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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 2021

**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, including food grown at Playgroup, where possible and appropriate, to promote and extend the children's understanding of healthy eating.
- Dental health care will be promoted through healthy eating and as part of living a healthy lifestyle.
- All staff working with food will complete a recognised Food Hygiene training course and ensure it is updated every 3 years, as recommended by the Food Standards Agency.
- Staff will record what food/drinks are provided at Playgroup each day and must notify Ofsted with 14 days of any case of food poisoning affecting two or more children cared for on the premises.

### **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 child 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 members should use their own discretion to decide when they are fit to return after a bout of sickness or diarrhoea, 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, their parent/carer will be contacted to arrange their immediate collection. The child will be kept away from the other children to minimise the risk of spreading 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 Agency 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, if there is more than one confirmed case within the Playgroup.

### **Covid-19 Coronavirus**

- It is good practice to inform Playgroup if there is a suspected or confirmed case of Covid-19 amongst adults or children attending Playgroup and follow any procedures given by the NHS, UKHSA (United Kingdom Health Security Agency, formerly Public Health England), Government or Local Authority Statutory Guidance.
- If a child or adult at the Playgroup, displays symptoms, they will be asked to leave and advised to self-isolate for at least 3 days (for children) or 5 days (for adults), unless they have two negative tests on consecutive days.

- If there is a suspected outbreak (5 children, staff or students test positive within 10 days or 10% of children, staff and students test positive within 10 days) or further advice is required, the Department of Education Incident Support Team can be contacted [incident.support@education.gov.uk](mailto:incident.support@education.gov.uk) . If the setting needs to close, OFSTED and West Sussex Family Information Service must be notified as soon as possible.
- Maintaining good hygiene is essential for helping to stop the spread of the virus. With this in mind, staff and children (and any other adults visiting the setting) will wash their hands using soap and water or hand sanitiser, when coming in to Playgroup, whenever they come in from outside, after using the toilet, before and after touching any food or drink, after sneezing/coughing/blowing or wiping their nose, before and after using malleable materials such as playdough, sand or water and before going home, in addition to the usual times their hands are dirty.
- Alcohol based hand sanitiser should be used if there is no access to soap and water e.g. outside in the garden or on outings and may also be used in order to minimise contact in the toilet/sink area when washing hands.
- Tissues will be made available and children and staff will be encouraged to use them to sneeze or cough into, throw them in a bin and wash or sanitise their hands afterwards. If no tissue is available, children and staff will be encouraged to sneeze or cough into their elbow (not their hand) and wash or sanitise their hands afterwards. Extra bins have been provided and are emptied daily.
- The cleaning of toys and resources will be monitored and increased as necessary and some resources may be removed or limited to lessen the risk of spreading the virus (e.g. the amount of food and cutlery in the role play area may be reduced, instruments or toys requiring blowing e.g. wind instruments, whistles, straws, bubble wands may be removed or will be cleaned in between uses and the use of malleable resources such as playdough and sand may be restricted).
- All regularly touched surfaces, which may include chairs, tables, door and window handles and switches, will be cleaned daily, along with the sinks, toilets and taps, which will also be checked and cleaned regularly during the session, as necessary.
- Where possible, doors and windows will be open throughout the session for ventilation and, if necessary, we will make use of our CO2 monitor, ensuring that regular readings are under 800, or if over this, that ventilation is increased.
- Social distancing markers will no longer be used outside, but parents/visitors who wish to socially distance, will still be able to and are welcome to continue using additional measures such as the wearing of face coverings. If cases rise, the use of preventative measures such as social distancing, the wearing of face coverings, staggered start and finish times, handover's taking place at the door rather than inside and a one way system in and out may be re-introduced.
- Information regarding the symptoms to look out for and what parents can do to protect themselves and their children will be displayed and made available to all parents via posters, email and on our Facebook Group.

## 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 prescribed 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.
- 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.
- 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.
- 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 warm enough for the children and staff to play and work comfortably.

In the summer, we will ensure that children do not go outside without wearing suncream or 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 each session.

## **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 minimum ratio of 1 adult to every 8 children aged 3 and over and 1 adult to every 5 children under 3. Work placement students will not be used to make up staff ratios.
- Regular safety monitoring will include the 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.
- Outdoor space is securely fenced.
- Equipment is checked regularly, including PAT testing of portable appliances 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.
- Emergency evacuation 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 an emergency.

- There is no smoking or vaping, including the use of e-cigarettes, 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 for wear and tear.
- Activities such as cooking, the marble run, 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 named emergency contact and 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. This book is kept in the staff/hatch area.
- The Accident book will be reviewed regularly to check for patterns of accidents in children, whether accidents take place more frequently at specific times of day or using particular equipment and if needed, changes to practice will be made with the aim of reducing accidents or incidents.

## 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 take the child out and to act appropriately for the good of the child, if necessary, before they are able to take part in 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 serious 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](http://www.hse.gov.uk/riddor/report)

**Ofsted** must be informed by telephone **0300 123 1231** or email [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

A review of the incident/accident will also take place with changes to practice being made, where necessary.

## **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 coming in from outside, after using the toilet and before cooking or eating any food/drink.
- Children are encouraged to blow and wipe their nose when necessary, with soiled tissues being disposed of hygienically and hands being washed afterwards.
- Children are encouraged cough into a tissue which should immediately be disposed of or into their elbow and wash their hands afterwards.
- Paper towels used for drying hands should be disposed of immediately and hygienically in the nearest bin, which will be emptied daily.

## **Bodily Fluids – Clearing and Cleaning**

- Disposable gloves, aprons and masks and individual reusable face shield are available for staff to use at all times.
- Disposable gloves and aprons (where appropriate) should be worn when cleaning up or clearing blood, vomit, urine, faeces, with any surfaces being cleaned with bleach, diluted to the manufacturer's directions. Disposable paper towels or cloths should be used for cleaning up bodily fluids and disposed of immediately and hygienically into the nearest bin, which will be emptied daily.

- Fabrics contaminated with body fluids should be washed in hot soapy water/washing machine.
- Spare laundered pants and other clothing will be available for children, together with plastic bags in which to put soiled garments to be taken home for washing/disposal.

## **Food**

**All staff handling food will undertake food hygiene training and update it every three years. All staff will follow these hygiene procedures:**

- Always wash hands with soap, under running water before handling food.
- Not be involved in handling food or food preparation if suffering from any infections/contagious illness or skin trouble.
- Observe a no smoking/vaping 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.
- Different cleaning cloths/mops should be used for the toilet and kitchen areas, indicated by labelling.
- Keep appropriate food refrigerated and check the fridge temperature daily, noting it on the daily record.
- Ensure waste is disposed of appropriately and out of reach of children.
- Tea towels will be washed between use.
- All utensils will be kept clean and stored in a cupboard or drawer.
- Keep a record of all food and drink provided at Playgroup and notify Ofsted within 14 days should a case of food poisoning occur in two or more children cared for there.

## **First Aid**

- All staff will undertake First Aid training and update it every three years.
- First Aid scenarios and discussions will regularly take place at Staff Meetings in order to maintain staff knowledge and training.
- There will always be a minimum of one First Aid trained member 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. It is kept out of reach of children in the staff/hatch area.
- Staff members should notify the Manager or 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, changes to medical advice or the legal or statutory frameworks being used.