

Section 2

HEALTH AND SAFETY PROCEDURES

SAFETY

The Preschool will promote safe premises and equipment for children and adults in order to provide the best possible physical environment for children's development and for the welfare of staff and volunteers within the group.

The specified number of staff/helpers will be on duty at all times throughout the session. Unregistered helpers will not be put in sole charge of children.

1. Building

- a. The building is of sound construction and is regularly maintained to a high standard.
- b. Windows are at a high level with opening fixtures out of reach of children.
- c. Children enter the two entrance doors while under supervision of a member of staff or parent/carer, therefore the risk of accident is minimal. The outer door has a secure fixing mechanism when left open and the inner door is fitted with a high level safety chain for use while the Preschool is in session. Toilet cubicle doors can be opened from the outside.
- d. Layout of activities is such as to avoid leading to risks.

2. Outside play area and equipment

- a. The outdoor area is securely fenced and the gates leading from the Preschool to the school playground and school gates are kept shut at all times, and padlocked when children are using the garden. They will remain locked until all children have been counted inside the Preschool building.
- b. The outdoor area is checked for safety and cleared of rubbish before it is used and activities are supervised at all times.
- c. Play structures are secure at all times and are regularly checked for weakness and damage. An 'impact absorbing surface' is provided.
- d. The sandpit is covered when not in use and cleaned regularly.

3. Inside equipment.

- a. Heating appliances are sited in a safe place, serviced regularly and used in accordance with the manufacturer's instructions. They are suitably guarded.
- b. Electrical leads are neither loose nor trailing and power points are not overloaded.
- c. All electrical equipment is checked annually by a qualified electrician (PAT tested).
- d. Adults ensure that children do not have access to potential dangers such as cookers or sockets.
- e. Sturdy, well-made toys and play equipment are chosen with recognised safety markings where possible (e.g. Lion Mark, CE). Care is taken when accepting homemade toys. Equipment and play activities are used as appropriate to the ages and developmental stages of the children. All equipment and toys are checked regularly for any weaknesses or damage. Broken items are repaired or discarded immediately.
- f. The layout of play equipment allows adults and children to move safely and freely between activities.
- g. All materials, including paint and glue are non-toxic.
- h. Physical play is constantly supervised.

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- i. Children are taught to handle and store tools safely.
- j. Children learn about health & safety and personal hygiene through the activities we provide and the routines we follow.

4. Medicines and other hazardous substances

All potentially dangerous products including cleaning materials and plastic bags are kept out of reach of children in a lockable cupboard. Medication is kept in a 'Grab Bag', which is hanging up high in the preschool office out of children's reach. All products are clearly marked.

1. Concerning the administration of drugs or medicines the following must take place:-

- a) **The parent/guardian must provide details of any known allergy to medication suffered by their child. E.g. plasters, penicillin. Details to be recorded on their admissions form and the form at the front of the Medication Log. The form needs to be consulted before any emergency administration of drugs or medicines**
- b) **The drug or medicine must be prescribed by the child's General Practitioner or consultant or given to the group by the child's parent/guardian.**

Steps to follow when completing the form in the Medication Log;

- 1 The name of the child
- 2 The date the form is being completed
- 3 The name and type of the medication
- 4 The dose required
- 5 Signs and symptoms
- 6 The signature of the parent/carer

When medication is administered the following information is to be recorded on the back of the child's form;

- 7 The date and time the medication was given
- 8 The name and signature of the person administering the medication
- 9 Name and signature of witness
- 10 The signature of the parent/carer on collection of the child.

The Preschool must familiarise themselves and comply with all relevant requirements of their statutory registering authority concerning the administration of drugs and medicines

The Preschool must have signed authorisation from the child's parent/guardian containing clear instructions for the administration of non-prescribed drugs or medicines, prescribed oral medication or asthma inhalers

2. In cases where occasional, regular or emergency medication is required such as epi pens, hypodermic injections or tube-administered medication (but not including non-prescribed drugs or medicines, prescribed oral medication or asthma inhalers which are dealt with above) we will comply with clause 1 above and additionally:-

- I. A care plan will be filled out detailing all the necessary directions & instructions together with any follow up procedures.**

- II. **Preschool staff must be trained in the administration of the drug or medicine by the child's General Practitioner, a district nurse or a paediatric nurse if stipulated by the child's General Practitioner or consultant and, if required, provide proof of such training. (Norfolk Children's Services are able to offer free training).**

3. It is a condition precedent to liability that the administration or provision of oxygen, gastro feeding, naso-gastric tube feeding, cleaning and changing of feeding tubes and emptying/changing stomach bags takes place only under the conditions as stipulated in clause 3 a)-d) in the Special Conditions of Section 1 of Public Liability of the Preschool's insurance policy..

5.Fire

i. Fire Prevention

- a. There will be no smoking on the premises.
- b. When on, the hob and microwave are not left unattended.
- c. There is clear access to all doors and to the fire exit door at the rear of the building. All doors are left unlocked during Preschool sessions.
- d. The fire extinguishers are checked annually and staff are aware of their locations and how to use them.
- e. All adults involved in Preschool are instructed in fire prevention and action to be taken in the event of fire.

ii. Fire Drill

- a. A whistle is used as a fire alarm.
- b. The register is completed as children arrive and leave Preschool. The presence of adults and visitors, including young children, is recorded.
- c. The Evacuation Procedure is as follows:

1. **BLOW THE WHISTLE – ONE SHARP BLAST**
2. **EVACUATE THE MOBILE - ONE PERSON TO COUNT CHILDREN AND ADULTS AS THEY LEAVE BUILDING,**
3. **CHECK KITCHEN, TOILETS, OFFICE, FOYER (alarm and chain) ONE PERSON TO SWEEP THE BUILDING,**
4. **ONE PERSON IS TO COLLECT THE REGISTER AND ANOTHER TO COLLECT THE GRAB BAG JUST INSIDE THE OFFICE DOOR, CONTAINING CHILDREN'S MEDICATION.**
5. **LEAVE VIA REAR OR MAIN ENTRANCE AS APPLICABLE**
6. **LINE UP NEAR THE CURB BETWEEN DOUBLE INNER GATES AND YELLOW LINE**
7. **CALL THE REGISTER AND COUNT AND CHECK NUMBERS**

- d. Fire drill procedures are clearly displayed for all staff, volunteers, parents and visitors to see. All members of staff are given a copy.
- e. Regular fire instruction and drills are carried out, a minimum one every six weeks (to cover all staff and children). A record of all fire drills is kept, showing day, time, duration and any difficulties encountered in evacuating children as well as the numbers of staff and children involved.

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In exceptional circumstances fire drills may be carried out less frequently to take account of the welfare of these children who may find the process unsettling and distressing.

f. Preschool staff will take extra care over the safety for children with disabilities or learning difficulties and make specific arrangements regarding fire drills.

6. Collection of Children

A member of Preschool staff must be at the door at the end of the session to make sure that every child has been safely collected by someone known to Preschool and/or authorised to do so. Parents must tell the Supervisor who will be collecting their child if they are unable to do so themselves. If the person due to collect is unknown to Preschool staff the parents will be given a password that the person collecting must use. This password will be changed every term or sooner if necessary.

7. Accidents & Incidents

A folder containing recording sheets for Accidents & Incidents is kept at Preschool, in the second draw of the large filing cabinet in the office and any accident/incident, whether to adult or child must be recorded, noting the following details:

Accident:

- a. Full name of the person who had the accident.
- b. Their date of birth
- c. Full name and role being undertaken at the time of the accident of the person recording the accident
- d. Date, Time and location of the accident. e.g. Playroom on the carpet area
- e. How the accident happened and what the cause was.
- f. If any injuries occurred and what they were.
- g. Mark on the body maps where they person was hurt.
- h. Treatment given, if any
- i. Outcome, bruising, red marks, abrasions etc.
- j. Any additional information that may be needed, e.g. parents contacted to collect the child, child taken to the doctors as a result of accident.
- k. Signature of the employer or person in charge
- l. Parent/carer signature
- m. Tick box to show a copy of the report has been given to the parent
- n. If a head injury, tick to confirm that a Head Trauma notice has been given to parents.

Incident:

- a. Persons full name involved in the incident
- b. Date and time of the incident
- c. Nature of the incident, what happened
- d. If there was harm to others or property, if so details of the harm.
- e. Location of the incident
- f. What occurred prior to the incident
- g. Adults response and actions taken
- h. Name of adult that responded

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- i. Additional information e.g. other witnesses, accident form completed, if a behaviour plan is in place.
- j. Name of parent/carer who is advised at collection times
- k. Signature of adult completing the form
- l. Signature of person in charge of the setting at the time of the incident
- m. Signature of parent/carer
- n. If an action plan is required due to the incident
- o. Details of the action plan
- p. A review date.

Parents are informed of any injury / episode involving their child and are asked to read and sign the form. If the child is collected by someone other than the parent/carer, or staff forget to get the accident form signed by parents; an email should be sent to inform them that the child has had an accident that day. All serious accidents/illnesses affecting children will be reported in accordance with the Health and Safety legislation and to the Registration Officer/Supervisor.

In cases of recurring incidents we will work with the parents/carers and the child to resolve the behaviour amicably.

At times where children arrive at Preschool with injuries, i.e. bruises, abrasions etc. We will record the details on a log sheet, (blank ones are kept in the safeguarding folder on the white shelf) in the presence of the parent who will sign the sheet. These will be kept in the locked draw in the office desk.

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, an accident occurring to anyone whilst on pre-school premises, involving serious injury must be reported to Environmental Health, Breckland Council, Elizabeth House, Walpole Loke, Dereham NR19 1EE.

Tel: 01362 656833. A booklet detailing requirements is held in the Safety checks folder.

Please refer to 'Responsibilities of Staff in an Emergency Policy' with regards to:-

- Sudden illness of child or adult
- Strangers coming to collect
- Unwanted visitors
- Child leaving preschool unaccompanied
- Bomb scare

Signed:

Chairperson

Supervisor

Date:

Date for next Review: