

Easebourne Nursery

Safety, Health and Hygiene Policy and Procedures



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SAFETY, HEALTH and HYGIENE POLICY and PROCEDURES

Easebourne Nursery will provide a safe, healthy and hygienic environment for all children and adults.

In order to avoid the risk of accidents, we maintain safety by following these safety procedures:

- Risk Assessments are in place, and reviewed as necessary for specific activities or areas.
- children will always be supervised by a member of staff and will be kept out of areas where hazardous materials are kept.
- at the beginning and end of each session, children will be monitored and marked in and out of the register with their attendance times.
- children will only leave with a known, authorised adult whose name has been provided by the child's parents/guardians.
- all visitors must sign in and out when visiting the setting, usually via the main school reception.
- visual safety checks will be carried out, both indoors and outdoors, at the beginning and end of each session.
- fire extinguishers will be checked annually and staff will have a knowledge on their use.
- fire/evacuation drills will be known by all staff and will be carried out at least once every half term and a record of this will be kept.
- fire doors will always be clear of obstructions.

- windows, sockets, radiators, potentially dangerous materials, and layout of activities, resources, furniture and equipment (both indoors & outdoors) will be closely supervised to identify, remove and minimise hazards.
- where possible, a minimum of two adults will be present at all times to supervise children.
- hot lunches are provided by Chartwells (school catering contractor) & food will be served to the appropriate consistency for the individual child (liquidised, mashed, chopped roughly) to reduce the risk of choking.
- activities, resources and equipment available will take safety into account along with the children's age and stage of development.
- all qualified staff hold a current Paediatric First Aid certificate.
- every adult will know where the first aid box and accident book are kept.
- following an accident, a member of staff will complete details fully in the accident book and parents will be asked to sign and receive a full copy.
- if an accident is deemed as serious (as noted in 'Serious accidents, injuries and deaths that registered providers must notify to Ofsted and local child protection agencies' document) the setting will notify the relevant agencies within 14 days.

In order to avoid risks to health, we will follow these health procedures:

- activities offered will take into account children's health needs - medical, dietary and physical.
- no smoking is permitted anywhere on the school premises.
- parents/guardians will be required to keep children at home if they have an infectious disease, the length of exclusion period will be dependent on the condition and staff will inform parents of this.
- for cases of vomiting or diarrhoea, an exclusion period of 48 hours will be necessary.
- cuts and open sores must be covered with a waterproof dressing.
- parents will be consulted if their child shows signs of possible infections, which may affect other children or adults.
- staff will wear protective gloves (and aprons if necessary) when a child needs changing, whether in nappies or clothing.
- children's own wipes and nappies must be provided by parents and these will be used solely for that child.

Parents/guardians should administer prescribed medicines where possible. When we need to administer medicines the following procedures will be followed:

- only qualified staff, usually the Nursery Manager or Deputy Manager, will administer medicine.
- any medication will be stored in its original container, clearly labelled with the child's name and inaccessible to all children.
- medication will only be administered if it has been prescribed 48 hours previously by a doctor and treatment has started at home.
- a prior medication consent form must be completed and signed by parents before medication can be administered.

- when medication is administered, records will be kept including dosage, name of medication, time of administration and person administering – this will be signed and acknowledged by the parent when the child is collected.
- if it is deemed necessary for staff to administer medication to reduce a child's temperature, in an emergency situation or prior to collection of the child as requested by the Nursery Manager or Deputy Manager, Calpol will be given as directed.
- if Calpol is administered, staff will record details of administration and inform the parent/guardian or emergency services on collection of the child.
- a 'blanket' authorisation and individual care plan may be used for a child needing regular inhalers or medication, this will be agreed in conjunction with parents/guardians.

If a child has an accident or illness, which results in bleeding or vomiting, the following procedure will be followed:

- disposable gloves will be worn.
- any wound will be washed clean with water.
- a suitable dressing will be applied.
- any blood or vomit stained tissues or cloths will be sealed in a plastic bag and disposed of appropriately.
- blood or vomit splashes will be washed off the skin with soapy water, eyes may be flushed with pure water.
- the area affected by blood, vomit, urine or faeces will be cleaned with disinfectant spray.
- any clothes, toys or furnishings, belonging to Easebourne Nursery, stained by body fluids, will be washed by hand using hot water and detergent or in a hot wash cycle in a washing machine.
- children's clothes which have been affected will be rinsed & sealed in a plastic bag & given to the parent/guardian.
- we request (see 'Safety, Health & Hygiene Policy') that children stay at home for at least 48 hours following an episode of vomiting or diarrhoea.

HIV/AIDS:

- no one has the right to know if another person is HIV positive or has AIDS.
- if the Nursery Manager is informed about a child or adult with HIV or AIDS they must only inform the Chair of the School Governing Body
- this information will not be shared with anyone else unless permission has been given by the person concerned, or by a parent/guardian in the case of a child.
- other parents/guardians do not need to be informed.
- failure by a member of staff to keep this information confidential may result in immediate dismissal and will always result in disciplinary proceedings.