

## **Health and Safety Policy and Procedures**

The safety of young children is of paramount importance. In order to ensure the safety of both children and adults, the pre-school will ensure safety in the following areas:

### **Environment**

We carry out risk assessments to ensure to ensure children, parents, staff and volunteers are not made vulnerable within any part of our premises nor by any activity.

Safety checks on premises, both outdoors and indoors, will be made daily.

Equipment will be checked regularly and any dangerous items discarded or repaired.

The layout of the setting and staff to child ratios will allow children and adults to move safely and freely between activities.

There will be adequate systems and equipment for the detection and control of fire.

Fire doors will never be obstructed and fire exits will be easily identified.

Fires/heaters/electric points/wires and leads will be appropriately guarded.

A record will be kept by Newdigate Infant school of any checks by the Fire Safety Officer concerning servicing of fire safety equipment. Any recommendations made by the Fire Safety Officer will be carried out.

A record of fire drills will be kept and fire drills will be held at least twice a term.

Fire extinguishers will be checked annually and staff will know how to use them.

Smoke detectors are mains controlled and situated in all rooms.

All dangerous materials, including medicines and cleaning materials will be stored out of reach of children.

Large equipment will be erected with care and checked regularly.

Equipment offered to children will be developmentally appropriate, recognising the materials suitable for an older/more able child may pose a risk to a younger/less able children.

Use of personal mobile phones and cameras is prohibited within the setting (other than personal emergencies where mobile phone calls can be made in the kitchen area only with permission from the Manager).

### **Supervision**

All children will be supervised by staff at all times and will always be within sight and/or hearing of an adult at all times.

Children will only leave the setting with authorised adults.

On outings, the adult to child ratio determined by Ofsted will be maintained and extended where necessary. If a small group of children go out, there will be sufficient adults to maintain appropriate ratios for the remaining children.

Whenever children are on the premises at least two adults will be present.

### **Adult safety**

All adults in the setting will be aware of, and respect the pre-school's safety policies.

Adults in the setting will have access to advice on safe lifting.

If adults need to reach up for stored equipment, they will be provided with something safe to stand on. Heavy materials will not be stored above head height.

Adults will not be required to be in the building alone, or to leave alone after dark.

All warning signs are in appropriate language.

Staff have the right to feel safe at work and therefore any parent/carers who behaves in a threatening or intimidating way may be excluded from the school site.

### **Management**

All accidents/incidents are logged on the Famly app and send directly to the parents; accidents and incidents are downloaded and securely saved at the end of each term.

Regular risk assessments are conducted and safety monitoring will include checking of the accident/incident folder in order to review practice and procedures for risk assessment purposes.

All adults including parents and carers will be aware of the systems in operation for children's arrival and departures and an adult will be at the door during these periods.

Using the Famly app, a register of both adults and children will be completed as people arrive and leave so that a complete record of all people present on the premises is available in an emergency.

Adults will not walk about with hot drinks or place them within reach of the children. Only secure/lidded cups will be used.

There is a no smoking and no dog policy on the school site.

A correctly stocked first aid box will be available at all times.

### **Nappy Changing, toilet training and intimate care**

No child is excluded from participating in our setting who may, for any reason, not be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training when pre-school and parents feel the child is ready.

We see toilet training as a self-care skill that children have the opportunity to learn with full support and non-judgemental concern of adults. We will work in partnership with parents/carers to assist with strategies for toilet-training and self-care.

Spare laundered pants and other clothing are available in case of accidents, and polythene bags available in which to wrap soiled garments. Children will usually prefer their own change of clothes and should have at least one set of clothes with them for each session.

When changing nappies, the following procedure should be followed:

- (i) Adult to wear a new disposable apron and protective gloves.
- (ii) Changing mat to be used. This must be cleaned with anti-bacterial wipes before and after use or with antibacterial and disinfectant spray using disposable paper towel.
- (iii) Adult to advise other staff that they are taking a child to the toilet.
- (iv) Door to be left open, however, to maintain the child's privacy lie them on the mat with their head towards the door.
- (v) Nappies to be disposed of in a nappy bag and IMMEDIATELY put in nappy bin.
- (vi) Nappy changes will be noted on the Famly app which will detail whether the nappy was wet, soiled, both or dry/any cream needed/who changed the nappy/the time and date.

**Only DBS cleared staff members are permitted to change nappies, assist with toilet-training and intimate care.**

## **Animals in the setting**

Children learn about the natural world, its animals and other living creatures, as part of the EYFS curriculum. This may include contact with animals or other living creatures either in the setting, on an outing or pre-school visits. We aim to ensure that this is in accordance with practical hygiene and safety controls. Children will wash their hands thoroughly, supervised by an adult, after handling any animals.

## **No Smoking**

We comply with health and safety regulations and the welfare requirements of the EYFS in making our setting a no smoking environment indoors and outdoors. Staff should not smoke in or near the school grounds.

## **Food and drink**

All snacks provided will be nutritious and pay due attention to children's particular dietary requirements.

When cooking with children as an activity, the adults will provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet. On special occasions we may provide treats or use them in activities but we will keep this to a minimum and will not be on a regular basis.

The pre-school will observe current legislation regarding food hygiene, registration and training.

In particular, each adult will:

- (i) Always wash hands under hot running water before handling food and after using the toilet.
- (ii) Not be involved with the preparation of food if suffering from any infectious/contagious illness or skin trouble.
- (iii) Never cough or sneeze over food.
- (iv) Use different cleaning cloths for kitchen, craft and toilet areas.
- (v) Prepare raw and cooked food in separate areas.
- (vi) Keep food covered and either refrigerated or heated in-line with food safety guidance.

## **First Aid (Also see Accident and Incident Policy and Procedures)**

We are able to take actions to apply first aid treatment in the event of an accident involving a child or adult. At least one adult with a current paediatric first aid certificate is on the premises, or on an outing, at all times. The first aid qualification includes first aid training for infants and young children. We have due diligence when choosing first aid training and ensure that it is relevant to adults caring for young children.

Our setting first aid kit is accessible at all times and contains the following items as a minimum:

Gauze swabs, Sterile dressings, assorted pack of individually-wrapped plasters, sterile eye pads, container of safety pins and a guidance card as recommended by HSE.

In addition, the following equipment is kept:

Disposable gloves & aprons, a children's thermometer and a cold compress is kept in the fridge.

Our outing first aid kit contains a minimum of:

Gauze swabs, sterile dressings, assorted pack of individually wrapped plasters, sterile eye pads, container of safety pins, a guidance card as recommended by HSE, disposable gloves and a foil blanket.

The pre-school will ensure that the first aid equipment in the first aid box and the outing first aid kit\* is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed.

\*The outing first aid kit is kept in the Emergency bag which is used whilst going on field trips, to the Forest school, playground or field. Aside the first aid kit, it contains the contact details of both staff and children in case of emergency, the evacuation plan, a telephone and a pen.

## **Information sources**

Parents will have the opportunity to discuss health issues with child's key person and the manager and will have access to health and safety information available to the pre-school.

The pre-school will maintain links with health visitors and gather health information and advice from the local health authority information services and/or other health agencies.

## **Personal hygiene**

Children are encouraged to blow and wipe their noses when necessary and to dispose of soiled tissues in the bin and wash their hands afterwards. Children will be encouraged to cough and sneeze into a tissue or their elbow. Paper towels are used for hand drying and disposed of in a pedal bin.

Hygiene rules relating to bodily fluids are followed with particular care and all staff and volunteers aware of how infections can be transmitted and how we can prevent this e.g. wearing gloves, an apron and thorough handwashing after sanitising the area. We have a separate, labelled mop and bucket for spillages of bodily fluids.

## **Cleaning and Clearing**

Any spillages of blood, vomit, urine or excrement are wiped up and flushed away down the toilet. Rubber gloves and disposable aprons are always used when cleaning up spillage of bodily fluid. Floors and other surfaces are disinfected using an antibacterial cleaner (that also kills viruses) according to the manufacturer's instructions. Fabrics contaminated with body fluids will be thoroughly washed on a hot wash cycle in the washing machine.

All surfaces are cleaned daily with an antibacterial cleaner, disinfectant and a clean cloth. Tables are cleaned before and after snack time/lunch time with an antibacterial and disinfectant spray and a clean cloth of the correct colour code.

Toys and equipment are thoroughly cleaned at the end of each term and as and when it is necessary throughout their daily usage.

## **Outdoor play**

Children will have the opportunity to play outside throughout the year in the pre-school's own outside play area and the school grounds.

Parents are advised to apply an all-day sun protection cream/spray to their child before arriving at pre-school during hot/sunny weather. If a child is at pre-school all day then they will be encouraged to apply their own sun cream during the day, this will be supervised by an adult to ensure they are adequately protected from the sun. There are enough sun hats for all children. Hats must be worn when playing outside in hot/sunny weather. Children will have constant, easy access to fresh drinking water to ensure they remain hydrated.

Parents are advised to provide suitable clothing for all weathers for outside play although wet play suits and wellies are available for all in the setting. Information is available to parents/carers on sun safety and shared via the Family app.

## **Special considerations**

Some areas and activities pose particular hazards. All staff will be aware of these:

- (i) Children playing with or near water will be continuously supervised.
- (ii) There will be safe surfaces beneath and around all climbing equipment and such activities will be appropriately supervised.
- (iii) All cooking activities, especially those involving the use of heat, will be continuously supervised.
- (iv) Systems will be in place to ensure that no child can leave the premises unattended.

Ofsted will be notified of any injury requiring general practitioner or hospital treatment of a child, parent volunteer or visitor or where there is a death of a child on the premises.

## **Administering Medication**

It is not our policy to care for sick children, who should be at home until they are well enough to return to the setting. We have a duty to all of the children in our care to minimise the risk of spreading illnesses and infections. We will NOT agree to administer unprescribed medication unless there is an accepted health risk which means we must do so or for pain relief only. Calpol or similar medication will NOT be given routinely unless prescribed or there is an accepted health risk to the child and it is agreed to be necessary.

If possible, the child's parents will administer medicine before/after pre-school. If this is not possible, then medication must be stored in the original container and clearly labelled with child's name, date of birth, dosage and any specific instructions.

Before any medication can be administered, a medication form must be completed by the parent/guardian, giving clear instructions about the dosage, administration of the medication and permission for a member of staff to follow these instructions.

All medications will be inaccessible to children.

The medication form must be completed by the staff member administering the medication and countersigned by another staff member who has overseen the dosage.

Asthma inhalers are now regarded as oral medication by insurers and do not need to be forwarded to insurance provider.

## **Procedures for children with allergies/intolerances**

Children's allergies/intolerances details are recorded on their registration form.

If a child has an allergy/intolerance, a treatment plan form is completed to detail the following:

- (i) The allergen (i.e. the substance, material, nuts, stings, eggs etc)
- (ii) The nature of the allergic reactions
- (iii) What to do in case of allergic reactions
- (iv) Control measures such as how the child can be prevented from contact with the allergen.
- (v) Review period

Allergies/intolerances will be noted on children's records and all staff and volunteers will be made aware. A picture and name of the child with known allergies/intolerances will be displayed in the kitchen area and will list the allergens and specific procedures to be followed for this child.

With regard to the administration of life saving medication, such as insulin/adrenalin injections, the position will be clarified by reference to the pre-school's insurance company.

If specialist knowledge is required, staff involved in administering medication will receive training from a qualified health professional.

Staff regularly receive EpiPen and Inhaler training.

## **Life-saving medication & invasive treatments – adrenaline injections (EpiPen) for anaphylactic shock or invasive treatments such as rectal administration of Diazepam (for Epilepsy)**

The setting must have:

- (i) A letter from child's GP/Consultant stating child's condition and what medication if any is to be administered
- (ii) Written consent from the parent or guardian allowing staff to administer medication.
- (iii) Proof of training in the administration of such medication by the child's GP, a district nurse etc.

Copies of all three letters relating to these children must first be sent to the Early Years Alliance Insurance Department for appraisal. Confirmation will then be issued in writing confirming that the insurance has been extended.

## **Illness**

Newdigate pre-school follows the Health Protection Agency guidelines for Infection Control and exclusion periods (2017). This information is available on the Parent's Notice Board. Parents are asked to keep their children at home if they have any infection, and to inform the pre-school as to the nature of the infection. This

will allow the pre-school to alert other parents as necessary and to make careful observations of any child who seems unwell.

Parents are asked not to bring into the pre-school any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last occurrence.

Parents must not give their child medicines to bring down their temperature before attending Pre-School as this can mask the symptoms of illnesses. If your child is unwell enough that they require medicine then they should stay at home.

If the children of pre-school staff are unwell, the children will not accompany their parents/carers to work in the pre-school.

To prevent the spread of all infection, adults in the setting will ensure that the following good practices are observed:

- (i) Cuts or open sores, whether on adults or children, will be covered with a plaster or other dressing.
- (ii) If a child or adult is diagnosed suffering from a notifiable disease under the Public Health Infectious Diseases Register (1988). The child's GP will report this to the Health Protection Agency. The manager will inform Ofsted.

### **\*\*\*Updated for COVID-19. September 2021\*\*\***

**Risk assessment** – A comprehensive COVID - 19 risk assessment has been completed and all staff must have read this before re-opening. The risk assessment will be updated as the situation develops or new hazards are found. An outbreak management plan has been created in case of a local or setting outbreak.

**Hygiene** – In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions will be employed to do this:

- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms do not attend Pre-School.
- Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- Cleaning frequently touched surfaces and resources often using standard products.
- Being mindful of the amount of resources on offer as these will need to be cleaned/rotated in the case of an outbreak.
- Posters will be displayed to remind children and staff of the importance of hygiene measures.

**Illness - COVID – 19** is a notifiable disease. Following guidance from Public Health England, children and staff who are ill with recognised Covid-19 symptoms i.e. cough, high temperature and loss of taste or smell, should not attend the setting. This will be made very clear to parents and staff.

If a child becomes unwell with symptoms of coronavirus while in the setting and needs direct personal care until they can return home, PPE should be worn by the supervising adult if a distance of 2 metres cannot be maintained.

**Settling in –COVID 19** We will give practical information to parents about how we are managing risks and changes to our practise. If a child is upset at drop off, staff will attempt to encourage the child into Pre-School. We will allow a parent/carer into the setting if a child will not enter without them. However, we must keep the number of adults in the setting to a minimum and the adult must wear a face mask and sanitise hands on entry. We will communicate this procedure to parents before their child's first day.