

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. Encouraging 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

- Children access and exit Woodentops through the sliding doors in the office.
- These doors are kept locked throughout the working day 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.
- During Covid parents/ carers and visitors are asked not to touch the door from the outside and to remain behind the metal gates.
- 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/repaired/cleaned if observed to be soiled/faulty.
- 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.
- Fire extinguishers are checked annually by outside agency employed by 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** staff 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.
- 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 storage which has the temperature monitored regularly.
- Chopping boards are used for preparing food 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
- We have factor 50 sun cream so we can top up in the afternoon, parents need to agree 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

Smoking and Vaping Policy

In accordance with the EYFS (2021) we have a no smoking and no vaping policy in our preschool. No one is permitted to smoke or vape 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 give parents advice on packed lunches and share information from Dept of health.
- Further information and support can be found on the website: www.stop-the-rot.co.uk

Medication

Under the EYFS (2021) 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) he/she **MUST** remain at home. **Woodentops is a well child setting.**

- We can give some non-prescribed medicines such as topical creams e.g. For nappy rash or sore hands from handwashing; or antihistamines for allergic or sensitive reactions.
- All parents need to provide us with the medication and sign the medication form to agree to us administering the medication.

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 via text, email or through the Family App 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.

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.

We DO NOT store any paracetamol/ Nurofen based medicines at Woodentops.

This policy was adopted on	25 th March 2019
Policy reviewed	31/1/22
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