

# Woodentops Preschool

## 11- Health & Safety Policy

**Aim:** To provide an environment where hazards and risks are identified and dealt with swiftly so children can play and learn in a safe environment. Encourage children to manage risk taking and keeping themselves safe.

By ensuring the premises are kept clean and tidy and by including children in hygienic procedures, we believe children can develop healthy practices which they will abide by into adulthood.

**Karen Armstrong** is our Health & Safety representative.

### Keeping Children Safe

- The entrance door has a sliding lock to prevent children leaving without adult supervision or unauthorised adults entering the preschool and is only opened by a member of staff. Children learn that only adults open the door.
- Parents/carers/visitors must **NOT** unlock the door, they must wait for a staff member to open the door when leaving the building; this is to keep all our children safe.
- Safety equipment suitable for the age and development of the children is in place e.g. safety gate, cupboard locks etc.
- All equipment and toys are regularly checked and are removed/replaced/repared if observed to be soiled/faulty.
- All car seats used are suitable for the weight of the child and cars have business insurance.
- Cleaning products and sharp objects such as knives are kept up high or out of the reach of children.
- All toys and equipment meet British and European Standards of safety.
- Smoke alarms are regularly checked by the football club.
- An emergency evacuation plan is known to all staff. Exits are kept obstruction free.
- Regular fire drills are carried out with all children so that they can respond and evacuate the preschool quickly in the event of an emergency.
- The garden is totally enclosed with removable lock that only adults undo.
- Garden tools and pesticides are kept locked away (this is the Football clubs responsibility).
- There are no poisonous or very prickly plants within reach of children.
- Any low level glass in the play house and shed is acrylic plastic, this area is not accessible to the children.
- Pathways are maintained to ensure they are secure and level by the football club.
- When cutting the grass the football club groundsmen always check that it is safe to do so if preschool is open.

### Health procedures

- We are registered with the local Environmental Health Department.
- Foods are prepared, stored and cooked following the 'Safer Food Better Business for Childminders' guidance (we use this as it is more applicable to our small setting) produced by the Food Standards Agency. This includes storing foods according to the manufacturer's recommendations and the use of fridge and freezer storage which has the temperature monitored regularly.
- Separate chopping boards are used for raw and cooked meat and all food preparation surfaces are cleaned with anti-bacterial cleaner before and after use.
- Children are taught to wash their hands before eating, after using the toilet, playing with pets, messy play, etc. The children know why they wash their hands.
- Children and adults use paper hand towels to dry hands to help prevent the spread of infection.
- The nappy changing mat is cleaned after each use. Disposable gloves and aprons are available for staff to use. Hands are washed after nappy changes

- Toilets are cleaned daily with anti-bacterial cleaner and checked regularly. Floors are kept clean by vacuuming, sweeping or mopping on a regular basis and as needed.
- Any spills or fluids including bodily fluids are cleaned up immediately using the absorbent granules and the area disinfected if appropriate.

### **Sun Protection Policy**

The damaging effects of exposure to the sun on young skin have been well documented. We will do everything we can, working in partnership with you, to ensure that your child is protected. We will need you to:

- Apply sun cream to your child prior to attending preschool that day.
- Provide high factor sun cream suitable for your child.
- Sun hat (preferably a legionnaire's hat to protect the neck), we do have spares.
- A thin top/cardigan/t-shirt with long sleeves

Preschool have factor 50 sun cream so we can top up in the afternoon, parents need to sign the consent form for us to use it on their child.

We will ensure that your child uses the sun cream that you have provided and wears the hat. We will also avoid spending prolonged periods of time outdoors during the hottest part of the day, and when out will protect your child by creating shady areas. We will encourage your child to drink water regularly to prevent dehydration, we have accessible jugs and cups so children can help themselves to the water.

### **Smoking Policy**

In accordance with the EYFS (2017) we have a no smoking policy in our preschool. No one is permitted to smoke in our preschool or outside in the garden. We will not take the children into smoky environments and will avoid places that permit smoking wherever possible.

### **Dental Hygiene Policy**

Recent research shows that 38 % of five year olds in England had experienced tooth decay. We are very aware of the need to follow good oral hygiene practices and to avoid eating foods and drinks with high sugar content. We provide food that is fresh, mainly fruit and vegetables with a variety of products that have no or reduced sugar content. We follow the guidelines of the Healthy eating Award.

Further information and support can be found on the website: [www.stop-the-rot.co.uk](http://www.stop-the-rot.co.uk)

### **Medication**

Under the EYFS (2014) we must have a procedure in place for administering medicines.

#### **Prescribed medication: -**

If your child needs to take medication prescribed by a Doctor, we will need a signed Prescribed Medication form. All medicine given to us to administer must be in its original bottle/container and not decanted. It must have the manufacturers guidelines on it with the details from the Doctor/pharmacy. If your child has not had antibiotics before, they must stay at home for 48 hours in case of reaction to the antibiotics.

If your child has a self-held medication, such as an asthma puffer, please obtain an additional one for us to keep at preschool.

If your child has acute allergies and needs an epipen, please discuss the matter with us. We have had additional training to administer the epipen.

We will ensure that all medication given to us will be stored correctly and we will check that it is still within its expiry date before administering.

**Non-Prescribed medication: -**

If a child needs Childrens paracetamol or ibuprofen (nurofen) on a regular basis, he/she must remain at home. If your child has had Childrens paracetamol or ibuprofen (nurofen) to help them with a cold, they can only stay at preschool for a maximum of 4 hours. We do not give non-prescribed medicines.

We are a well-child setting and must ensure we keep all the children we care for healthy and safe as far as possible from illnesses.

It is vital that you inform us of any medication you may have given your child before they arrive into our care. We need to know what medicine they have had, the dose and time given. Please write it in the diary.

Children are **NOT** given any Aspirin based medicines.

**Please note:** we will not administer any medication that your child has not previously taken. This is in case of an allergic reaction.

This policy was reviewed on	
Signed on behalf of the preschool	
Date for review	