

## **Health & Safety Procedures**

**All staff including trainees understands and adhere to the latest Health & Safety Regulations.**

### **Accidents** *(For further details see Illness, Accident and Injury Policy)*

**On admission all parents/carers will be asked to sign a document giving permission for their child to receive treatment should they sustain a minor injury. In the event of child being seriously injured, parents will be notified immediately and the correct medical treatment administered. The signed permission form and emergency contact details will be kept in the child's personal file.**

**Should a child be involved in an accident while in our care, we will complete a form recording the incident and the treatment given for the parent /carer to sign on collection of the child; copy will be made available to allow the parent/carers a record of the incident. The circumstances of the accident with details of the any medical attention given will be written on the accident sheet. A copy will also be held in the child's personal record conforming to data protection.**

**If any child arrives at the setting with an injury this will be recorded in the child's individual file, in a brown envelope named private and confidential.**

### **First aid**

**There is a qualified first-aider on the premises at all times.**

**Each accident is dealt with in a calm and responsible manner, ensuring the child feels secure and safe. This enables cold compresses to be applied and monitoring to be carried out appropriately.**

**Gloves and a disposable apron are worn to ensure safety to all.**

**First aid boxes are accessible to all staff and contain all necessary equipment (please see contents list), only first aiders must administer bandages etc to ensure comfort to the child by ensuring appropriate methods are being used.**

**If any accident requires further medical assistance this is acted on immediately and parents/carers are contacted straight away. On children's admission parents/carers are asked to sign giving consent that their child can receive first aid.**

**Prescribed medicine will only be given to the named child this includes inhalers. Dates are always checked to ensure the medicine is in date, if a medicine is out of date it will not be given and a replacement will be asked for from the parent/carer.**

### **Risk Assessments**

**Risk assessments are completed every six months or when ever there is a change in procedures or routine.**

**The premises and equipment is checked everyday, both inside and out, for any hazards and recorded on the relevant form.**

**Hazards are dealt with immediately but in the event an immediate action is not possible a time frame will be assigned to the hazard and dealt with accordingly.**

**Children are made aware of Health & Safety issues that are relevant to them using any necessary literature material.**

### **Security**

**Access to the premises will be via a secure locked door, only to be answered by authorised person. The main doors will be locked and all outside play areas secure to ensure no unauthorised person can enter the grounds or building. Unexpected visitors are required to provide identification before entering the building. New parents interested in visiting will be required to make an appointment so they will be able to have full access when the other children are not on the premises.**

**Cleaning resources will be kept away from children, and children will only have access to the areas/rooms deemed safe.**

**All children will be signed in and out of the premises as they arrive and leave. Children are supervised at all times both inside and outside the premises and will only be released to parents/carers stated in their personal file or previously arranged by the main parent/carer on dropping them off. A password will be required with identification when a new carer collects a child for the first time.**

**If in an emergency a parent has to arrange alternative carer to collect a child, they will be required to phone before hand with the arrangements otherwise the child will not be released to an unknown carer until confirmation is received.**

**Any alterations to the authorised persons that collect your child/children will need to be updated on the child's personal file.**

### **Fire Safety**

**In event of a fire the evacuation procedure is as follows:**

- **Sound the alarm; this may be smoke alarm activating or using a whistle.**
- **Evacuate the children using the safest/nearest exit available – exits are via the back door in the kitchen, front door of the premises, side door near the stairs, and patio doors in the dining room and lounge.**
- **Babies and toddlers will be carried out of the building.**
- **Don't waste time worrying about personal belongings.**
- **Assemble at the end of the driveway.**
- **Contact the emergency services.**
- **Comfort and reassure children and check everyone is accounted for.**
- **Arrange a safe place for the children to stay until parents can collect them or until it is safe to return to the building.**
- **Follow any instructions from the Emergency Services.**
- **Do not return into the building until the Emergency Services have declared it safe to do so.**
- **Things to take as we leave:**
  - **Attendance Record for the day**
  - **Emergency Contact numbers folder**
  - **Mobile phone**

### **Fire Equipment**

**Smoke detectors**

**Fire Blanket**

**Fire Extinguishers**

### Visits and outings

As part of the children's learning and in order for us to make full use of our local community facilities, the children may be taken out for short walks and trips to venues such as the park, shops, library and collecting any older children from school.

Parent's permission will be sought for their child to be included in such outings. Parents will be notified of any visits or outings involving the transportation of children away from the main premises.

When taking a child on a trip, outings or special events, we will:

- Secure individual written consent slips signed by a parent.
- Advise parents of the time and place the visit will take place.
- Advise parents on the equipment needed for the trip i.e. coats, rucksack, packed lunch, buggies etc.

During the outing/trip:

- Arrange for a suitably trained adult to help with the outing.
- Take a register with full descriptions of the children on the trip/outing.
- Take a first aid kit.
- Anything else that deemed necessary for the comfort and safety of the trip e.g. mobile phone for emergencies.
- All children will wear a badge with an emergency contact number.

### Hygiene

All children are encouraged to wash their hands following toilet use, before eating at snack or meal times and after being outside or being involved in messy play activities.

We ensure our bathroom area is fun and exciting to encourage children to go and wash their hands without adult's instructions. Guidance and support will be given to younger children.

Children are also encouraged to:

- Wipe their nose or ask for help if younger. Babies are cared for in this area.

- **Always put used tissues in the bin/toilet.**
- **Put their hands over their mouth when coughing or sneezing.**
- **Use the toilet properly and wash their hands after use.**

### **Cleaning**

**The toilet/bathroom will be cleaned regularly, with the restocking of soap, toilet roll and towels.**

**All the tables are sprayed with anti bacterial cleanser and wiped with the 'table' cloth after each session, before and after snack and meal times.**

**Children have access to toilet facilities at all times with supervision. Hand washing will be encouraged by adults before snack and meal times.**

**Children will be changed into clean clothes if they are wet or soiled. Parents will be encouraged to bring a spare set into the setting for their child. We have some spare clothes and underwear for both boys and girls. Disposable gloves and aprons are worn during cleaning duties and nappy changing.**

**Cleaning will take place out of hours; however, on occasion it will be necessary to clean during session time when accidents occur. Cloths are colour coded, so different cloths are used in the kitchen area to the play room.**

**We obtain the latest information from the Environmental Health Department and Health Authority. Any relevant information will be shared with parents/carers via the notice board.**

### **Animals**

**Animals do live on the premises; they are kept away from areas associated with children and food preparation. We offer the opportunity to raise awareness of the needs and behaviour of animals, with consent from all parents. Children with allergies have their needs considered and are planned for.**

### **Sandpits**

The sandpit is checked regularly; sieved and replaced when necessary. Any sand that has been swept from the floor is put in the bin and never returned to the sand pit.

### **Food handling**

A suitable Food Safety Course has been attended by those preparing food on the premises. All correct procedures for food handling and storage are followed.

### **Dinners**

Dinners will be provided on the premises; designed with the individual child's needs in mind. It is ensured that the produce is always fresh and we offer a good selection of healthy dishes; following the 5 a day scheme to help our children maintain a healthy diet.

We also ensure that we follow all Food hygiene regulations and that we probe the dinners before serving to ensure it meets the correct temperature of 82 c.

### **Bottles**

Parents/carers will have choice on the product used for their child's feed whether its ready made cartons or powder to make when needed. We ask that feed is provided by the parent/carer and they will be notified when it's running low. .

We are happy to make up babies feeds with parents consent and have the equipment to do so. All our bottles are sterilised before use up until the child reaches 1 year of age, unless stated otherwise in the child's individual file.

### **Sleeping**

We offer sleeping facilities for any child either in a mattress or in a cot. We allow children to sleep at any time and for as long as required by the individual parent/carer.

### **Medicines (for further details see Medication Policy)**

A medicine book is kept to record any medicines given. Any medicines given must either be prescribed by a GP or as instructed by the parent/carer. Parents must complete a medicine form for when their child need to be given medication; clearly stating the exact dose and

time that the medication has to be given. The authorised adult administering the medication must sign and date the form.

All medicines are stored out of reach of children in the designated cupboard found in the kitchen or within the fridge on a top shelf.

The premises have a fully equipped first aid box; on the child's admission written parental consent to administer emergency first aid is obtained.

### **Smoking**

There is a strict no smoking policy for anyone entering the premises; this includes from the gate at the driveway entrance onward. All parents will be informed of this policy on their child's admission to the setting. Any person found smoking on the premises will be politely reminded of this policy; any person refusing to comply with this policy will be politely asked to leave the premises.

### **Sick children** *(For further details see Illness, Accident and Injury Policy)*

Parents and carers are asked to refrain from bringing an infectious child into the setting - please refer to our exclusion procedure for illness. During the session if a child appears to be unwell the parent/ carer will be contacted and if possible asked to collect their child. All parents will be made aware of our setting's sickness policy on their child's admission to the setting. This document can be found on the parent's notice board.

All parents are informed when there may be a risk of infection. The name and details of source of infection are held in the strictest confidence and at no time given to other parents.

Parents are to inform management of any change of details particularly emergency contact numbers; a letter displayed on the notice board makes this request.

### **Baby/nappy changing area**

Spraying the changing mat and surrounding areas are carried out with antibacterial cleanser and wiped dry using a clean piece of soft disposable cloth after every use.

**Protective apron and gloves are worn at all times.**

**Nappies are bagged in sacks and disposed of in the appropriate bin and hands are washed thoroughly after this task; again this ensures good sound role modelling.**

**The bins in the bathroom are lined with suitable liners; separate bins for general waste and nappies.**

**The bathroom floor area is swept and mopped as appropriate and both the general waste and nappy bins are emptied daily and washed out thoroughly as required.**

### **Outdoor play**

**We like to make use of the outdoor space come rain or shine, however we need to make sure all children are supervised and checked in and out of the building allowing no child to be left either inside or outside the premises alone.**

#### **Hot Weather –**

- **Parents are asked to supply their child with a high factor sun cream; this is named and kept in the medical cupboard out of children's reach.**
- **Reminders are given to parents to ask them to provide their child with a sunhat; spare hats are available for children to borrow.**
- **Sun-cream will be available for anyone who forgets their own and administered only if parents sign consent. This ensures each individual child stays safe in the sun.**
- **The hottest parts of the day will be avoided and shade will be provided.**
- **Children are encouraged to drink water regularly and sun cream reapplied throughout the day.**

#### **Wet Weather -**

- **We encourage parents to provide Wellingtons, coats and warm clothing to allow fun in the rain or snow.**
- **Children will be dressed appropriately for the weather conditions.**
- **We like children to experience jumping in puddles and playing in the rain.**

- **A spare bank of additional clothes will be available to be used in emergencies to enable all children to take part.**

### **Cleaning**

**The areas used by the children are cleaned fully every week using appropriate cleaning equipment. Any toys can be sterilised or washed will be.**

### **Sleeping**

**Sleeping area will be provided in the playroom; made as quiet and relaxing as possible.**

**Bedding and blankets will be changed after every use giving each child clean bedding to sleep on. Children will be encouraged to bring their favourite blankets or sleeping aids from home.**

### **Hot Drinks**

**All individuals within the setting must adhere to hot drinks rule. All drinks that leave the kitchen must be in a lidded safety cup. Where possible hot drinks are to be left and consumed in the kitchen, minimising any potential risk to children if they have to pass through the room.**