

Health & Safety Policy

Principles

'Article 24 of the UN Convention on the Rights of the Child', states: "Parties recognise the right of the child to the enjoyment of the highest attainable standard of health and to facilitate for the treatment of illness and rehabilitation of health", states "Parties shall strive to ensure that no child is deprived of his or her own right of access to such health care services".

At Little Friends we believe cleanliness is of utmost importance in the day to day running of all our settings, we promote a healthy lifestyle and high standards of hygiene is enforced to both staff and children. We want children to learn good habits early on so they will carry them through in later life.

Policy's Statement of Intent

At Little Friends we provide children with a safe, stimulating and healthy environment in which to play and learn. To promote healthy eating we have a healthy snack system in place and all children are served freshly prepared meals and a fresh fruit platter on a daily basis. Any children with special dietary needs are accommodated for.

Procedures

We endeavor to maintain high levels of health and safety by ensuring that:

Outdoor Play

- Children will have the opportunity for outdoor play (weather permitting) within the grounds of Little Friends or
 - Nature walks around the river
 - Walks to Havelock Park
 - Trips to the Leisure Centre
 - Summer Excursions
 - Visits to the Library
- Any rubbish that has blown into the garden will be picked up before the children enter.
- Staff will be with the children at all times so they are aware of what they are doing and ensure safe play is being carried out.
- All gates and fencing areas will be secured and checked by staff before the children enter the play area.
- All outdoor areas, the climbing frame, the garden toys, sand pit and the all-weather area will be checked and cleaned before the children use them.
- We will ensure that all children have the appropriate sun care i.e. cream and hats.
- They will have suitable clothing for the Winter – coats, hats, scarves, welly boots etc.
- All children's hands will be washed as soon as they return to their room.

Indoor Play

- The layout of the room will be set out to ensure that the children can move freely from area to area.
- The activities provided for the children will be challenging and stimulating meeting their needs and giving them the opportunity for success.
- The room will be well ventilated, bright, safe and motivating.
- All equipment and materials will be accessible to all children including those with Special Educational Needs.
- Dressing up clothes, duvet covers and pillows will be washed regularly.
- All paint aprons will be washed down daily.
- The bathroom will be checked and cleaned repeatedly throughout the day; the doors will not be locked at any times.
- When serving food the staff will wear aprons and gloves.
- The children are to wash their hands before any food is served to them.
- All tables are washed down and sprayed before all snacks are served.
- All the toys in the room will be washed down on a regular basis.
- Children are to be encouraged to respect and help look after their environment.
- All of the art and play areas are to be kept clean and tidy at all times, any spillages from the water tray are to be mopped up immediately.
- All staff are to be aware of the correct procedure for lifting heavy equipment.
- All staff are to be informed if a new face is coming to pick a child up from nursery; they are to bring photographic identification and sign the book in the front hall.
- All staff are to be aware of the fire assembly point in the event of a fire.
- Fire exits are to be clear at all times.
- First aid facilities will be provided and a list of the first aid team will be displayed in every room.
- The first aid boxes will be checked regularly basis by two members of staff and a form signed.
- Written consent forms must be sent out in the event of a nursery outing.
- All staff will wear disposable gloves when dealing with an accident or when changing a child.
- All accidents are to recorded in the accident/ incident file and signed by staff and parents, these forms are to be retained indefinitely. There are also staff accidents forms in a separate file which must also be retained.
- All cupboard doors will be fitted with the appropriate child locks; gates will be secured and locked when appropriate.
- All main doors in the nursery are fitted with door safety systems i.e. finger protectors.
- All windows in the nursery are fitted with safety locks.
- All children's sinks are fitted with thermostat control, so they will not get too hot.
- All waste is disposed of in a separate bin in different bags so they can be easily identified. There is a separate nappy bin at the back of the nursery for their disposal.

Kitchen

- The kitchen must be spotless at all times. The Environmental Health can call at any time to inspect the area.

- Children will not have unsupervised access to the kitchen.
- Covered bins will be emptied daily.
- All fresh fruit and vegetables will be washed before use.
- Our food technician will wear protective clothing at all times.
- Any tea towels or dish cloths used will be changed daily.
- Food will be covered at all times.
- All potentially dangerous equipment will be stored out of the children's reach in a locked cupboard.
- All tables used for meals will be washed thoroughly before and after use.
- Any food will be stored in a clean, dry cupboard or in the fridge/ freezer. The fridge will be at the required temperature and foods will be stored separately to prevent cross contamination.
- Fridge temperatures will be taken and recorded twice daily.

Equipment

- All equipment is to be checked on a regular basis for damages, loose parts and sharp edges.
- Particular importance is to be placed on high chairs and baby equipment, cots etc. All food residue is to be removed from high chairs, tables, chairs etc. as soon as possible.
- All faults must be brought to the attention of the supervisor.
- All toys are to be wiped down regularly with the exception of those in the baby room.
- Equipment and materials will be sterilized weekly.
- The toys in the baby room require special attention to prevent the spread of infections and need disinfected frequently as babies often have them in their mouths.
- Children are to be encouraged to respect their surroundings and take care of their equipment and materials supplied. Children will always be supervised with their equipment.
- Good teamwork is essential to ensure that all staff are conversant with the health and safety issues and are able to follow the necessary checks and procedures.
- Staff and management should be aware of the Health and Safety Regulations agreed for the nursery.
- The child-staff ratio will be adhered to in accordance with social services recommendations.

Hygiene

To prevent the spread of contagious diseases and infections adults in Little Friends will ensure that the following good practices are adhered to:

- All hands washed before meals/ snacks.
- Hands washed after using the toilet.
- Hands washed before preparing food.
- Disposable towels will be provided for adults and children.
- Both children's and adult's hands washed after nappy changing.
- Toothbrushes are not shared.
- Tissues are available in each room. Children are encouraged to blow and wipe their noses when necessary. Tissues disposed of hygienically.
- Staff and children are to shield their mouths when coughing.

- All bins including nappy units within the nursery must be emptied every night and disposed in the proper amenities.
- The nursery has clear guidelines on the attendance of sick children.

Little Friends promotes all aspects of health and hygiene to our children and we have introduced tots toothbrush club to the junior and senior toddlers. Tots toothbrush club is run by the SELB and involves daily brushing with fluoride toothpaste with 1000-1450 parts per million fluoride. This has been set as Northern Ireland has the highest levels of tooth decay in the UK.

Meals and Snacks

- All children will be provided with fresh drinking water at all times.
- All meals and snacks are freshly prepared on a daily basis by our food technician.
- Children are provided with a fresh fruit platter every afternoon.
- At Little Friends we provide the children with a wide variety of foods.

Administration of Medication

- Medication will only be administered by management.
- It will only be given twice daily by us, if necessary, as we would prefer parents to administer it at home.
- To collect medication staff must go to the kitchen and if they are unable to do so parents can do so. In baby department medication is stored in their fridges.
- All bottles prescribed and un-prescribed are to be labeled with the child's name.
- Medication records must be filled in by staff and signed by parents when they come to collect their child.

Care in the Sun

- All parents are to send in sun cream for their children and let us know if they have any special skin conditions or allergies.
- We would like all parents to send in a sun hat to protect their children in outdoor play.
- On very warm days we will limit the children's time in the sun.
- The children will be supplied with water when playing outside on hot days.

Children on Outings

- Appropriate child to staff ratios will be adhered to.
- All children will have suitable clothing for the weather conditions and where we are travelling to.
- All insurance details are checked prior to the trip being arranged.
- Permission is sought from parents before going on the trip.
- Any medication is either administered before leaving or brought on the outing and administered by management.
- All vehicles will have the correct seatbelts etc. for all the children.

Exclusion of Sick Children

- Little Friends has set up a separate policy for child? Adult illness policy.
- Please see our parent pack for advice on childhood illnesses.
- We would advise that with any illnesses, parents seek advice from their GP.

Fire Drill

- Little Friends carries out a full fire drill on a monthly basis.
- All staff are to be aware of the evacuation procedure for the nursery.
- All staff are to know the fire assembly point which is located in the front car park.
- The evacuation route is to be displayed in all rooms and the fire doors are to be labeled.
- Fire doors are to be kept clear at all times and are to be kept unlocked.
- All rooms are supplied with fire extinguishers; the kitchen has a fire extinguisher and a fire blanket.

Medical Emergencies

- All medical emergencies are to be treated in the same way; as all staff follow our emergency procedure.
- In the event of an emergency or accident occurring at Little Friends in which a child requires medical attention, we will deal with the event as necessary and afterwards document the event as it happened, with our Health and Safety Officers, Maureen Campbell and Joanne Conlon. We ensure that all the staff involved sign the form and relevant paperwork; management will then phone our Early Years Social Worker and pass on the necessary details. All paperwork will be made available to the relevant parties.

Replacement of Equipment and Resources

- Toys which are broken or not fit for use will be discarded immediately.
- Staff must inform the supervisor or management of toys that have been broken so they can either be fixed or discarded.

Smoking

- It is the policy of Little Friends that smoking is prohibited throughout the building, including entrances, kitchen and the car park.
- We will ensure that all staff/ volunteers/ students and users will adhere to this policy.

Substance Misuse (Staff & Parents)

- Under legislation we at Little Friends have a duty to ensure so far as is reasonably practicable, the health and safety and welfare at work for all our children and staff.
- The use of alcohol and drugs may impair the safe and efficient running of the nursery and the health and safety of the children and the staff in it. Drug and alcohol use therefore is prohibited at all times when staff or parents are coming to nursery.

In the nursery we use an accident and incident form detailing the time, the date, what happened, who was present, any other children involved, aftercare, the management are informed and signed off by the staff present, management and the parents. The accident and incident form is stored in the office and the accident/incident is recorded in a notebook that remains in the office at all times.

Links to other policies

Safeguarding/ Child Protection Policy

Confidentiality Policy

Partnership with Parents/ Carers Policy

Recruitment & Selection Policy

Data Protection Policy

Infection Control Policy

Fire/ Evacuation Policy

Intimate/ Personal Care Policy

Maintenance & Replacement of Play Equipment Policy

Managing Emergencies Policy

Signed: _____

Date: _____