

# *Hillside Pre-School and Early Learning Group Policies and Procedures*

## **Health and Safety Policies and Procedures – including Covid 19 and infectious diseases.**

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 10 Updated September 2020**

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# *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.**

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### **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.

We will do all in our power to look after and supervise children whilst in our care. It is essential that these guidelines are followed, to protect children, parents and staff in the setting. This risk assessment will be regularly reviewed, in line with updated Government advice.

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# *Hillside Pre-School and Early Learning Group*

## *Policies and Procedures*

### **Covid 19 (Coronavirus) policy and procedures/risk assessment**

#### **All staff will -**

Observe social distancing from each other and where possible will work with the same children and staff each week.

Wear disposable aprons and gloves and face masks if a child becomes ill or has a toileting accident or any other accident of any kind.

Continually wash their hands using soap or anti-bacterial gel.

Contact parents immediately if a child shows signs of being unwell and ask that the child be collected. The child will be isolated until collection, supervised by a member of staff.

Accept children at the main entrance at the start of each session. At home time, to minimise risk, Ladybirds children will leave from their side door, and Butterflies children will leave from the main entrance.

Talk to parents while observing social distancing, parents will not be allowed into the classroom at home time.

Wash and disinfect our toys and equipment on a regular basis. Activities such as play dough, dressing up, play food equipment and soft furnishings will be minimised – depending on virus infection rates.

#### **Staff will not-**

Be able to take a crying child from a parent.

Be able to apply sun protection cream. (parents should apply this before child comes to preschool).

#### **All children will -**

Use the hand sanitising gel on entering preschool and wash hands thoroughly at more regular intervals; such as before eating, after using the toilet and when moving between activities.

Be kept in consistent groups where possible.

Social distancing will be encouraged by sitting 1 metre apart at activities including register, singing and story time. At snack and lunch times, children will be sat next to each other, and not opposite one another.

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### **Pre-school parents will**

At 9am, when bringing their children to preschool, parents will queue along the side path (alongside the cycle shed) observing social distancing. **It is important to not arrive before this time, as children and parents of the First School will be leaving the site.**

Parents will enter the premises with their children through the main entrance at the start of each session and will use the hand sanitising gel provided at our entrance.

When parents depart they must leave through the car park area, so creating a one way system. Parents will be encouraged to leave promptly, if there are any issues that need addressing then a member of staff will contact the parent by telephone. If a parent needs to talk to their child's key-person then they should make an appointment.

Wear a mask when entering the pre-school classrooms. We recognise that parents may have to enter our classrooms to settle their young children however, for the safety of children, staff and other parents we will ask you to wear a mask or face covering inside.

Collect their child in turn from Ladybirds side door (Ladybirds children), or the main entrance (Butterflies children), and then leave via the car park - creating a one way system and observing social distancing. At 2.45pm, parents must collect their child promptly and leave the school site. If you have a child attending the First school then you must still leave the school grounds and re-enter at your designated time.

On arrival and departure, parents must hold their child's hand and not allow them to play in the cycle shed area and car park, and not on the playground or with other children until they enter preschool.

Be available (or have someone available) to collect their child at short notice if their child becomes ill.

Accept that it will be impossible for children to social distance at all times.

Send in a coat if needed and a sun hat on sunny/hot days – all belongings must be clearly named.

Parents should discourage their child from bringing in any toys etc from home.

Contact preschool (01202 820679 or email [office@hillsideps.plus.com](mailto:office@hillsideps.plus.com)) if their child is unwell or can not attend preschool for any reason.

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### **Breakfast and After School Parents will**

On arrival at Breakfast club, parents will ring our doorbell and wait for a member of staff to collect their child from the main entrance door. Parents will not be permitted to enter the pre-school building. Parents must queue with their child, observing social distancing at all times.

Upon collection from After School Club, parents will ring the intercom bell and wait for their child to be brought to them. If it is raining, parents can wait under the shelter and their child will be brought out to them through the Ladybirds classroom. The staff member will sign the child out of the register at this point. Parents must observe social distancing when collecting their child.

At Breakfast and After School clubs, the children will be served their food by a member of staff. They will be sat next to each other (not opposite) and will be kept in consistent groups wherever possible.

However, parents should recognise and accept that it is not possible to keep children in their separate year group bubbles.

Parents must ensure that all belongings are clearly named and are kept to a minimum.

### **All parents (Pre-school, Breakfast and After School clubs) will not -**

**Send any child to preschool who exhibits any sign of illness, for example, cold symptoms, cough, upset stomach or high temperature.**

**Children requiring Calpol (or similar) should not attend.**

**Children should be kept away from preschool for 48 hours if they have an upset stomach or sickness.**

**Parents must advise the pre-school immediately if the child or any member of their family are displaying any symptoms relating to Covid-19 (Coronavirus), or have tested positive. Families must self-isolate and children should not attend Pre-school for a minimum of seven days. This is subject to current Government guidance, which may change as the pandemic progresses.**

# *Hillside Pre-School and Early Learning Group*

## *Policies and Procedures*

### **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.**

### **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.

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- 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 be escorted to the assembly point where possible. If however, this is not safe, the children would be escorted into the kitchen (as above).
- 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 be 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, police 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.

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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.

### **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.

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### **Toilet Hygiene**

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- 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
- 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

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