

St Anthony's Pre-school

LOVING. LEARNING. TOGETHER



Health and Safety Policy at St Anthony's

April 2024

It is our policy to provide a healthy and safe environment for staff and children. The nursery has regard for the Health and Safety at Work Act 1974, the Substances Hazardous to Health Regulations 2002 (COSHH) and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

At all times staff will cooperate fully in implementing health and safety initiatives. They will do everything possible to make sure injuries do not occur to themselves or to others. We expect our staff to take responsible care for their own health and safety at all times.

St Anthony's promotes a healthy lifestyle and a high standard of hygiene in its day to day work with children. This is achieved in the following ways:

Health

Food

- All meals and snacks provided will be nutritious and pay due attention to children's particular dietary requirements.
- When cooking with children as an activity, the staff will provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet.

Outdoor play

- Children will have the opportunity to play in the fresh air in the garden.
- Staff should make a safety check before taking children to the outdoor play area, looking for hazards and checking play equipment.

Illness

- Parents are asked to keep their children at home if they have any infection, and to inform the pre-school as to the nature of the infection so that we can alert other parents, and make careful observations of any child who seems unwell.
- Parents are asked not to bring into the pre-school any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.
- Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing.

If a child becomes ill whilst they are at nursery, we will take every possible step to contact the parents immediately and take responsible measures to care for the child until the parent arrives to take them home. We will expect parents to cooperate with us by not bringing children to the nursery if they are unwell and unable to cope with the busy nursery day, or if they have an infectious or contagious illness. Parents are required to contact the nursery if their child is too ill to attend. Staff will also be asked not to attend work under the same circumstances.

Medication Policy

If a child is on prescribed medication the following procedures will be followed:

- If possible, the child's parents will administer medicine. If not, then medication must be clearly labelled with child's name, dosage and any instructions.
- Written information will be obtained from the parent, giving clear instructions about the dosage and administration of the medication and permission for a member of staff to follow the instructions.
- All medications will be kept safely in the kitchen.
- With regard to the administration of life saving medication such as insulin/adrenaline injections or the use of nebulisers, the position will be clarified by reference to our insurance company, Sun Alliance, including a letter of support from the GP.
- The pre-school will ensure that the first aid equipment is kept clean and replaced as necessary. Sterile items will be kept sealed in their packages until needed.

Hygiene

To prevent the spread of all infection, the staff will ensure that the following good practises are observed:

Personal hygiene

- Hands are washed after using the toilet, before snack/lunch and when coming in from the garden.
- A large box of tissues available and children are encouraged to blow and wipe their noses when necessary. Soiled tissues will be disposed of hygienically.
- Children will be encouraged to shield their mouths when coughing.
- Hygiene rules related to bodily fluids will be followed with particular care and all staff will be aware of how infections, can be transmitted.

Cleaning and clearing

- Spare laundered pants, and other clothing, in case of accidents plus polythene bags in which to wrap soiled garments are readily available
- All tabletops will be cleaned daily with an appropriate cleaner.

Food

St Anthony's will observe current legislation regarding food hygiene, registration and training.

In particular, staff will:

- Always wash hands under running water before handling food and after using the toilet.
- Never smoke in the pre-school building or entrances.
- Never cough or sneeze over food.
- Use different cleaning cloths for kitchen and toilet areas. Antibacterial wipes to be used when cleaning the toilets.
- Wash fresh fruits and vegetables thoroughly before use

Safety

The safety of young children and staff is of paramount importance. In order to maintain this, we at St. Anthony's will ensure that:

The first aid box is always available which is stocked according to official requirements. There is a first aid box located by the theme box and in the kitchen. It is the responsibility of the workplace first aider to regularly check the contents and order new stock if necessary. A first aid bag is also taken on nursery outings along with any emergency medication and action plans.

- All children are supervised by staff at all times and will always be within sight of an adult.
- A book is available at each session for the reporting of any accident/incident.
- Regular safety monitoring will include checking of the accident and confidential Supervisor's Day book.
- All staff are aware of the system in operation for children's arrivals and departures and a member of staff will be at the door during these periods.
- Children will leave the group only with their parents or authorised adults.
- Safety checks on the premises are made at the beginning of each day.
- Equipment is checked regularly and any dangerous items repaired or discarded.
- The layout and space ratios allow children to move safely and freely between activities.
- Fire heaters are adequately guarded.
- All dangerous materials, including medicines and cleaning materials are stored out of reach of children.
- Children do not have access to kitchens or any cupboards storing hazardous materials.
- Fire drills are held at least once a term.

- A register of both adults and children is completed as people arrive so that a complete record of all those present is available in any emergency
- A correctly stocked first aid box is available at all times.
- Fire extinguishers are checked annually.
- Large equipment is erected with care and checked regularly.
- On outings, the adult: child ratio will be at least one to two.

Procedure to be followed in the event of an accident

If a child or member of staff has an accident they will receive first aid by a member of staff or a first aider, at the discretion of a qualified member of staff in the room.

Gloves will be worn when dealing with blood or any other bodily fluids.

The wound will be cleaned and sterile cloths or a cold compress applied. No ointments will be used and plasters will only be applied with permission from the parents.

The manager or person in charge will make the decision as to whether hospital attention is needed and take the necessary action to get the person/child to the hospital. A member of staff will accompany the injured child to the hospital along with details of the child (i.e. name, address, d.o.b. any allergies etc.) and the signed emergency treatment form. The member of staff will stay with the child at all times until the parent arrives

Staff at the Pre-school will make every effort to contact the parents/carer and inform them of the situation immediately. Once the parent/carer arrives at the hospital, the member of staff may then return to the Pre-school.

An accident form will be completed in the usual way and an incident form will then be completed and forwarded to the Health and Safety Officer at the university. A report of the accident will also be forwarded to Ofsted and the RIDDOR 95 Incident Contact Centre if necessary.

An accident book is available which must be filled in if any child or member of staff sustains an injury whilst on the premises. Details of how, when, where and to whom the accident happened must be recorded by the member of staff who saw and dealt with the injury. The treatment given must also be recorded. The child's parent will be shown this information when the child is collected from nursery and requested to sign the form. If a child's injury is more serious than the everyday bumps and bruises, the parent will be contacted immediately and informed of the situation. Accident records are reviewed regularly during senior meetings.