

## **HEALTH AND SAFETY POLICY**

### **POLICY STATEMENT**

The health and general welfare of the children under our care, the staff who work for us and anybody else who visits the kindergarten are of paramount importance to us. To achieve this, we observe meticulous hygiene to prevent the spread of infection and take appropriate action when anyone falls ill. We also ensure that we keep up-to-date with the latest requirements stipulated by the Environmental Health Department and our policy and procedures closely follow the Government guidelines as laid down in the Health and Safety at Work etc Act 1974 as well as <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

### **RISK ASSESSMENT AND ACTION - GENERAL**

Risk assessments are carried out for the playroom and the outside area

When Carrying out a risk assessment, staff members will use the method described in this section to evaluate risk.

The Children's Garden recognises that even though there are accidents that cannot be predicted, a risk assessment ensures that all members of staff are aware of possible risks to the children's safety and take measures to prevent them.

The risk assessment forms include:

- what the hazards/risks are
- who might be at risk by the specific hazard
- what is being done to prevent the risk and
- what further action, if any, needs to be taken

Action will be taken to eliminate risk where possible or to reduce it as far as reasonably practicable. A serious hazard or risk will not be tolerated in any circumstances.

### **PROCEDURES**

To help children and staff to be healthy and stop infectious disease from spreading the following procedures are carried out at all times:

- Smoking is not allowed anywhere on the premises – indoors and outdoors.
- All activities provided for the children take account of their health and their physical needs and care is taken that they are dressed appropriately for the weather when playing outside.

- The indoor premises are heated or ventilated properly in accordance with the needs of the season to provide a healthy play environment.
- Children's awareness of good hygiene practice is raised through role modelling and sound daily routines such as hand washing with liquid soap and running water before handling food and after visiting the lavatory.
- Tissues and wipes are available at all times.
- Only paper towels are used for drying hands. These are disposed of safely in a bin that is provided by the sink and emptied after each session.
- The kindergarten premises (indoor and outdoor) are thoroughly cleaned after each session.
- Toys, equipment, dressing-up clothes and soft furnishings are cleaned at least once a term. In the event of an outbreak of an infectious disease all resources are thoroughly cleaned and disinfected immediately in accordance with Government guidelines.
- Animals and pets do not form part of the kindergarten environment. However, the staff will check that the outdoor environment is free from soiling by wild animals (for example foxes) before the kindergarten morning.
- The sandpit is covered when not in use to prevent animals from using it as a toilet. The sand is inspected after each session and changed at least once a term.
- Disposable gloves and aprons are worn by staff dealing with bodily fluids and when changing nappies or clothing that has been soiled with blood, urine, faeces or vomit. Soiled clothing is rinsed and put in a plastic bag for parents to collect. Spillages are cleaned using a mild disinfectant solution and any mops and cloths used will be disposed of safely. Any toys, furniture or equipment that have come into contact with bodily fluids will be thoroughly disinfected.

## **INJURIES, ACCIDENTS, ILLNESS AND FIRST AID INVOLVING CHILDREN**

At any time at least one member of staff on the premises must have up to date first aid training. Training is provided regularly to ensure enough staff remain qualified at all times.

A child who is obviously unwell on arrival or who presents symptoms of a contagious disease should not be admitted to kindergarten and his/her parents or carers must be contacted.

In the event of an accident or sudden illness, the responsible person will:

- Assess and give first aid as appropriate
- Follow first aid procedure
- Wear disposable gloves when handling bodily fluids
- Call emergency services if required

#### IN CASE OF MINOR INJURY

If anyone sustains a minor injury:

- staff will apply cold compress, comfort,
- do appropriate cleaning/covering of injury
- Monitor child's condition and contact a parent or carer if the child needs to be sent home or if the condition warrants
- Parents will be told upon collection of the child about the accident.
- If it is felt necessary, and the child cannot be comforted, the parent/carer will be contacted to arrange for an early collection.

#### IN CASE OF MORE SERIOUS INJURY

- In serious cases, 999 should be dialled and parents should be notified.
- The rest of the group will be supervised away from the incident and, if appropriate, taken into the kindergarten room.
- One member of the early years staff (or Reception) will meet the ambulance at the kindergarten gate and direct them to the location of the child.
- If the injured child is taken to hospital, one member of staff will go with them, taking the child's emergency and health records and the child's parent will be updated about the situation by the staff remaining in kindergarten.
- Any significant accident is recorded in the Kindergarten Accident & Incident book.

### **SICKNESS AND INFECTIOUS DISEASES**

#### **Procedures for Children who are sick or infectious**

- If a child becomes ill during the session the teacher calls the parents and asks them to collect their child as soon as possible
- If a child appears unwell the staff will take his or her temperature with a fever scan, which is kept in the first aid box
- In the event of a temperature the child is kept cool by removing top clothing and sponging their heads with cold water
- Disposable gloves must be worn when dealing with bodily fluids and disposable paper towels must be used to mop up any spillages. Gloves and towels should be double-bagged before being disposed of safely
- Soiled clothing should be rinsed and given to parents in a plastic bag when they collect their child

- If the child is seriously ill, he or she will be taken to the nearest hospital and the parents will be informed
- An unwell child must not be brought to kindergarten. Children who suffer from vomiting or diarrhoea will not be admitted
- Parents are asked to keep a child with an infectious disease at home until he or she has fully recovered. A list of school exclusion times for specific illnesses is attached to this page
- Parents need to inform the kindergarten if their child has a contagious illness or if the cause of the illness has been confirmed by a doctor
- If a child has been diagnosed suffering from a notifiable disease under the Public Health (Infectious Diseases) Regulations 1988 the manager needs to inform Ofsted and act on any advice given by the Health Protection Agency
- A notice informing all parents will be put on the notice board when an infectious disease is going round the group
- Children who have been prescribed antibiotics need to be kept at home for 48 hours before returning to kindergarten
- Children who have suffered from vomiting or diarrhoea need to be kept at home for 48 hours after symptoms have stopped.

## **ALLERGIES**

The Children's Garden is committed to promoting health through identifying allergies and avoiding any contact with the allergenic substance.

### **Procedure**

- All parents are asked when registering their child whether he or she suffers from any known allergies. The information given is recorded on the registration form and all staff are informed.
- A risk assessment is completed for each child with an allergy. The risk assessment should include the following information:
  - The nature of the allergen (e.g. eggs, nuts, cats, bee stings, etc.)
  - The allergic reaction to be expected, e.g. anaphylactic shock, rash, reddening of skin, swelling, breathing problems, etc.
  - How to deal with an allergic reaction, e.g. any medication used and how to use it
  - Ways in which exposure to the allergenic substance can be avoided

- A copy of the risk assessment is kept on the child's personal file
- Parents need to train staff in how to administer any special medication (e.g. EpiPen or Diazepam) should an allergic reaction occur.

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## **ADMINISTERING MEDICINES**

The Children's Garden is not in a position to care for sick children. Children who are unwell should stay at home and only return to kindergarten when they have been symptom-free for at least 24 hours.

The kindergarten will administer medicines only to those children who require regular medication in order to stay healthy and for whom it is essential that these medicines are taken within kindergarten hours. Parents must fill in a Parent consent form for this to happen.

New medicines should be administered at home for the first 48 hours to ensure they have no side effect and for them to work before the child returns to kindergarten

The manager is responsible for ensuring that all staff are aware of these policies and the below listed procedures.

The kindergarten will appoint a designated member of staff to administer the medication. This person needs to ensure that a parent consent form has been completed, that the medicines are stored correctly and that all necessary records are kept in connection with taking the medication.

### **Procedure**

- The kindergarten will only administer medication that has been prescribed for the current condition by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor). The medication must be in date, stored in its clearly labelled original containers and provided in a plastic container labelled with the child's name.
- Training will be provided for staff where the administration of medicine requires medical or technical knowledge.
- Children who take prescribed medicines must be well enough to attend kindergarten
- All medicines are stored out of reach of the children
- The kindergarten requires prior permission in writing from the parents before administering prescribed medicines. The parents need to sign a consent form that contains the following information:
  - full name and date of birth of the child
  - name of medication and strength
  - name of practitioner who prescribed the medication
  - dosage to be given in kindergarten and (if applicable) time when medication needs to be administered
  - how the medicine should be stored and expiry date

- any possible side effects
- signature, printed name of parent and date
- The kindergarten will keep a medication record book in which each administration of medicine is noted down. Parents need to sign the record book when collecting their child to acknowledge the administration. The record book needs to contain the following information:
  - name of child
  - name and strength of medication
  - date and time of dose
  - dose given and method
  - signature of staff member administering the medicine and verified by parent signature on collecting the child

The person responsible for receiving medication, administering it and keeping the record book is **Régine Charrière**. All other staff will be made aware of her role in the event a child requiring medication joins the kindergarten.

#### *Storage of medicines*

- All medication is stored safely in a marked plastic box in the kitchen cupboard or, if necessary, in the fridge. All members of staff are informed of the place where the medicine is stored.
- Medication is usually handed back to the parents at the end of the kindergarten morning by the member of staff responsible for the medication.
- Some medication, which is intended for long-term use or to be administered on an “as and when required” basis may be kept in kindergarten. The responsible member of staff needs to check regularly that it is in date and return any out-of-date medicines to the parents.
- Children are not allowed to self-administer medicines. Children who know when they need to take medication, for example those with asthma, should be encouraged to see the responsible member of staff.

#### *Children with long-term medical conditions requiring ongoing medication*

- A risk assessment is carried out for children who have long-term medical conditions and require regular medication. The risk assessment is carried out by the responsible member of staff in close cooperation with the parents
- The risk assessment includes vigorous and other activities that may give rise to health concerns for the child in question. It will also cover arrangements for taking medicine during outings and the possible need for staff to undergo training in order to understand the specific condition of the child.

- Once the risk assessment has been carried out a health care plan will be drawn up for the child detailing the exact role of the responsible member of staff, what information needs to be shared with other staff and what should be done in an emergency.

#### *Managing medicines during outings*

- Medication that needs to be administered during an outing is carried in a sealed plastic container labelled with the child's name and the name of the medicine. Inside is a copy of the parents' consent form and a card to record when the medication has been given. Upon return to the kindergarten the card is stapled to the medical record book and signed by the parent on collection of the child.
- If a child on medication needs to be taken to hospital, the medication is taken along in a sealed plastic box labelled with the child's name and the name of the medicine. Inside is a copy of the consent form signed by the parents.

### **ACCIDENTS INVOLVING STAFF OR OTHERS**

- Accidents must be entered in the Staff Accident Book.
- If a member of staff cannot continue to work due to an accident or illness, cover must be provided.

### **OUTINGS, TRIPS AND WALKS**

- Statutory adult / child ratios must be adhered to as 1:8 for kindergarten children.
- Children must have written permission (signed consent form) from a parent or carer before leaving school premises.
- Teachers organising and taking part in school visits off-site accept responsibility for the care and welfare of pupils, and they act in loco parentis. The teacher must take a contact list of all the parents/ carers, a mobile telephone, and a First Aid kit.
- It is the duty of the teacher to ensure the health and safety of all children and pupils and staff to, from and at the destination. All risks should be assessed in discussion with another member of staff. NB while many places are covered by Health and Safety regulations, remote areas will require more adults.

### **SUN PROTECTION**

In hot weather, parents/carers are encouraged to provide sunhats and sunscreen for their children and should apply sunscreen before dropping off their child/ren.

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