



St Elizabeth's Nursery

Health and Safety Policy

Statement of Intent & Aims

We believe that the Health and Safety of children is of paramount importance. We endeavour to ensure that our nursery is a safe and healthy place for children, parents, staff and visitors.

The Nursery Manager is responsible for making all staff and volunteers aware of the Health and Safety Policy. They also ensure that the staff and volunteers have received full instructions and information required for carrying out day to day health and safety checks.

Mrs Delia Garitta, **Nursery Manager**, holds the relevant certificates: **COSHH, Health and Safety, Infectious Diseases, Fire Warden, First Aid and Food Safety.**

Miss Liz Rose, **Deputy Manager**, holds the relevant certificates: **Fire Warden, First Aid and Food Safety.**

Miss Lucy Steward, **Nursery Practitioner**, holds the relevant certificates: **First Aid.**

We aim to prevent the spread of illness and infection in our nursery. We follow the Health Protection Agency (HPA poster in Kitchen and Disadvantage toilet) Guidance for Control of infectious diseases.

While respecting confidentiality of the individual, we make parents aware when a child in nursery has a potentially infectious condition so that parents can observe their own children for symptoms. Ofsted is notified of any infectious diseases which are deemed notifiable.

A child who has suffered sickness and/or diarrhoea should not be brought into the nursery for 48 hours after the last bout.

A child should not be sent back to nursery until s/he is well enough.

A child who is taking antibiotics should not normally attend nursery **for the first 48 hours**. On a doctor's instruction, we will administer prescription medicine. The child's prescribed medicine will be in the original container, clearly labelled with the child's name and kept out of reach of the children. Parents must sign the 'Parental agreement to administer medicine/cream/lotion' form before any medicine is administered.

A record of the administration of the medication will be kept by the nursery. Where the administration of the medication requires training, this must be obtained from a health professional before the child can attend nursery; for example, epi-pen use.

Accidents

Our first aid kits are kept: one on a shelf by the shower door, out of reach of children but easily accessible to adults; one in the disabled toilet at child's level; one in the outdoor area and one in the kitchen. Miss Michelle is responsible for checking and maintaining the first aid boxes once every half term and restocking as necessary. Parents give their written permission for the nursery

staff to seek emergency medical advice or treatment. The Accident Book is written up after all accidents and parents countersign the forms. Ofsted is notified of any serious accident, illness, injury to or death of any child while in our care of the action taken. Local Child Protection Agencies are also notified and we must act on any advice from those agencies.

Risk Assessment

Risk assessments are carried out daily before the children arrive and as necessary. Any problems are reported to the management committee who then approves the action to be taken. All resources and materials accessible to children are stored safely. The layout of the nursery allows the children and adults to move safely around activities. The outdoor slide is built onto safety surface and children are taught how to play safely on the frame. The children are not left alone at any time and the child/staff ratio is always maintained.

Hygiene

The cleanliness of the nursery is checked each morning as are the toilets and all accessible areas. At the end of each day, a cleaner hovers and washes the floor, washes and disinfects the toilets, washes the tables and wipes all surfaces.

The children have a routine, which is adult supervised, of hand washing before eating snacks, before lunch time, before cooking activities. Tablecloths are provided to cover the tables during lunch time, snack time and they are washed every week or as needed. The food preparation area is wiped before and after each use and all hands are washed before any food preparation takes place. Disposable blue gloves are available. Colour coded plastic boards are used to prepare the food and the stock of food items are checked each day. All cups are washed in the dishwasher at the end of each day. Children with food allergies are allocated a particular table and kept away from any food that might cause a reaction. All ingredients are checked for allergy inducing substances. Children are taught to wash hands after toileting and before eating.

Staff dealing with toileting accidents or other bodily fluids wears disposable aprons and gloves and dispose of the waste to ensure no cross infection.

Emergency Procedures: Fire Evacuation

The Nursery Manager and the Health and Safety Officer (**Mrs Jane Hines – Head of St Elizabeth's Primary School**) are responsible for ensuring that all staff, volunteers and children are aware of the emergency procedures for the setting. The evacuation plan is located around the nursery (main door, playroom, kitchen and toilet), and the fire exits are all clearly shown. The evacuation route is checked for clear passage throughout the day. The whole school carries out a fire drill at least once a term and this drill includes the nursery. The nursery also practises fire drills independently during afternoon sessions. We regularly reinforce fire safety awareness throughout the year.

Mobile phone

Parents are kindly reminded not to use mobile phone at dropping off and collecting time.

Security

We are situated between St Elizabeth's infant and junior playgrounds.

Gates opening and closing time:

- The main gate opens at 9:00 am and is locked at 9:10 after dropping off time.
- 12:00 for dropping off and picking up times for children leaving after lunch time.
- Gates re-opens at 3pm for the end of the day picking up.

The nursery has two extra gates which one is kept locked during our session (to junior playground) the other is not locked (fire route to infant playground). Any visitors to the nursery must use the video-intercom/buzzer system which is linked to the nursery setting.

All staff and volunteers have current DBS checks and any parent volunteer who has not received a DBS check may not be left alone with the children.

Adults Collecting Children from nursery: Proof of ID

If someone other than the parents or main carer is to collect a child we must receive written permission for the arrangement. A telephone call will **not** suffice. If nursery staff do not know the person who will be collecting the child, then please do one of the following:

Introduce the members of staff to the person face to face

Or

Email a recent photography with the full name of the person collecting the child **and** that person to provide a PHOTO ID at collection

These arrangements are for the safety of the children and are communicated to all nursery parents.

Educational Visits

Parents must sign a pro forma permission slip for their child to be allowed to be taken off the premises. They are given all relevant information about the educational visit and the area of interest we will be covering. Staff/child ratio is always well within the Ofsted statutory requirements.

The manager is responsible for taking a register of the children, staff and volunteers taking part and ensuring that a first aid kit, emergency contact numbers, spare clothing and any necessary medical equipment are available. The children wear a visible jacket with the school contact details when on an educational outing.

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