

Hillside Pre-School and Early Learning Group

Policies and Procedures

Health and Safety Policies and Procedures

The Manager and Committee of the childcare setting in acknowledging their duties under the Health and Safety at Work Act have produced the following Health and Safety statement.

The Manager and 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 they are responsible.

The nominated Health and Safety Officer is Mrs E Ford.

The nominated Health and Safety officer will 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

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. Children will have the opportunity to play outdoors in the fresh air throughout the year.

Accidents which occur in the setting indoors and outdoors will be recorded in the accident book. All other hazards including chemical spillage and faulty equipment should be reported to the manager, recorded and action taken is noted. Where necessary COSHH sheets would be consulted.

Health Procedure

Infection and viruses in a childcare provision can spread rapidly, not only amongst children but also staff. In the event of a notifiable outbreak (such as Scarlet Fever, German Measles or a current viral pandemic) we will encourage parents to adhere to current Public Health England (PHE) guidance.

Parents are required to keep their children at home if they have any infection and to inform the Pre-School Manager or 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 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.

Page 1 of 7 Updated February 2020

The childcare provision, where appropriate, applies to Hillside Pre-School, After School Club and Breakfast Club

A copy of the latest policies and procedures is displayed in the Pre-School and available for staff and visitors

Hillside Pre-School and Early Learning Group

Policies and Procedures

The following infection procedures must be adhered to:

- **Gastric Upsets** – Children must be excluded from the Pre-school for 48 hours after the last attack of diarrhoea or sickness.
- **Fever/Throat Infections** – 24 hours after the fever has done down.
- **Head Lice** - Any child who has head lice must not return to the Pre-school 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 or until all spots are dry.
- **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.
- **Conjunctivitis** - Children can return to pre-school once the eye is clear of inflammation or discharge. We would remind parents it is highly contagious and can result in an epidemic, particularly with children of pre-school age.
- **Slapped Cheek (also known as Parvovirus or Fifth disease)**- Children should not be excluded with the rash on their face as the child is only infectious before the rash appears. An exception to this would be if the child was unwell in their selves.
- **Scarlet Fever** - Children with should stay away for 24 hours after starting antibiotics. If not on antibiotics, the minimum period of exclusion is 2 weeks.

All infectious illnesses must be reported to the Pre-school Manager or Supervisor who will advise on the exclusion period necessary, and inform other parents. This particularly applies to **German Measles and Slapped Cheek**, as both of these illnesses can be extremely harmful to expectant mothers and those with a low immune system. The pre-school would put out a notice informing parents if a case of either illness was reported.

In case of an emergency the Pre-school reserves the right to remove a child to Hospital.

Page 2 of 7 Updated February 2020

The childcare provision, where appropriate, applies to Hillside Pre-School, After School Club and Breakfast Club

A copy of the latest policies and procedures is displayed in the Pre-School and available for staff and visitors

Hillside Pre-School and Early Learning Group

Policies and Procedures

Medicines Policy

We will not administer any medicines without specific written instructions from the parent. Any medication such as inhalers for asthma, will be kept in the kitchen area in the first aid cupboard (not accessible to children)

Medicine Procedure

We 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. With regard to administration of life saving medications such as insulin/adrenaline injections or use of nebulisers, the position will be clarified by the Pre-school Insurance Co.

Each time medication is given to a child a written record will be kept of this together with parental signature acknowledging medication given when child is collect.

Antibiotics will not be administered at pre-school unless the child is attending more than four hours.

Access Procedure

The doors to the Group will be locked at all times and parents/carers will need to ring the bell 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. A collection form will be completed by the parent/carer.

In an emergency the Group will accept a telephone call as authority.

In the event of an emergency, for example a gas leak, where by children and staff are contained in the building parents of children would be contacted and advice of professional sought.

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.

The procedure to be followed in the event of a fire is displayed by both exit doors and in the entrance hall. Fire extinguishers are checked annually.

Fire drills should be held at least once a term.

Mrs E Ford is the trained fire safety officer.

Page 3 of 7 Updated February 2020

The childcare provision, where appropriate, applies to Hillside Pre-School, After School Club and Breakfast Club

A copy of the latest policies and procedures is displayed in the Pre-School and available for staff and visitors

Hillside Pre-School and Early Learning Group

Policies and Procedures

No Smoking Policy/Procedure

We do not wish to encourage children to smoke in any way or think that it is a healthy practice. No smoking is permitted inside the building by parents or staff. Staff may smoke outside of the school premises and not during work time.

Lock Down Policy

We recognise the potentially serious risks to children, staff and visitors in emergency or harmful situations. A Lock Down may take place where there is perceived risk of threat to the pre-school. Our staff will act to ensure the safety of all persons in the setting in the following situations:

- In the event that unauthorised person(s) considered dangerous are on school grounds.
- In instances, including domestic breakdowns where estranged parties are attempting to abduct children.
- In instances where a threat to the well-being others comes from within the setting.
- In emergency situations within the environment of the setting where there is a potential risk from spills or poisonous fumes.

Lock Down Procedure

In the event of an unknown person(s) trying to gain access to our pre-school through our secure playground (accessible only through intercom, remote locking system) or notification from the First school that there is an intruder(s) on the school grounds, these are the procedures that we would follow:

- A command of "Lock down, Lock down" would be given by the senior member of staff.
- Staff will guide all children into the building, if they are outside and doors and windows locked. Where possible, children will be kept safe in their appropriate classroom. If the threat escalated, all children will be escorted into the kitchen area. The senior member of staff will decide where safest place is to be – dependant on the circumstances.
- If the threat comes from within the building, children will be kept outside and escorted to the assembly point in the playground. If the children are in the building, they will escorted to the assembly point where possible. If however, this is not safe, the children would be escorted into the kitchen (as above).

Page 4 of 7 Updated February 2020

The childcare provision, where appropriate, applies to Hillside Pre-School, After School Club and Breakfast Club

A copy of the latest policies and procedures is displayed in the Pre-School and available for staff and visitors

Hillside Pre-School and Early Learning Group

Policies and Procedures

- A head count will be taken from the registers and visitors book, to ensure all children, staff and visitors are accounted for.
- Emergency services will be notified immediately.
- Children will supervised, ensuring they remain sitting quietly.
- No one should be allowed out of the safe area during the lock down procedure, with the exception of the building being on fire, until advised by the police or emergency services.
- After the lock down, the senior staff member will log the incident and inform the relevant authorities, parents and carers. The incident will be investigated, polices reviewed and risk assessments undertaken if necessary.

In the event of a lock down, parents will be notified as soon as it is safe to do so. It is essential that the guidance from emergency services is followed, to keep all in lock down safe from harm, until the all clear is given.

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

A list of qualified First Aid providers will be displayed. Qualifications will be renewed every 3 years.

The First Aid box is kept well stocked and is checked and re-filled as necessary.

The First Aider dealing with the incident 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, for example asthma inhalers. Parents to provide a list of any medication the child is allergic to. All staff will be made aware.

Fractures

Where a child has broken a bone and is wearing a cast of any kind we would ask parents to seek medical advice as to whether or not the child should be in pre-school. In each instance however the child would not be allowed to join in physical play outdoors.

Page 5 of 7 Updated February 2020

The childcare provision, where appropriate, applies to Hillside Pre-School, After School Club and Breakfast Club

A copy of the latest policies and procedures is displayed in the Pre-School and available for staff and visitors

Hillside Pre-School and Early Learning Group

Policies and Procedures

Food and Drink Policy

When cooking with children as an activity the adults will provide health wholesome food promoting and extending children's understanding of a healthy diet reflecting multi-cultural and religious backgrounds of the children.

Food and Drink Policy and Procedure

- Staff and children to wash hands before touching food.
- Children not to swap food with others in case of food allergies.
- Parents to provide written details of any food allergies suffered by the child.
- Kitchen areas to be kept clean and tidy
- Rubbish bins to be emptied daily.
- A healthy snack will be provided by the Pre-school consisting mainly of fruit, raisins and bread sticks. On occasions alternatives such as cheese and crackers are also offered.
- Milk is available at snack times. Water is available at all times
- Children will sit and eat their snack, and are encouraged to use good manners such as 'please' and 'thank you'.

Hygiene Procedure

Hand Hygiene

- Use liquid soap and 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.

Cleaning

- Use disposable cleaning cloths
- Wash hands after cleaning

Page 6 of 7 Updated February 2020

The childcare provision, where appropriate, applies to Hillside Pre-School, After School Club and Breakfast Club

A copy of the latest policies and procedures is displayed in the Pre-School and available for staff and visitors

Hillside Pre-School and Early Learning Group

Policies and Procedures

- 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.

Nappies

- Ensure you have all the equipment you need and access to water before you being each nappy change: Waterproof changing mat, disposable paper towels, nappy sacks, wipes, gloves, disposable apron, change of clothes for the child (if required), fresh nappy/pull-ups/pants.
- Use waterproof changing mat with disposable paper towel protection changing towels after each child and throwing away old ones
- Wash hands before and after each nappy change
- Wear disposable gloves
- Put soiled nappies in disposable sack
- Nappies will be returned to parents for disposal

Sandpits

Regular check 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. The pre-school is thoroughly cleaned daily.

Links to The Early Years Foundation Stage
A Unique Child 1.3 Keeping Safe
A Unique Child 1.4 Health and Well-being

Page 7 of 7 Updated February 2020

The childcare provision, where appropriate, applies to Hillside Pre-School, After School Club and Breakfast Club

A copy of the latest policies and procedures is displayed in the Pre-School and available for staff and visitors