

HEALTH POLICY

Procedures Concerning the Prevention of Aids & Hepatitis B & C

All members of staff must be aware that all bodily fluids are potentially dangerous and that Aids and Hepatitis B & C can be transmitted through infected fluids of one person reaching fluids to another.

It is imperative that the highest standards of first aid hygiene are practised at all times.

The wearing of disposable gloves and aprons alongside good hygiene and hand washing procedure is of utmost importance.

Cuts and grazes

Anyone with abrasions etc on his/hers hands must ensure that all wounds are covered with a waterproof dressing.

- The wound should be washed and then dried using gauze or tissue and a waterproof dressing applied.
- The person admitting First Aid should wash their hands before and after admitting First Aid.
- A covered bucket or pedal bin, lined with a plastic bag should be kept adjacent to the first aid areas for the disposal of gauze, tissue etc.

Blood spillage

This applies in the case of either nose bleeds, blood from a deep cut or similar onto a floor etc.

- The member of staff attending to the spillage must wear disposable gloves and an apron while cleaning it up.
- All spillages must be cleared away immediately. A diluted solution of bleach in hot water should be gently poured onto the spill and then covered with paper towels.
- Paper towels, gloves, aprons, etc which have been used must be placed in a plastic bag, sealed and disposed of in appropriate bins for collection.
- Any items of clothing that have been blood stained must be washed in a washing machine at 80°C or boiled.

Nappies and Sanitary towels

Any such items which cannot be flushed down the lavatory must be placed in the appropriate bins and disposed of in accordance with the local guidelines.

Feeding Bottles

Parents will be asked to supply bottles for their child.

Urine and Vomit

The following procedure must be followed at all times.

- Gloves and Aprons must be worn at all times when clearing up urine or vomit from the floor or surfaces.
- All spillages must be cleared up straight away with paper towels; these are then to be sealed in a plastic bag and placed into a dustbin for collection.
- The affected floor or surface area must be disinfected with bleach or Milton and made up in accordance with the manufactures instructions.
- If staff have mops, buckets or similar in clearing urine or vomit these items must be washed in hot soapy water, disinfected and left to dry.

HEALTH AND HYGIENE POLICY

Wisdom Kids Nursery promotes the health of children and takes the appropriate positive steps to prevent the spread of infection and appropriate measures when children are ill.

Hygiene

- The premise and equipment are cleaned daily.
- Toys in the nursery are sterilised once every two weeks in accordance to the manufactures guidelines.
- Wisdom Kids Nursery ensures that all staff are informed and well aware of the importance of good hygiene practice in order to prevent spread of infection. Staff are updated on hygiene procedures.
- All COSHH sheets are kept on cleaning materials and art equipment.
- Daily routines promote and encourage children to learn about personal hygiene
- Plastic gloves and aprons are always worn when serving and handling food
- Plastic gloves and aprons are always worn when changing nappies and dealing with cuts or grazes.
- Changing mats are cleaned with a disinfectant solution after every nappy change.
- Each child has his/hers own flannel and bedding which are laundered frequently.
- Tables and surfaces that food are prepared on and used for food are disinfected before and after use.
- Any soiled clothing is first removed and if possible laundered before being put into a plastic bag which will be named for parents to take home at the end of the evening.
- Gloves are worn when dealing with any spillages of urine, blood, vomit or excrement and disposed of in the same way as soiled nappies.

Food Handling

Only staff with food hygiene certificates will be dealing with the preparation of food.

- Food is prepared at a minimum temperature of 74°C In accordance with Environmental Health guidelines.
- All food provided is nutritionally balanced. All special dietary requirements are catered for at all times.
- Children will also experience cooking on a regular basis as part of their curriculum activities with added emphasis on promoting a healthier life style.
- All children will be encouraged to brush their teeth after lunch. The nursery will provide the toothpaste and parents are asked to bring in a toothbrush which staff will make sure are correctly labelled.
- All bottle feeds are stored in the kitchen fridge area. Bottles are to be clearly labelled.
- No children's bottles or feeds are to be warmed up in a microwave. This is to be done in a bottle warmer or a jug of boiling water from a kettle.
- Feeds are only to be warmed once, never re-heat any milk.

Medicine

Wisdom Kids Nursery has a clear policy, understood by all staff members and discussed with parents regarding the administration of medicine.

Medicine must **ONLY** be administered with the nursery management staff present. Any medication to be administered must include the following:

- Medicines are stored in the original containers, clearly labelled and inaccessible to children.
- Only medication prescribed by the child's doctor can be given.
- Parents are to give prior written permission to administer medication.
- The appropriate forms are to be filled out by a member of staff and the parent is to sign at the start of the session and the end of the session before leaving the nursery.
- Staff are to check dates on all medication.

All medication is to be stored in the office or the fridge

Illness – Minimum periods of exclusion from the nursery

Illness	Minimum exclusion period
Antibiotics prescribed	First two days at home
Temperature	If child has been sent home minimum 24 hours until symptoms have cleared
Sickness	24 hours or until the symptoms have cleared
Diarrhoea	24 hours or until the symptoms have cleared
Chicken Pox	Until all spots have scabbed over
Gastro Enteritis Food Poisoning, Salmonella and Dysentery	Until Authorised by the doctor that they are clear must show written consent
Infected Hepatitis	7 days from the onset of Jaundice
Measles	7 days from the appearance of rash
Mumps	Until the swelling has Subsided, 7 days from the onset
Whooping Cough	21 days from onset of paroxysmal cough
Rubella (German measles)	4 days from appearance of the rash
Streptococcal infection of the throat	Until medical treatment has been given. No less than 3 days from the start of the treatment
Tuberculosis	Until declared free from infection by the doctor
Impetigo	Until skin has healed
Ring Worm	Until cured
Scabies	No exclusion once treatment has been given
Hand Foot and Mouth	Until blisters have healed and medical certificate obtained
Conjunctivitis	At least 2 days until eyes are clear

Conjunctivitis Policy

Wisdom Kids Nursery will not accept any child that shows any signs of conjunctivitis. The signs may include redness and weeping eyes. The discharge forms yellow crusts in the eyelashes after sleep. There may be pain and or/gritty discomfort. Children must be totally clear of infection before being re-introduced to the nursery. This policy has been created in order to keep the nursery free from infection and therefore protect the children, staff and parents who remain in the nursery.

Procedure for treatment of Head lice and Nits

Nursery staff are not to check a child's hair at any time for head lice or nits, however if staff suspect that a child in their care may have nits or head lice this procedure is to be followed:

Management are to ring the parent of the child to inform them that we suspect that their child may have nits or head lice and that we advise them to get some treatment on their way home from work.

Nits are un-hatched eggs at the hair route particularly of the nape of the neck and behind the ears.

Head lice are living bugs which crawl through the hair and can be transferred to another head by, head to head contact.

Sun Protection Policy and Procedure

In line with current cancer research, nurseries should adopt the following recommendations.

1. Keep children out of the sun when at its at its most hazardous (11 am to 3 pm)
2. All children no matter if they tan easily or not should be protected from the sun.

Protection should include:

- Loose fitting clothes made of tightly woven material, e.g. cotton t-shirts
- A hat that protects the face, head and nape of the neck
- A sun protection cream with a sun protection factor **SPF of 20 more**.

Protection should be applied liberally and reapplied regularly, especially if the child is playing with water. The cream should be applied at all exposed areas of the skin and should be water resistant rather water proof.

It is important to remember that young children are vulnerable to over heating, as well as burning in direct sunlight.

Sun burn is caused by over exposure to certain types of UV rays which can be very painful and can even result in blistering.

Damage sub sainted in childhood may not become apparent until adulthood and this could even result then result in skin cancer.

Some children may have allergy to certain sun protection cream. It is therefore vital that parents give written permission for you to apply sun cream and bring in their own cream clearly labelled and dated when opened.

Statement of health Policy

Responsibilities:

No Safety policy is likely to be successful unless it actively involves people themselves. In this connection, employees are reminded of their duty under section 7 of the Health & Safety at work act:

- Keeping abreast of any changes in the law regarding Health & Safety matters.
- Keeping Health & Safety documentation up to date.
- Co-ordinating Health & Safety monitoring activities.
- Maintaining adequate communication channels so that information concerning safety matters which may affect any or all of the employees are communicated effectively.

The Health & Safety officers have responsibility for:

- Induction of new Health & Safety officers.
- Dissemination of information regarding legislation and compliance to nursery Health & Safety officers.
- Attending regular meetings relating to Health & Safety matters, and assisting in any consultation process.
- Implementing of this policy in the nursery, and bringing it to the attention of all employees.
- Ensuring compliance with Safety precautions that apply to the nursery, including regulations of contractors.
- Induction of all employees regarding all Health & Safety procedures, including awareness of precautions applicable to the job and the emergency procedures.
- Ensuring that all staff are aware of the location of all fire fighting equipment and alarm call points in the nursery.
- Ensuring that any legal requirements relating to the operation of the nursery are fully complied with.
 1. Necessary safety training of staff
 2. Provision of first aid equipment
 3. Accident investigation
 4. Arrangements for cleaning

HEALTH AND SAFETY POLICY

Aims:

Our aim is to maximise the safety of all children and adults in the nursery. We ensure procedures are in place for responding to emergency situations. To ensure health and safety is considered in all aspects of nursery practice and that everyone has an active role in monitoring and developing this. We regularly review risks and ensure appropriate measures are in place to minimise these. WE also ensure safe handling, use and storage of substances. WKN ensure all practitioners have access to relevant information and training for competent practice. We have an effective food management system in place.

The safety of the children in the nursery is of paramount importance.

To do this we will ensure:

- Children are supervised at all times with the appropriate staff ratios.
- 1:4 for two to three years old
- 1:8 for three to five years old
- All outdoor areas are to be kept secure.
- Daily registers are to be kept maintained throughout the day and also to be taken every where that the children go. This includes trip to library and park etc.
- Any potentially hazardous substances to be kept out of reach of the children.
- First aid boxes are checked regularly and updated where needed. At least one qualified First Aid staff has to be present in the nursery at all times.
- The entire nursery's equipment is regularly checked, repaired or removed.
- Chairs are not stacked more than five chairs high or left in areas stacked while children are playing.
- Main doors are securely closed and securely locked.
- Fire drills take place every one month. All the staff should know the fire procedures.
- All fire exits are cleared from all clutter.
- No children are allowed in the kitchen unless it is a supervised activity.
- Plug sockets are kept covered.
- W.K.N. has a no smoking policy anywhere inside the nursery building or 100 yards outside the building.
- All accidents and incidents are reported in the accident book.

Health & Safety (Young Persons) Regulations 1997

These regulations place duties on employers of people aged 18 and under. Regulations apply to school and college pupils under 18 on work experience, because people undertaking relevant training are considered as employees for the purpose Health & Safety training for Employment Regulations 1990.

Health & Safety Hazards of Pets in the Nursery

Children have natural liking and curiosity of animals, however there are several Health and Safety aspects to consider. Risk assessments must be carried out on all animals prior to them being placed in the nursery setting.

Risks involved

- Children being allergic to animals.
- Mess could carry disease that is harmful to children.
- Animals can bite.

Small animals are easier to care for such as hamster, goldfish, rabbit or guinea pigs etc. Cages must be cleaned regularly and their food and bedding stored out of reach from children.

SAFETY POLICY

It shall be the duty of every employee at work to:

- Take care of Health and Safety of him/herself and other person who may be affected by his/hers action at work.
- As regards any duty or requirements on his/her employer or any other person by or under any of the relevant statutory provisions to co-operate with him/her so far as necessary to enable that duty or requirement to be performed or complied with.
- To ensure that nothing provided for the Health & Safety of employees by the employer is intentionally or recklessly interfered with or misused.

Employees engaged in the nursery environment must at all times observe basic safety requirements:

- Report any hazards.
- Report any circumstances of overcrowding.
- Report any conditions involving extreme temperature.
- Reporting any satisfactory lighting conditions.
- Report any lack of ventilation or stuffy conditions.

In order to maintain a safe working environment in the nursery:

- Do not prepare food in, or obtain drinking water from any toilet or washing accommodation.
- Do not use chairs, tables etc. that are unsuitably damaged.
- Do not alter the positions of tables or play equipment if this creates a hazard.
- Do not over crowd a room or any part of it with equipment or materials, someone including you may trip over.
- Do not use equipment etc unless you have been shown the correct way.
- Use stepladders the safe way and check both legs are fully extended and on a level surface. Do not use chairs as a alternative to step ladders.
- When storing equipment on shelf, make sure that it will not fall off. Report any unsafe shelving.
- When lifting, make sure that it is well within your physical capabilities, if not, get help.
- To lift anything, face the object squarely, bend at the knees, and make sure you have a firm grip or grasp of the objects, then straighten your legs. Do not straighten your back or attempt to lift at an angle.
- Inform management of broken equipment as soon as you notice it.
- Do not remove guards from radiators unless it is necessary for cleaning purpose.
- Keep all fire exits clear at all times.
- Ensuring that suitable arrangements are in place to safeguard premises against intruders.

- Nursery managers are responsible for the implementation of Health & Safety policies within the nursery and with issuing compliance with the national regulations and guidelines including those issued by the Social Services, OFSTED and Environmental Health departments with the local authority and the local Fire Authority

First-Aid and Accident Procedure

First Aid & Accident Procedure:

- W.K.N. has at least two qualified first aid staff's details of names and qualification are displayed on the parents notice board.
- The nursery's Health & Safety officer is responsible to check the First Aid box and their replenishment.
- All staff is responsible for reporting accidents.
- Incidents involving any visitors are reported even if no injury is sustained.

Fire Safety:

- All staff are responsible for ensuring that escape routes throughout the nursery are kept clear at all times.
- Problems with fire exit doors are reported straight away to the fire officer and manager.
- Fire extinguishers and alarms are maintained by their appropriate agencies.
- Fire evacuations are held at least every two months.
- Upon discovery of a fire, W.K.N fire evacuation policy must be adhered to

COSHH:

Control of substance hazardous to health regulations 1999

- The staffs at the nursery are not responsible for using any hazardous substances at all. Any hazardous substances used for cleaning purposes (by the caretaker) are not used during nursery hours and it is his responsibility to ensure that substances used are not left exposed and do not present risks to peoples health.

Manual Handling:

- Staff must assess each operation taking into account the task, the load, and the working environment and judge these factors against their individual capability.
- Where manual handling tasks are beyond day to day tasks, further appropriate assistance should be sought and where significant manual handling tasks are to be undertaken and recorded.

Misconduct:

Any failure by an employee to comply with the aspect of the nurseries Health & Safety procedure, rules of duties specifically assigned to the employee with regard to Health & Safety will be dealt with under the terms of the nurseries disciplinary procedure.

Procedure for dealing with RIDDOR Accidents

Wisdom Kids Nursery complies with reporting of accidents, injuries, disease and dangerous occurrence regulations 1995. The regulations require the reporting of work related accidents, diseases and dangerous occurrences. They apply to all work activities but not all incidents.

If a member of staff has an accident at work and is taken to hospital, or is unable to complete their normal work for more than three days (including non-working days), the nursery must report the accident to the local enforcing authority and, because of the nature of the site, an HSE accident report form (RIDDOR) may be required. Where hospitalisation occurs, an immediate telephone report must be made to the enforcing authority, followed by a written report within ten days (RIDDOR). A similar report will need to be completed if any member of public, including parents and visitors, is taken to hospital as a result of an accident at nursery.

- If a child is hospitalised, the local enforcing authority, social services and OFSTED have to be notified. They will then advise whether or not a HSE accident form (RIDDOR) will be required.
- When something happens which does not result in a reportable injury, but clearly could have done, must be reported immediately (by telephone), then followed by a written report within ten days

Reporting of other accidents and incidents

All accidents must be written in the accident book straight away.

The nature of the emergency determines whether or not a parent must be contacted immediately. If the accident is of a minor nature, the parents need not be informed immediately, but must be informed when collecting the child. The accident report form must be signed by the person collecting the child. The copy of the accident form is offered to the parent if needed.

Should a serious accident/illness requiring urgent medical attention occur, staff must operate the following procedure:

- One person to stay with the injured child.
- One person to call an ambulance and call the child's parents. It may be appropriate to transport the child directly to hospital. If this happens before the parents arrive then two staff should accompany the child.
- Adequate staff cover must be provided for the children attending nursery.
- If an ambulance arrives before the child's parents the member of staff who has been looking after the child should go in the ambulance.

- All accidents/incidents must be reported in the accident/incident book.
- Accidents not requiring medical treatment must be reported to parents on the day they occur and signed by manager, a person dealing with accident and parents.

Signed on behalf of the WKN Nursery _____proprietor/manager

December 2008
Next review date: January 2010