

SARRATT DUCKLINGS PRE-SCHOOL

HEALTH AND SAFETY POLICY

Health

To promote a happy and healthy lifestyle, the following precautions are encouraged:

- Parents are asked to keep their child at home if they have any infection and to inform Ducklings as to the nature of the illness, so that other parents can be alerted and observations can be made of any other child who appears unwell.
- Parents are asked to report any bruises, cuts or otherwise which occurred at home and complete an “existing injury” form.
- If a child has been vomiting, had diarrhoea and/ or had a temperature above 100F/38C, we ask parents not to bring them to Ducklings for at least 48 hours since the last episode.
- Parents are asked to check any rash is not contagious before returning to Ducklings.
- Injuries will be dealt with appropriately by staff who are First Aid trained.
- Cuts or open sores on adults or children will be kept well covered.
- If a child is on prescribed medication, his/her parent will administer the medicine where possible. Where not possible, an entry must be completed in the medication record book by the parent and staff member, giving Ducklings permission to administer the medication in accordance to the outlined instructions. Medicines must be clearly labelled with the Doctors instructions, dosage, and child’s full name.)
- Parents can always discuss health issues with our staff.
- Children that display symptoms of anxiety, such as vomiting, rash etc may still come into the setting. However, parents must inform us about any such issues and how it presents itself (e.g. self-harming)

Prevention

To prevent the spread of infection, adults will ensure that the following good practices are observed;

- Hands are washed thoroughly after using the toilet or toilet facilities
- Children are encouraged to blow and wipe their noses and dispose of them in the bin. Tissues are always available and disposed of hygienically.
- Children are encouraged to shield their mouths when coughing (into their arm.)
- Clean clothing is available in case of accidents and bags are provided to wrap soiled garments.
- All staff are aware of how infections, including HIV, can be transmitted and adequate precautions are followed.
- All surfaces are cleaned daily with an appropriate cleaner.

Safety

The safety of young children is of paramount importance at Ducklings. To ensure the safety of both children and adults, we will ensure that;

- All adults are aware of our system for children's arrival and departure and children will only leave the group with an authorised adult.
- A password system is in operation when children are collected by adults who would not normally collect them.
- Children are always supervised and within sight of an adult.
- A record book is always available for the reporting of accidents/incidents.
- A correctly stocked first aid box is always available
- Smoking is not permitted **anywhere** on site, including the use of e-cigarettes.
- Regular fire drill practice takes place in the school and a register of both children and adults is kept so a complete record of all those present is available in an emergency.
- Fire extinguishers are available in the classroom and are checked annually and fire doors are not obstructed.
- Safety checks (risk assessment checklist) are made both inside and outside before each session. Equipment is checked regularly and any dangerous /damaged items are repaired or discarded.
- Fires, heaters, electric points, wires, and leads are adequately guarded.
- The classroom layout and space ratios allow children and adults to move around safely and freely between activities.
- The greatest care is taken with any hot drinks in the setting.
- Any dangerous substances, including medicines and cleaning materials, are stored out of reach of children.
- Every staff member, volunteer and committee member will be required to have an enhanced DBS check carried out in accordance with the child protection policies.