

Stoborough Nursery Health and Safety Policies and Procedures

UNCRC Article 3- Best Interest of the child, Article 24- Health and health services.

Health and Safety Policy

The Management Committee of Stoborough Nursery acknowledges their duties under the Health and Safety at Work Act and have produced the following Health and Safety statement:

The committee will ensure as far as practicable the health, safety and welfare at work of all staff, students and volunteers and all persons within the premises for which the committee is responsible.

Safety Procedure

The nominated person responsible for Health and Safety is Rebecca Dominy

The nominated person for Health and Safety is to carry out a Risk Assessment on a regular basis making a written record of any action required, and is also responsible for reporting to the Health and Safety Executive (HSE) under the duties imposed by The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) contact phone number 01202 667219.

Fire Policy

Stoborough Nursery aims to ensure the safety of staff and children against the risk of fire and will do all in our power to prevent such an occurrence. As part of this a fire risk assessment is carried out annually and reviewed termly.

Fire Procedure

The nominated Fire officer is the Supervisor

The nominated Fire officer to ensure that fire drill is carried out every term.

The nominated Fire officer is to ensure that checks to fire control equipment are carried out annually and record this in a logbook.

The procedure to be followed in the event of a fire to be displayed where staff, parents and children can read it.

No Smoking Policy

Stoborough Nursery does not wish to encourage children to smoke in any way or think that it is a healthy practice.

No Smoking Procedure

No smoking is permitted inside the building by parents or staff.

No smoking signs to be displayed prominently.

Should staff wish to smoke then this should only occur in any given break time outside of the school grounds.

Health Policy

Stoborough Nursery aims to provide a healthy and safe environment for the children and for the staff to work in. We will do all in our power to prevent the spread of infection and to promote good health.

Health Procedure

Infection in a Nursery can spread rapidly, not only amongst children, but also staff.

Parents are required to keep their children at home if they have any infection and to inform the Nursery Supervisor as to its nature. In the case of infectious illnesses staff will provide all parents with details of the infection.

Any child who is obviously unwell on arrival at Stoborough Nursery will not be accepted. If your child becomes unwell during the course of the day you will be contacted and, if necessary, asked to collect them. If we are unable to contact you personally we will of course telephone the other numbers that you have given us as alternatives and make the child as comfortable as possible until somebody is able to collect them. It is therefore essential that you keep your emergency contact numbers up to date.

The following procedures must be adhered to:

- **Gastric upsets** – Children must be excluded from the Nursery for 48 hours after the last attack of Diarrhoea or sickness.
- **Fever / Throat Infections** – 24 Hours after the fever has gone down.
- **Head Lice** – Any child who has head lice must not return to the Nursery until they have been treated.
- **Impetigo** – Exclusion is necessary until there is no new blistering or no new crusts are forming
- **Chicken Pox** – Minimum period of exclusion is 5 days from the onset of rash.
- **Verrucae** – Children do not need to be excluded, but the verruca must be covered with a rubber sock, waterproof plaster or clear nail varnish when the foot is going to become wet or damp.
- **Measles** – Minimum period of exclusion is 5 days from the onset of rash.
- **Meningitis** – Children can return to Nursery as soon as they feel well enough.
- **Mumps** - Minimum period of exclusion is 5 days following onset of swelling
- **Whooping Cough** - Children can return to Nursery 5 days after starting antibiotics.

Staff are also required to meet the minimum periods for exclusion.

This particularly applies to German measles, as this can be extremely harmful to expectant mothers.

If you would like more information on symptoms and incubation periods of any infectious illness please speak to staff.

In case of an emergency the Stoborough Nursery reserves the right to remove a child to Hospital. Please refer to Emergency Medical Treatment Consent Form.

Medicines Policy

Stoborough Nursery will not administer any medicines without specific written instructions from the parent. Any child that requires emergency medication e.g. asthma inhalers, epi-pens etc. **will not be accepted at nursery without their medication**. We will, however, administer sun-cream if necessary, requested and supplied by parents.

Medicines Procedure

Stoborough Nursery will administer medicine to control the effects of a non-serious illness or where a doctor has prescribed medication but only after receiving prior written instructions and consent from the parent.

Each time medication is given to a child a written record will be kept of this together with a witness' signature.

The Nursery will only administer prescribed medication which is in its original container with the child's name and the dose clearly stated.

Long Term Illness/Medicine Procedure

For children with long-term medical conditions requiring on-going medication/ medical treatment or a special diet, such as: allergies, epilepsy asthma and diabetes, a Health Care Plan will be drawn up by the setting, the child's parents/carers and other health professional where appropriate.

Where necessary, staff will be given special training in the administration of medicines or medical treatment. Training must be given by a health professional and confirmation must be provided for the setting by the health professional, that the person or persons trained are competent to perform the procedure.

HealthCare Plans and medical records will be kept secure in accordance with the Data Protection Act 1998.

An individual First Aid Action Plan will be drawn up with the parents and this will be shared with and readily accessible to all staff caring for the child.

If staff are required to administer life saving medication the nursery's insurance company will be informed. Consent to do this will be obtained from the parents.

First Aid Policy

Stoborough Nursery aims to minimise any pain or discomfort suffered by a child or member of staff whilst in our care and will do all in our power to make them comfortable as quickly as possible.

First Aid Procedure

The appointed persons for First Aid are listed on the first Aid Cupboard.

They will ensure that the First Aid box is kept well stocked is checked and re-filled when needed.

The appointed persons for First Aid will attend an appropriate course every three years so as to ensure they remain up-to date on first aid methods.

The appointed persons for First Aid will ensure a written note is made of any accidents on an accident form and that parents sign against this when collecting children to confirm they have been informed.

In the event of any serious accident/illness/deaths Stoborough nursery will immediately inform children's Services and Ofsted within fourteen days.

Parents must provide written detail of any illnesses or conditions, which the children suffer on a permanent basis together with, appropriate medication and instructions on how to administer e.g. asthma inhalers. Any child that requires emergency medication e.g. asthma inhalers, epi-pens etc. **will not be accepted at nursery without their medication**

Parents must provide details of any medication that their child is allergic to on their child's Emergency Medical Treatment Consent Form. .

Food and Drink Policy

Any snacks provided by nursery will be nutritious and as varied as possible. We also aim to reflect the multicultural and religious backgrounds of the children. We try to make snacks and meals sociable occasions with the children sitting down together in small groups. We discuss with parents children's allergies and dietary needs/preferences .

Please note nursery provides healthy snacks and tries to avoid any foods that could adversely affect the children. However, food provided may contain any of the following allergens: Cereals, crustaceans, eggs, fish, peanuts, soybeans, milk, nuts, celery, mustard, sesame, sulphur dioxide/sulphites, lupin or molluscs. Please ensure if your child has an allergy or suspect allergy to any foods please ensure nursery is made aware.

Fresh water is available and accessible by the children throughout the sessions.

Hot meals are provided by the school and meet the requirements of the Health Schools Programme.

As we promote health eating we ask that parents consider the types of food they put in their children's lunchboxes. The nursery requests that lunchboxes should not contain fizzy drinks. We advise parents to provide children with a piece of fruit and keep sugary/fatty foods to a minimum. If you require further information about healthy foods suitable for young children please ask a member of staff.

Food and Drink Procedure

Staff receive training in food hygiene.

Staff and children wash hands before touching food

Children are not allowed to swap food with others in case of food allergies.

On admittance to the setting parents are asked to provide written details of any of any dietary requirements or food allergies suffered by their child.

The sink area is to be kept clean and tidy

Rubbish bins are emptied daily.

In the event of two children being affected by food poisoning Stoborough Nursery must notify Ofsted.

Hygiene Policy

We aim to provide a clean and hygienic environment for the children and staff, which minimises the spread of infection.

Hygiene Procedure

Staff and children wash their hands after going to the toilet and before handling food.

The sandpit is checked daily and the sand changed when appropriate.

A cleaning routine is followed throughout the day to ensure the premises and equipment are kept hygienic.

Handling of Bodily Fluids

The HIV virus, like other viruses such as Hepatitis (A, B and C) are spread through bodily fluids. Hygiene precautions for dealing with bodily fluids are the same for children and adults.

Single use vinyl gloves and aprons are to be worn when changing children's nappies, pants and clothing that are soiled with blood, urine, faeces or vomit.

Protective gloves are also to be used for cleaning/slurping clothing after changing

Soiled clothing is bagged for parents/carers to collect.

Spills of blood, urine, faeces or vomit are cleared using a disinfectant solution; cloths are disposed of in the nappy bin.

Tables and other furniture or toys affected by blood, urine, faeces or vomit are cleaned using a disinfectant.

Staff and children are to wash hands after an incident

Disposal of bodily Fluids-Nappy Changing

All nappies/bodily waste is to be disposed of in the nappy bin. The content of this bin is collected weekly via a special collection service.

Changing mat is to be cleaned after use with antibacterial cleaner.

Potty is to be cleaned after use with toilet wipes.

Parent/carers are to provide adequate changes of clothes and/or nappies/'pull ups' and wipes for their child.

Young children are encouraged to take an interest in using the toilet, e.g. encourage to sit on the toilet or potty.

Used gloves and aprons are to be disposed of in the nappy bin.

Staff and children are to wash hands after toileting and nappy changing.



Health and Safety Policies and Procedures Summary

UNCRC Article 3- Best Interest of the child, Article 24-
Health and health services.

The Management Committee of Stoborough Nursery acknowledges their duties under the Health and Safety at Work Act. The Committee will ensure as far as practicable the health, safety and welfare at work of all staff, students, volunteers and all persons within the premises for which the Committee is responsible.

The designated member of staff for health and safety is: Rebecca Dominy.

To ensure the health and safety of persons within the premises regular risk assessments are carried out and recorded.

Fire Safety

The designated member of staff responsible for fire safety is: Pauline Edwards (Nursery Supervisor).

To ensure adults and children against the risk of fire:

- A fire drill is carried out each term.
- Checks to fire control equipment are made and recorded on them.
- The procedure to be followed in the event of a fire is displayed clearly on the Fire exit and is provided to all parents/carers on enrolment.
- **Smoking is not permitted inside the Nursery building or grounds.**

Health

Stoborough Nursery aims to provide a healthy and safe environment for the children and for the staff to work in. We will do all in our power to prevent the spread of infection and to promote good health.

Infection in a nursery can spread rapidly. **Parents are required to keep their child at home if they have any infection/infectious illness and to report this to the Nursery supervisor who will advise of any exclusion period necessary and inform other parents/carers. This particularly applies to German Measles, as this can be extremely harmful to expectant mothers.**

Any child who is obviously unwell on arrival at Nursery will not be accepted. If a child becomes unwell during their time at Nursery their parents/carers will be contacted and, if necessary, asked to collect their child. If the Nursery is unable to contact a child's main parent/carer additional contact numbers supplied on your enrolment form will be used. Staff will endeavor to keep any unwell child as comfortable as possible until someone is able to collect them. **It is therefore essential that emergency contact numbers are kept up to date.**

Exclusion Periods for Infections/Illnesses:	
Gastric Upsets	48 hours after the last attack of diarrhea and/or sickness.
Fever/Throat Infections	24 hours after the fever has gone down.
Head Lice	Must not return until after treatment.
Impetigo	Until there is no new blistering or no new crusts are forming.
Chicken Pox	Minimum exclusion period of 5 days from the onset of rash.
Measles	Minimum exclusion period of 5 days from the onset of rash.
Meningitis	May return as soon as feeling well enough.
Mumps	Minimum exclusion period of 5 days following onset of swelling.
Whooping Cough	May return 5 days after starting antibiotics.

In case of an emergency Stoborough Nursery reserves the right to remove a child to hospital. Please refer to Medical Consent Form.

Medicines

Stoborough Nursery will administer medicine only after receiving prior written instructions and consent from parents/carers. Each time medication is administered to a child a written record of this will be kept together with a witness' signature.

First Aid

The appointed persons for First Aid are listed on the first aid cupboard (located in the role-play corner). They ensure that the first aid box is kept well stocked, is checked and replenished as necessary.

Appointed persons for First Aid will attend an appropriate First Aid course every three years to ensure they remain up to date on First Aid methods.

A written record is kept of any accidents – parents/carers are asked to sign against this when collecting their child to confirm they have been informed of the accident. ***If a child arrives at nursery with an existing injury this may also be entered into the accident book.***

Parents are asked to provide written details of any illnesses or conditions which their child suffers from on a permanent basis together with appropriate medication and instructions on how it is to be administered, e.g. asthma inhalers.

Parents must also provide a list of any medication their child is allergic to.

In the event of any serious accident/illness/deaths Stoborough nursery will immediately inform children's Services and Ofsted within fourteen days.

Food and Drink

The Nursery aims to provide nutritious, varied snacks for the children that reflect the cultural and religious backgrounds of the children and where possible to comply with parent's/carer's wishes. We aim to make snacks and meals sociable occasions with the children sitting together in small groups.

- Staff receive training in food hygiene.
- Staff and children wash their hands before touching food.
- Children are not allowed to swap food – in case of food allergies.
- Parents must provide written details of any dietary requirements or food allergies suffered by their child.
- Fresh water is available and accessible by the children throughout the sessions.

Please note nursery provides healthy snacks and tries to avoid any foods that could adversely affect the children. However, food provided may contain any of the following allergens: Cereals, crustaceans, eggs, fish, peanuts, soybeans, milk, nuts, celery, mustard, sesame, sulphur dioxide/sulphites, lupin or molluscs. Please ensure if your child has an allergy or suspect allergies to any foods please ensure nursery is made aware.

Hygiene

- Staff and children wash their hands after going to the toilet, before handling food and after blowing or touching their nose.
- A cleaning routine is followed throughout the day to ensure the premises and equipment are kept hygienic.

Handling of Bodily Fluids

- The HIV virus, like other viruses such as Hepatitis (A, B and C) are spread through bodily fluids. Hygiene precautions for dealing with bodily fluids are the same for children and adults.
- Single use vinyl gloves and aprons are to be worn when changing children's nappies, pants and clothing that are soiled with blood, urine, faeces or vomit.
- Protective gloves are also to be used for cleaning/sludging clothing after changing
- Soiled clothing is bagged for parents/carers to collect.
- Spills of blood, urine, faeces or vomit are cleared using a disinfectant solution; cloths are disposed of in the nappy bin.
- Tables and other furniture or toys affected by blood, urine, faeces or vomit are cleaned using a disinfectant.
- Staff and children are to wash hands after an incident

Disposal of bodily Fluids-Nappy Changing

- All nappies/bodily waste is to be disposed of in the nappy bin. The content of this bin is collected weekly via a special collection service.
- Changing mat is to be cleaned after use with antibacterial cleaner.

- Potty is to be cleaned after use with toilet wipes.
- Parent/carers are to provide adequate changes of clothes and/or nappies/'pull ups' and wipes for their child.
- Young children are encouraged to take an interest in using the toilet, e.g. encourage to sit on the toilet or potty.
- Used gloves and aprons are to be disposed of in the nappy bin.
- Staff and children are to wash hands after toileting and nappy changing.

This policy was adopted at meeting of Stoborough Nursery Committee on.....

Signed on Behalf of Stoborough Nursery Committee by.....

