

Health, Safety and Hygiene

Nemo's Nursery & Pre-School

Health, safety & Hygiene – Policy and Practice

Our nursery promotes a healthy lifestyle and a high standard of hygiene in its day to day work with children and adults. This is achieved in the following ways:

Health: Food and Diet

The sharing of refreshments can play an important role in the social life of the nursery as well as reinforcing children's understanding of the importance of healthy eating. The nursery will ensure that it fulfils all the requirements of the registering authority that:

All meals and snacks provided are nutritious and seasonal avoiding large quantities of fat, sugar, salt, additives, preservatives and colourings.

Before a child starts to attend the nursery, staff will discuss with parents the child's dietary needs, including any allergies, and make appropriate arrangements to meet them. The dietary rules of religious groups and also vegetarians/vegans are known and met in appropriate ways.

Menus are planned in advance and food offered is fresh, wholesome and balanced. Menus of meals and snacks are displayed on the parent's information board.

A diet including food from a range of cultures ensures that the children from all backgrounds encounter familiar tastes and that all children also have the opportunity to try unfamiliar foods.

Children are offered food every four hours. Water is constantly available; we do not allow squash or juice in the setting.

When cooking with the children as an activity, the adults will provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet.

If a main meal is offered, the following elements are included:

- Protein for growth
- Carbohydrate for energy
- Essential minerals and vitamins in raw foods, salads and fruits.

Milk provided for children is full fat for under 2yrs, and semi skimmed for 2yrs+.

We are unable to cater for a vegan diet, but families are more than welcome to bring their own food into the nursery. Parents providing packed meals will be advised about safe storage.

Outdoor Play

Children will have the opportunity to play outside throughout the year in the nursery's own outside play area. Experiencing all weather types when appropriately dressed. Named sun cream must be brought into nursery for staff to apply to children throughout the day as required during the summer months.

Illness and medications

Parents are asked to keep their children at home if they have any infection, and to inform the nursery as to the nature of the infection. This will allow the nursery to alert other parents as necessary and to make careful observations of any child who seems unwell.

Parents are asked to inform the nursery when a close relative or sibling has an infectious illness, to enable us to keep a close observation on the child in case they show signs of the infection. Parents are asked not to bring into the nursery any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.

Following confirmation of hand, foot and mouth from a GP, Nemo's ask to please exclude your child from the nursery for 5 consecutive days. After such time we are happy for your child to attend if all blisters no longer contain fluid and have dried up.

Cuts or open sores, whether on adults or children, will be covered with a plaster or other dressing.

If the child is on prescribed medication the following procedures will be followed:

If possible, the child's parents will administer the medicine. If not, then medication must be stored in the original container clearly labelled with the child's name and dosage and any instructions (if prescribed medicine, the prescription must clearly be visible). Where local regulations require it, guidance will be sought from social services before people other than the parents administer medicines.

With regards to long term medications a health care plan will be filled out. This will outline how medicine is used, prepared and when it is required. Parents/carers will not need to sign the medicine book each time medicine is required if a health care plan is filled out. These are updated every 6 months to ensure accuracy.

Written information will be obtained from the parent, giving clear instructions about the dosage, administration of the medication, and permission for a member of staff to follow the instructions.

All medicines will be labelled and kept in the medicine box either in the downstairs kitchen or milk kitchen. A spare medicine box is available for medications that need to be stored in the fridge.

A medication book will be available to log in: name of child receiving the medication: time of last dose: times and dose that the medication should be administered: date and time when medication is administered, together with a signature of the person who has administered each dose, and the parent's signature. Room leaders or managers are responsible for administering medication.

With regard to the administration of life saving medication such as insulin/adrenalin injections or the use of nebulisers, the position will be clarified by reference to the nursery insurance company. If specialist knowledge is required, staff involved in administering medication will receive training from a qualified health professional.

The nursery will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed. First aid boxes are checked on a bi-monthly basis. There will always be on the premises at least two qualified first aid trained staff to administer first aid to children.

Information sources

Parents will have the opportunity to discuss health issues with the nursery's staff, and will have access to information available to the nursery. Any children requiring a long term health care plan will fill this in when first starting at the setting (or when the medical need arises if already attending the setting). This document will outline any conditions the child has, the medication or care a child receives and what to do in an emergency. These forms are reviewed every 6 months; parents are also able to update forms at any time.

The nursery will maintain links with health visitors and gather health information and advice from the Public Health England in our region, and other health agencies.

Safety

The safety of our young children is of paramount importance. In order to ensure the safety of both children and adults, the nursery will ensure safety in the following areas:

Environment

Safety checks on premises, both outdoors and indoors, will be made before every day/session. The outdoor space will be securely fenced. Public space used for outdoor play will be checked for litter and other dangers.

Low-level glass will be covered, or replaced by safety glass.

Equipment will be checked regularly and any dangerous items repaired/discarded. All play equipment and toys conform to relevant safety regulations and is sound and well-made.

The layout and space ratios will allow children and adults to move safely and freely between activities.

There will be adequate systems and equipment for the detection and control of fire. Fire doors will never be obstructed and fire exits will be easily identifiable. A record will be kept of any checks by the Nursery Manager and also of Fire Drills and servicing of Fire Safety Equipment. Any recommendations by the local Fire Safety Officer will be carried out.

Fire/Heaters/electric points/wires and leads will be adequately guarded. A PAT test of electrical equipment will be carried out once a year to ensure that it is safe for continued use.

All dangerous materials, including medicines and cleaning materials, will be stored out of reach of children.

Large equipment will be erected with care and checked regularly.

Equipment offered to children will be developmentally appropriate, recognising that materials suitable for an older child may pose risk to younger/less mature children.

Internal safety guards/barriers will be used as necessary.

In an effort to safeguard children with allergies we are a nut free nursery, no nut products will be found in the areas that children play and eat. In addition to this we also do not use some of the top allergens e.g. strawberries, shellfish. For more specific allergies we work with staff and parents to ensure that the child will not come into with their allergen.

Supervision

All children will be supervised by adults at all times and will always be within sight of an adult.

In the event a child goes missing the nursery manager/deputy manager will immediately be informed and conduct a thorough search of the nursery and surrounding area. In the event this search is unsuccessful then the nursery owner and police will be informed. Parents/carers/emergency contacts will then be informed of the situation.

Children will leave the nursery only with authorised adults.

Children will not have any access to the kitchen, or any cupboards storing hazardous materials.

On outings, the adult: child ratio will be 1:4 for 2-5's and 1:3 for babies. If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.

Whenever children are on the premises at least two adults will be present.

Children who are sleeping will have a member of staff sat in the sleep room or in the hallway with a view of the sleep room so that they are appropriately monitored at all times, in the baby room this is then recorded in the sleep folder.

Adult Safety

All adults in the nursery, both staff and visitors, will be aware of and respect the nursery's safety policies.

Adults in the nursery will have advice on safe lifting. If adults need to reach up for stored equipment, they will be provided with something safe to stand on. Heavy materials will not be stored above head height.

Management

A book is available at all times for the reporting of accident/incidents.

Regular safety monitoring will include checking of the accident record as a basis for risk assessment. Fire drills will be held at least once every three months. Fire extinguishers will be checked annually.

All adults, including parents and other carers, will be aware of the system(s) in operation for children's arrivals and departure. A register of both adults and children will be completed as people arrive and leave so that a complete record of all those present is available in any emergency.

Adults will not walk about with hot drinks or place hot drinks within reach of children.

There will be no smoking within the nursery.

Two correctly stocked first aid boxes will be available on each level of the nursery at all times.

Special Considerations

Some areas and activities pose particular hazards. All staff will be aware of these:

Children playing with or near water will be continually supervised.

There will be safe surfaces beneath and around all climbing equipment and such activities will be appropriately supervised.

Access to dangerous areas such as stairs will be physically restricted and closely supervised.

Systems will be in place to ensure that no child can leave the premises unattended.

Hygiene

To prevent the spread of all infection, adults in the nursery will ensure that the following good practices are observed.

Personal Hygiene

Hands washed after using the toilet and before handling food. Individual paper towels used are disposed of appropriately.

Children with pierced ears are not allowed to wear dangly earrings.

Hygiene rules related to bodily fluids followed with particular care and all staff aware of how infections, including HIV infection, can be transmitted.

Cleaning and Clearing

Any spills of blood, vomit or excrement will be wiped up and flushed away down the toilet. Large quantities will be double wrapped in plastic and disposed of. Rubber gloves are always used when clearing up spills of bodily fluids. Floors and other affected surfaces disinfected using floor bleach diluted according to the manufacturers' instructions.

Spare laundered pants and other clothing are made available by individual parents in case of accidents, and polythene bags available in which to wrap soiled garments.

All surfaces cleaned daily with an appropriate cleaner. Gloves and aprons are provided for staff to wear during cleaning procedures.

Food

The nursery will observe current legislation regarding food hygiene, registration and training.

In particular, each adult will:

Always wash hands under running water before handling food and after using the toilet. Not be involved with the preparation of food if suffering from any infectious/contagious illness or skin trouble. Never cough or sneeze over food. Use different cleaning cloths for kitchen and toilet areas. Prepare raw and cooked food in separate areas. Keep food covered if either refrigerated or piping hot.

To contact the Health Protection Agency, which is now renamed Public Health England, our local address is...

*Hampshire, Isle of Wight & Dorset
PHE Centre,
Unit 8, Fulcrum 2,
Solent Way, Whiteley,
Fareham,
PO15 7FN*

*Tel: 0845 055 2022
Out of Hrs Tel: 0844 967 0082*