



# ST GEORGE'S PRE-SCHOOL HINTON ST GEORGE

Website: <http://saintgeorgespreschool.co.uk>

## Health and Safety Policies and Procedures

### Health and Safety Policy

The Committee of the Pre-School in acknowledging their duties under the Health and Safety at Work Act 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 Health and Safety officer is Susan Alison Pike.

Nominated Health and Safety officer to carry out a Risk Assessment on a regular basis making a written record of any action required. Also being 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 0845 300 9923.

### Fire Policy

We aim 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.

### Fire Procedure

The nominated Fire officer(s) is Sharron Ricketts.

The nominated Fire officer(s) to ensure that fire drills are carried out once every half term.

The nominated Fire officer(s) to check smoke detectors and fire control equipment every month 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

We do 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 building and not in view of the children.

### **Access Policy**

We aim to ensure that all children attending the Pre-school are kept safe and secure.

### **Access Procedure**

The doors to the Pre-School will be locked at all times and parents/carers will need to use the front door intercom upon arrival, to gain access.

Children will not be allowed to leave the Group with anybody but their parents/carers unless previous authority in writing has been received allowing another person to collect.

### **Health Policy**

We aim 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 Pre-School 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 Pre-School Supervisor as to the nature of the infection to enable other Parents to be alerted.

Any child who is obviously unwell on arrival at Pre-School 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. 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 our emergency contact numbers up to date.

The following procedures must be adhered to:

- **Gastric Upsets** - Children must be excluded from the Pre-School/Nursery for 48 hours after the last attack of Diarrhoea or sickness.
- **Fever/Throat Infections** - 24 Hours after the fever has gone down.
- **Impetigo** - Exclusion is necessary until there is no new blistering or no new crusts are forming.
- **Chicken Pox** - Children may return to pre-school once the last pox have scabbed over.
- **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 Pre-School 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 Pre-School 5 days after starting antibiotics.

All infectious illnesses must be reported to the Pre-School Supervisor who will advise on the exclusion period necessary, and inform other parents. (This also applies to all staff)

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 Pre-School reserves the right to remove a child to Hospital. Please refer to Parent Contract.

### **Medicines Policy**

We will not store or administer drugs on parents' behalf. Where a child needs to take medicine during the day parents are encouraged to time it so that it can be taken just before pre-school and/or just after. Doctors are usually able to help with appropriate doses. Alternatively parents are welcome to come to pre-school to give the medicine themselves. Parents are reminded that children who are unwell should not be sent to pre-school. 'Exceptions' to this policy are made for children who have more complex health needs - for example use of an inhaler, epi-pen etc.

We will, however, administer sun-cream if necessary unless parents instruct us otherwise.

Any member of staff who agrees to accept responsibility for administering prescribed medication to a child must have training and guidance so that they feel fully confident to carry out these responsibilities. The type of training necessary will depend upon the 'exceptional' case.

### **Medicines Procedure**

Each time medication is given to a child (for example inhaler) with regard to previously arranged 'exceptions' a written record will be kept of this together with a witness' signature.

### **First Aid Policy**

We aim 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 person(s) for First Aid are Sharron Ricketts, Louisa Turvey & Sharon Vickery

He /she will ensure that the First Aid box is kept well stocked and is checked and re-filled every half term.

The appointed person(s) for First Aid will attend an appropriate course every 3 years so as to ensure they remain up-to date on first aid methods.

The appointed person(s) for First Aid will ensure a written note is made of any accidents in the accident book and that parents sign against this when collecting children to confirm they have been informed.

Parents to 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.

Parents to provide a list of any medication the child is allergic to.

### **Food and Drink Policy**

Any snacks and meals provided will be nutritious and as varied as possible. We also aim to reflect the multicultural and religious backgrounds of the children, and where possible to comply with parent's

wishes. We try to make snacks and meals sociable occasions with the children sitting down together in small groups.

### **Food and Drink Procedure**

Staff and children to wash hands before touching food.

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

Page 3 of 4

Parents to provide written detail of any food allergies suffered by the child

Kitchens to be kept clean and tidy

Rubbish bins to be emptied regularly

### **Hygiene Policy**

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

### **Hygiene Procedure**

Hand hygiene

- Use liquid soap
- Use paper towels
- Ensure staff and children wash hands when needed e.g. when visibly dirty, after using the toilet, sneezing or blowing nose, after contact with blood/bodily fluids, before and after handling food, before and after changing nappies/handling potties, before and after dressing a wound, giving any medication, after touching any potentially contaminated surface (e.g. drains, cleaning cloths etc).
- Supervise children hand washing and demonstrate good hand washing, taking into account children's developing independence.

### **Toilet hygiene**

- Toilets should be checked regularly and disinfected and cleaned where necessary
- Toilet flush handles, taps, door knobs and waste bins should be cleaned and disinfected regularly.
- Toilet training equipment (e.g. potties) should be sluiced in the toilet and then cleaned and disinfected after every use.
- Encourage the children to tell staff if the toilet/wash room is dirty
- Cleaning
- Use disposable cleaning cloths
- Wash hands after cleaning
- Do not use toilet cleaning cloths in other parts of the setting if re-using
- If mops are used to clean up bodily fluids, they must be cleaned in a designated sink (not one used for food prep) , rinsed with disinfectant and dried as soon as possible

### **Sandpits**

Regular checks to be carried out on any sandpits and the sand changed when appropriate.

### **Cleaning routine**

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

**This Policy was updated and re-adopted by the committee members of St George's Pre-school at a Policy Meeting held on 27<sup>th</sup> April 2010**

**Helen Harding (Chair) .....**

**Gilly Jaffé (Secretary).....**