

## **Health and Safety Policy**

All staff are aware of and contribute to the health and safety of both the children and adults whilst they are at pre school. The pre school manager is responsible for ensuring that health and safety procedures are followed and works with the committee Health and Safety Officer to do this.

### Supervision

Adult/child ratios will always comply with the standards required by Ofsted. Ratios will be maintained during free flow outside play; staff will move between areas dependent on the distribution of children.

### Security

The exterior door must remain closed until the secure gate as been padlocked. Children are only permitted to play in the outside area once both wooden gates have been locked.

### First Aid

All staff are first aid trained and therefore there will always be will always be suitably qualified first aiders on the premises. All staff renew their training every 3 years and new members of staff are required to complete the relevant training within 3 months of commencing employment (this includes staff on temporary contracts).

The first aid equipment will be stored safely away from the children and the items are checked regularly by a qualified first aider; items will be replaced as they are used.

Staff will be deployed throughout the setting to ensure that a first aider is always with the children. We have 'first aid' help tags which the children can take to an adult in the event of an accident occurring when a member of staff is working on their own.

### Accidents

In the event of an accident involving a child, a qualified first aider will take charge of the situation. First aid will be administered as required; in the case of a more serious accident, and if time permits, the parent/carer will be contacted to agree a course of action.

However, dependent on the accident, the first aider will seek emergency aid immediately and the parent/carer will be contacted as soon as possible. The child must not be given anything to eat or drink in case this interferes with any subsequent treatment at hospital. In the event that we are unable to contact a parent/carer and the child needs hospital treatment then a member of staff will accompany the child. The child's Registration Form must be taken to the hospital with the child. The hospital will assume responsibility to act in the child's best interests.

At all times the child must be reassured (the other children in the group will also need to be kept calm). The parents/carer must also be given reassurance; care must be taken to minimise distress and alarm. Every effort will be made to maintain appropriate staffing levels.

If an adult is involved in an accident, the same procedure will be followed. If necessary, the next of kin will be contacted.

In the case of minor head injuries; parents will be given an information sheet advising them of the signs to be alert to in case the injury develops into a more serious situation.

All accidents to children or staff, however slight the injury, will be clearly recorded in the Accident Book. This record should include: date, time and nature of accident, type and location of injury, action taken at the time and subsequently and by whom, circumstances of the accident, any witnesses, other people involved (for whom a separate report will be made). The staff member who dealt with the incident and parent/carer should sign the accident report. The top copy of the entry will be given to the parent and the carbon copy is kept in a plastic wallet in the office.

The accident records for all children are kept until the child reaches 21 years of age (Limitations Act 1980). The accident records for adults are kept for 3 years after the incident (RIDDOR 1995). The records are reviewed each term to identify possible trends.

Any accident requiring treatment by a general practitioner or hospital, overnight stay in hospital, or the death of a child or adult will be reported to Ofsted (within 14 days) and to the local office of the HSE in line with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). Any update on the condition of the child/person will also be reported to RIDDOR after the original report is made. Any death, serious injury or accident of any child in our care will be reported to the Local Children's Safeguarding Board (LSCB).

'Near Miss Incidents' – an incidents which may have resulted in an accident but were avoided/averted will be recorded and then reviewed. Any identified changes will be implemented eg. relocating a piece of furniture which may have been identified as a trip hazard.

### Illness

Please refer to separate sickness policy.

### Emergency Contact Numbers

It is vital that all emergency numbers are kept up to date. Parents and carers are asked to ensure that they advise staff of new numbers; a reminder is included in the brochure and on the newsletter on a regular basis.

## Medicines

Medical information is gathered on the registration form; parents are requested to ensure that preschool is advised of any changes.

For a child on prescribed medication, it is preferable for the parent/carer to administer the medicine.

If this is not possible, then the medicine must be kept in its original container and clearly labelled with the child's name and dosage instructions. The parent/carer must complete and sign a medicine authority form for each medicine. The medication will be kept in the kitchen, either in a high level cupboard or in the fridge (in accordance with the product instruction) – the kitchen is 'out of bounds' to the children.

We are able to administer prescribed inhalers subject to the parent/carer completing the medical authority form. If a child requires any type of 'invasive' medication or needs to carry an epi-pen, this will be dealt with on an individual basis as staff will require specific training in order to comply with insurance requirements. Where necessary, guidance will be sought from the registering body.

Although, we will not normally administer non-prescribed medication, we will if necessary administer 'over the counter' medication, such as pain and fever relief. The same procedure will be followed as for prescribed medicines. We will not administer any medicines containing aspirin, unless they are specifically prescribed by a doctor.

Each administration of medicine will be recorded and the parents required to sign on the same day as the medication is administered.

Medicines which are kept at preschool will be sent home at the end of each term for parents to check expiry dates and that they are still required etc.

## Hygiene

All adults will observe and model good hygiene practice and they will ensure the children do likewise.

A child height sink is situated in the main room, along with child heights sinks in the toilets. Children will be encouraged to blow/wipe their nose when necessary and dispose of the tissue hygienically.

Protective gloves will always be used when cleaning up body fluids. Floors etc will be cleaned and disinfected.

Spare clothes are available in case of accidents. Spoiled clothes (and protective gloves) will be placed in a plastic bag.

All surfaces will be cleaned, each session, with an appropriate cleaner. All cleaning products and equipment will be stored in the kitchen and may only be used by an adult. Cleaning products will not be left unattended in the room.

Nappies – soiled nappies (and protective gloves) will be bagged and given to the child's parent for disposal at home. Nappies must not be placed in waste bins at the preschool. Please also refer to the Intimate Care Procedure.

### Equipment

The furniture, mats and utensils used in the setting will be appropriate and relevant for use by children ie. low tables, safety mats around climbing equipment, no sharp cutlery, safety scissors etc. Also refer to the Risk Assessment policy.

### Food

Fresh fruit is available daily as part of snack time. Drinking water is available to the children throughout the session.

All staff preparing food, have completed a relevant food safety course. The pre school operates a 'no nuts' policy.

Please also refer to the Food Safety Policy.

### Animals

Children will be supervised at all times with any animals that are brought into pre school. The children will be made aware that they must treat the animal gently and with respect. Anyone who has handled the animal will wash his or her hands immediately after the 'petting' session has finished.

### Smoking, Alcohol and Drugs

The pre school operates a strict no smoking policy. In addition, there is a separate policy relating to alcohol and drugs.