Mops, mop buckets and other dirty equipment or materials must not be washed in the kitchen sink.				
4	Are cleaning staff aware of the systems you have in place?	Make sure that if you employ contract cleaners they are aware of what equipment to use where and of the need to adhere to the cleaning regime you have put in place.				

ACTIONS IDENTIFIED FROM THE AUDIT

	AUDIT SECTION	ACTIONS IDENTIFIED	DATE TO BE COMPLETED BY	PERSON RESPONSIBLE	DATE ACTION COMPLETED
STANDARD 1	1.1 General Management				
	1.2 Staff Health				
	1.3 Staff Training				
	1.4 Guidelines / Policies				
STANDARD 2	2.1 Hand Hygiene				
STANDARD 3	3.1 Toilet areas				
	3.2 Nappy Changing Facilities				

	AUDIT SECTION	ACTIONS IDENTIFIED	DATE TO BE COMPLETED BY	PERSON RESPONSIBLE	DATE ACTION COMPLETED
STANDARD 3	3.3 Use of Potties				
STANDARD 4	4.1 Laundry				
STANDARD 5	5.1 Cleaning - General				
	5.2 Cleaning – Play Equipment / Toys / Other				
STANDARD 6	6.1 Food Preparation and Staff				
	6.2 Equipment and Cleaning				