

## **HEALTH AND SAFETY PROCEDURES**

### **SECTION 1 - HEALTH**

#### **FIRST AID & HYGIENE**

The Preschool will promote positive health to eliminate opportunities for disease to develop or spread within the group and to ensure, as far as possible, a safe environment for children and adults with allergies. As part of the admission process, parents are asked to give details of immunisations, allergies and other health information. To prevent spread of all infection, including HIV and AIDS adults in the group observe hygiene precautions aimed at prevention and control.

1. An adequately stocked First Aid box is kept at Preschool out of reach of children, with a simple First Aid book and including disposable gloves. Contents are regularly checked, replaced and updated.
2. All staff who work directly with the children attend First Aid training every three years, hold an up to date First Aid certificate and know the procedures for dealing with minor accidents and illnesses.
3. All employees are notified through notices posted in conspicuous places of the location of the First Aid box and the names of the first aiders.
4. Two members of staff, Sarah Knights and Kate Melton are responsible for keeping the First Aid box fully supplied, checking its contents from time to time, in conjunction with the Safety Officer.
5. Every accident is entered/recorded on an Accident Reporting sheet (see Health and Safety Document - Part 3 - Section 11 - Safety - Item 7).
6. Regular cleaning of the facility is carried out, including disinfecting toilets, hand basins and surrounding walls, all vinyl floors and the kitchen. Carpets are vacuumed and all rubbish removed. Toys and equipment are kept in a clean condition.
7. Washing up is done using a dishwasher; where this is not possible it is washed thoroughly in hot water and detergent. A sterilising tablet is used in the dishwasher once a week, with all children's cups washed.
8. Clean, regularly washed drying up cloths are used.
9. Different coloured cleaning cloths for kitchen, toilets and floors are used (blue for kitchen and areas where food is being served, green or pink for toilets and floors). All are replaced at least twice a week or more if deemed necessary.
10. Hands are washed before and after handling food and after using the toilet.
11. Cuts or open sores, whether adult or child, are covered with a plaster or other dressing.

12. Any spills of blood, vomit or excrement are wiped up and flushed away down the toilet. Disposable gloves are always used when cleaning up spills of body fluid. Floors and other affected areas are disinfected using antibacterial cleaner, according to the manufacturer's instructions.
13. Fabrics of staff/children's clothing, borrowed clothing or towels contaminated with body fluids are washed using the hot cycle in a washing machine or returned to parents.
14. Tissues are available for children to blow and wipe noses. Soiled tissues are disposed of hygienically by flushing them down the toilet.
15. Children are encouraged to shield their mouths when coughing.
16. Spare laundered pants and other items of clothing are available in case of accidents.
17. Polythene bags are available in which to seal soiled garments.
18. With regard to specific communicable diseases, the document '**Guidance for Schools on Communicable Disease Matters**' (as displayed within the Preschool) will be consulted and action taken accordingly.
19. We supply alternative food and drink for children with allergies and if necessary will use alternative foods for all children if having such food on the premises could cause harm to any child, (i.e. egg supplement).
20. A care plan is drawn up for any children who have an allergy, informing staff of the action required if they have a reaction. This form is kept in the filing cabinet in the office.

Signed:

Chairperson

Manager

Date:

Date for next Review: