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Health, Safety and Hygiene, Accidents and Administration of Medication Policy and Practice

Legal Framework

Health and Safety at Work Act 1974

Regulatory Reform Fire Safety Order 2000

COSHH 2002

Statutory Framework for the Early Years Foundation Stage 2017

Our pre-school promotes a healthy lifestyle and a high standard of hygiene and safety in its day to day work with children and adults. We do this by ensuring:

HEALTH

Food

- All food and drinks provided will be nutritious and pay attention to children's particular dietary requirements and needs.
- When cooking with children as an activity, healthy, wholesome ingredients will be provided, to promote and extend the children's understanding of a healthy diet.
- All staff working with food have completed a recognised Food Hygiene training course and ensure it is updated every 3 years, as recommended by the Food Standards Agency.

Outdoor Play

- Children will have the opportunity to play in the fresh air throughout the year, either in the groups' own outside play area or on outings to parks and community play areas.
- All measures will be taken to ensure that the activities and equipment are safe and fully supervised by staff.

Illness

- Parents/carers are asked to keep their children at home if they have any infection and to inform the group as to the nature of the infection so that other parents can be alerted, in case their child becomes unwell.
- Parents/carers are asked not to bring a child to the group after suffering vomiting or diarrhoea, for at least **48** hours following the last symptoms. Staff should use their own discretion to decide whether they are fit to return, but the Manager has the right to send a member of staff home if it is felt they would be a hazard to other staff and children.

- If the children of staff are unwell they may not come into the group, even if this results in staff being absent.
- Cuts or open sores, whether on a child or adult, should be covered up with a plaster dressing or suitable alternative.
- If a child becomes ill whilst at Playgroup, the parent/carer will be contacted to arrange the immediate collection of the child. The child will be kept away from the other children to minimise the risk of infection. A member of staff will stay with the child until they are collected, to monitor them and keep them comfortable.
- Where a child has been diagnosed with a notifiable disease (please see list at end of Policy), the Playgroup has a duty to notify the local Health Protection Team Tel. 0345 225 3861.

Swine Flu

- The Playgroup must be informed if there is a confirmed case of influenza A type H1N1 (also known as 'swine flu') amongst adults or children attending Playgroup.
- The Playgroup will inform all families and staff attending the Playgroup, through word of mouth, via posters and information sheets and via a letter, which instructs people about what symptoms to watch out for, how to find out more and ways of preventing the spread of the virus.
- Children and staff affected should not attend Playgroup until they have recovered and are free of symptoms.
- The Health Protection Unit need only be notified if any staff or children are requiring critical care in hospital due to swine flu, or we need further advice.
- The Playgroup will continue to operate as usual unless otherwise advised by the Health Protection Agency, or unless the staff:child ratio is compromised.
- The Playgroup will review its cleaning schedule and use of certain resources, such as the sharing of wind instruments, if there is more than one confirmed case within the Playgroup.

Medication

Parents/carers and the staff within a pre-school need to know what procedures will be followed regarding administering prescribed and non-prescribed medication, together with the procedures to be followed in the rare occurrence of an accident.

We do not keep a stock of medication at Playgroup as children are usually only here for 3 hours at a time and if we feel your child is unwell, we will contact you and ask you to collect them as soon as possible. If you require staff to administer medication (including nappy cream), you are requested to provide it and to hand it to a member of staff and complete a written permission to administer medication form.

- Where a child is taking a limited course of medication e.g. antibiotics, it would be expected that this will be administered by the parent/carer at home, unless the child

is in an extended session (all day). As antibiotics can sometimes make children ill, we would ask that you do not bring a child to playgroup until at least 24 hours after starting a course of antibiotics.

- If a child is taking a non-prescribed medicine e.g. cough medicine, this would be expected to be administered by the parent/carer at home, unless the child is in an extended session (all day). Any non-prescribed medication should be in its original packaging with instructions. The Manager (or deputy) has the right to refuse to administer non-prescribed medication if they believe it will be harmful for the child.
- Occasionally a child is on regular medication, or has it administered as needed e.g. inhaler; or requires medication to be on hand e.g. epi-pen. In these circumstances, it would be appropriate for the Playgroup to keep this medication at the setting, in a named bag, out of reach of the children, with details of what the medication is, its expiry date and who it is for. This will be checked monthly by staff to ensure it does not go out of date. If necessary, staff training may need to be arranged to ensure correct administration of medication, if specific technical knowledge is required.
- Prescribed medication should be in its original packaging with the pharmacist label visible, to ensure it is medication prescribed for that specific child. Prescription medicines cannot be administered unless they have been prescribed for that child by a doctor, dentist, nurse or pharmacist. Medicines containing aspirin should only be given if prescribed by a doctor.
- For any medication, whether prescribed or non-prescribed, staff must ensure that a person with parental responsibility for the child has filled in a permission to administer medication form, stating medication required, dosage, time/ frequency of the medication to be administered and keep staff informed of any changes.
- Any medication should be handed to a member of staff and not left with the child's belongings and it will be kept in a named bag out of reach of the children.
- When administering medication, staff must record the details in the Medication Book, including the name of the child, time of medication, date, what medication was administered, by whom it was administered and include the signature of the person administering the dose, along with the signature of a witness to the administering. The parent/carer will be informed of any medication administered, the same day or as soon as reasonably practicable

Temperature

We will ensure that the temperature inside the hall is at least 16°C and if lower, will provide extra heaters, to be located so as not to put any child or adult at risk.

In the summer, we will ensure that children do not go outside without a hat, that fresh drinking water is always available and that, where possible, activities where children tend to be sedentary are placed in shadier areas and that children and staff are encouraged to spend time out of the direct sunlight.

SAFETY

The safety of young children is of paramount importance. In order to ensure the safety of both children and adults, the Playgroup will ensure that:

- All children are supervised by adults at all times, with a ratio of 1 adult to every 8 children aged 3 and over and 1 adult to every 4 children under 3. Work placement students will not be used to make up staff ratios.
- Regular safety monitoring will include checking of accident and incident records.
- All adults are aware of the system in operation for children's arrivals and departures and an adult will be at the door during these periods.
- Children will leave the group only with authorised adults.
- Low level glass will be covered or replaced by safety glass.
- Outdoor space is securely fenced.
- Equipment is checked regularly and any dangerous items repaired/discarded.
- The layout and space ratios allow children and adults to move safely and freely between activities.
- Fire doors are never obstructed.
- Fires/heaters/electric points/wires and leads are adequately guarded.
- All dangerous materials, including medicines and cleaning materials, are stored out of reach of children.
- Children do not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches.
- Adults do not walk around with hot drinks or place hot drinks within reach of children.
- Fire drills are held at least once every term.
- A register of both adults and children is completed as people arrive so that a complete record of all those present is available in any emergency.
- There is no smoking anywhere on the premises, inside, outside or on the forecourt at the front of the hall.
- Fire extinguishers are checked annually and staff know how to use them.
- Large equipment is erected with care and checked regularly.

- Activities such as cooking, woodwork and energetic play receive close and constant supervision.
- Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.
- The playgroup recognises that violence and bullying towards staff or children is unacceptable and will take action to deal with this behaviour.
- The playgroup recognises that stress on staff is a potential health risk and aims to minimise this through regular supervision sessions, where members of staff can “unload” their concerns and feelings.

Accidents

Whilst not wishing to alarm parents or carers, it is possible for a child to have an accident at the setting which needs urgent professional attention by a doctor, dentist or at a hospital. If such an occasion arises, this is the procedure the staff will follow:

- Make every endeavour to contact the parent(s), carer(s) or a named relation, friend, for that person to take the responsibility for any subsequent treatment;
- In the unlikely event that no one can be contacted, the parent/carer will need to have given prior permission for the staff to act appropriately for the good of the child. It is therefore necessary for the group to have such a form for every child, signed by a parent/carer with Parental Responsibility.
- An Accident Book will be kept of all accidents and incidents no matter how minor and parents/carers informed of any entries in this book involving their child.

Outings

- On outings, the adult:child ratio will be a maximum of 1 adult to 3 children.
- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
- Written consent must be given by someone with Parental Responsibility for each child in attendance, giving permission for staff to act appropriately for the good of the child, if necessary, before they are able to go on any outing.
- A first aid kit and mobile telephone will be taken on every outing, along with contact details for each adult and child, along with the consent forms signed by someone with Parental Responsibility
- If a small group goes out, contact details for the group, including a contact number for where they are going will be left at the Playgroup premises.
- Prior to the outing, staff will check that any medication such as inhalers or epi-pens that may be needed are taken in named bags, along with their dosage instructions.

Any administration of medication will be recorded as soon as practically possible, usually on immediate return to the setting.

- All adults/staff on the outing will know who has the first aid kit or medication that may be required.

Any incidents or near misses should be reported to the **HSE Incident Contact Centre**. Incidents involving fatal or specified injuries must be reported by telephone on **0345 300 9923**. Other incidents can be reported online via the website www.hse.gov.uk/riddor/report

Ofsted must be informed by telephone **0300 123 1231** or email **enquiries@ofsted.gov.uk**

HYGIENE

To prevent the spread of infection, adults in the group will ensure that the following good practice and procedures are followed:

- Hands are washed after using the toilet and before eating any food/drink.
- Children are encouraged to blow and wipe their nose when necessary, with soiled tissues being disposed of hygienically.
- Children are encouraged to put their hand in front of their mouth when coughing.
- Paper towels are used for drying hands and disposed of hygienically.

Body Fluids – Clearing and Cleaning

- Disposable gloves are to hand at all time in the staff resources box.
- Disposable gloves and, where appropriate, disposable aprons, must always be worn when cleaning up or clearing blood, vomit, urine, faeces, with any surfaces being cleaned with bleach, diluted to the manufacturer's directions. Fabrics contaminated with body fluids should be washed in hot soapy water/washing machine.
- Spare laundered pants and other clothing will be available together with plastic bags in which to put soiled garments to be taken home.

Food

All staff handling food will undertake food hygiene training and update it as necessary. All staff will follow these hygiene procedures:

- Always wash hands under running water before handling food.
- Not be involved in handling food or preparation if suffering from any infections/contagious illness or skin trouble.
- Observe a no smoking rule in the kitchen and throughout Playgroup premises.
- Never cough or sneeze over food: If this should occur, food should be disposed of.

- Prepare raw and cooked food in different areas using different utensils.
- Wash fresh fruit and vegetables thoroughly before use.
- Use different cleaning cloths and mops in toilet and kitchen areas.
- Keep food refrigerated and check the fridge temperature daily.
- Ensure waste is disposed of appropriately and out of reach of children.
- Tea towels will be washed between each session.
- All utensils will be kept clean and stored in a cupboard or drawer.

First Aid

- All staff are First Aid trained and have their full training updated every three years.
- There will always be a minimum of two First Aid trained members of staff on duty at each session and at least one trained First Aid member of staff on each outing.
- We keep a comprehensive First Aid box accessible at all times, which, along with the small First Aid kit taken on outings, is checked regularly by the Health and Safety Officer for low stock or out of date items.
- Staff members should notify the Health and Safety Officer if they notice we have run out or are about to run out of any required first aid items.

This Policy will be reviewed at least annually, or as the need arises as the result of an incident review or changes within the legal or statutory frameworks being used.