



Health

Policy Statement

Greenhead Pre-school and Rainbow Nursery believe that the health and safety of children is of paramount importance. We strive to make our provision a safe and healthy place for children, parents, staff and volunteers. We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks, to enable the children to thrive in a healthy and safe environment.

Procedures (also refer to **Safety and Suitability of Premises, Environment and Equipment** policy)

Claire Brachtvogel is the member of staff at Greenhead Pre-school and Rainbow Nursery who is responsible for health and safety, and as such, is competent to carry out these responsibilities. She has undertaken health and safety training and regularly updates her knowledge and understanding of all health and safety issues.

Awareness Raising

- Induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to the policy and understand their shared responsibility for health and safety. The induction training covers matters of employee wellbeing, including safe lifting and the storage of potentially dangerous substances.
- Health and safety issues are explained to the parents of new children so that they understand the part they play in the daily life of the setting.
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at staff meetings.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Medicines

To ensure that each child's health and wellbeing is safeguarded, should they need medication during their time in the setting, the manager(s) must establish whether medication has been prescribed by a doctor and is within date. Parents must authorise the administration of this medication. The manager(s) will ensure it is properly stored, administered within the defined time frame and recorded.

Greenhead Pre-school and Rainbow Nursery have a procedure, discussed with parents and/or carers, for responding to children who are ill or infectious, take necessary steps to prevent the spread of infection and take appropriate action if children are ill (see **Sick Child** policy). 3.44

Authorisation

Greenhead Pre-school and Rainbow Nursery:

- will only be responsible for the administration of prescription medications and if it is strictly necessary that this medication be given to a child during their time in the setting

- have the right to refuse a request by a parent if it is their wish for their child to receive some non-prescription medications such as Calpol. However, Calpol may be administered by the manager(s) as part of emergency medical treatment i.e. to lower a child's high temperature. If a child is in need of Calpol, it should be considered whether a child should be attending the setting (see **Sick Child** policy). If emergency treatment is given it must be recorded and signed and dated by staff members and the parent.
- have systems in place for obtaining information about a child's need for medicines and for keeping this information up-to date. 3.45 All medication details and information must be recorded on a medication form and be signed and dated by the parent. This should include the name and expiry date of the medication, the name of the medical professional who prescribed the medication, the dosage, the times of each dose, when the last dose was taken, how the medication should be administered and what the medication is for

Administration

- The parent/carer of the child should provide Greenhead Pre-school and Rainbow Nursery with the relevant information and sign the 'Administration of Medication' form. Once the medication has been administered it is the responsibility of the person who administered the medication to ensure the times and dosage are properly recorded, and confirmed by adding their signature, and the signature of their witness.
- When the parent comes to pick up their child they must sign the medication form again to acknowledge that their child has been given their prescribed medication, the dosage that was given, the time it was given, who gave it and who witnessed it.
- In the case of the administration of a complex medication programme, the manager(s) will always ensure that they and other staff receive appropriate and necessary training. 3.45
- Medicines will not usually be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor). 3.45
- Medication must be administered according to the prescription information.
- Medicine (both prescription and non-prescription) will only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer. 3.46
- Greenhead Pre-school and Rainbow Nursery must keep a written record each time a medicine is administered to a child, and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable. 3.46
- All medication should be administered by staff members who currently hold an appropriate first aid certificate i.e. first aid training that has been local authority approved and relevant for workers caring for young children.
- When administering the medication, it is the manager(s) overall responsibility to ensure that the time of administering and the correct dosage are recorded.
- It is the parent's responsibility to ensure that they give the manager(s) accurate information about what medication their child has had in the past 24 hours and the time of the last dosage.
- In the case of asthma medication, it is the parents responsibility to ensure that the manager(s) are properly advised about the use of specific equipment, so that they can pass on this vital information to all staff members, and arrange training if necessary.
- The person responsible for administering the medication must ensure that this is witnessed by another member of staff.
- The child must only be given the prescribed dose. If this information differs from the parent's instruction, i.e. in the case of an increased dose, the manager(s) must politely inform the parent/carer that they can only administer the prescribed dose.
- Medication should be given in a quiet place away from other children.

Storage

- Wherever possible, and considering the health and wellbeing of all children, all medication should be stored according to the manufacturer's instructions. If medication needs to be refrigerated, this will be stored in the setting's fridge, which is completely out of bounds to all children.
- All medication must be stored in such a way that it is completely inaccessible to all children.
- A record must be kept of all medication that is currently on the premises, and all staff members must be made aware that this medication is on site.
- All medication must be returned to parents/carers when the child goes home, unless it is an EPPE pen or equivalent medication that must be kept on site for emergencies.

First Aid and Medication

- Claire Brachvogel is designated take responsibility for first aid. Her role includes keeping up to date with changes in first aid procedures, ensuring all staff receive relevant training and checking that items in the first aid kit are within date and replenished when necessary.
- At least one member of staff with a current first aid training certificate (relevant to infants and young children) is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children. The first aid kit:
 - complies with the Health and Safety (First Aid) Regulations
 - is regularly checked by the manager(s) and re-stocked as necessary
 - is easily accessible to adults
 - is kept out of the reach of children
- Prior to admission to Greenhead Pre-school and Rainbow Nursery, parent's written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
- Accident Sheets:
 - are kept safely in a file and are easily accessible to all staff and volunteers, who know where they are and how to complete them
 - are reviewed at least half termly to identify any potential or actual hazards
- Ofsted will be notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult.
- Any injury requiring General Practitioner or hospital treatment to a child, parent, volunteer or visitor will be reported to the local office of the Health and Safety Executive.
- Greenhead Pre-school and Rainbow Nursery meet legal requirements for the safety of employees at the setting by complying with 'The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013' – RIDDOR, and will report :
 - any accident to a member of staff requiring treatment by a General Practitioner or hospital
 - any dangerous occurrences (i.e. an event which does not cause an accident but could have done)
- Children's prescribed drugs are stored in their original containers, are clearly labelled, refrigerated where appropriate, and are inaccessible to the children.
- Parents give prior permission for the administration of medication. The administration is recorded accurately and parents sign the medical form to acknowledge the administration of a medicine.
- If the administration of prescribed medication requires medical knowledge, individual training will be provided for the relevant member of staff by a health professional.

Sickness

- Ofsted will be notified of any infectious diseases which are currently on the list of notifiable diseases as determined by the *Public Health England* '**Guidance on infection control in schools and other childcare settings**'
- Parents and carers are requested to keep their children away from the setting if their child has been vomiting or has had diarrhoea, until 48 hours after the last occasion.
- Parents and carers are asked to observe exclusion times for infectious diseases. Parents can find the exclusion times by contacting their GP or by telephoning the setting.
- Staff will inform other parents and carers of infections and sickness so that they can observe their own children, but will respect confidentiality by not identifying the child(ren) concerned.
- If a child becomes ill at the setting, they will be taken to a quiet area in the setting away from other children and staff will ask the parent or carer to collect the child.

Food and Drink

Dietary Requirements and Allergies

Before a child is admitted to Greenhead Pre-school and Rainbow Nursery it is ensured that information is obtained about any special dietary requirements, preferences and food allergies that the child has, and any special health requirements. It is ensured that information given from parents and carers about their child's dietary needs is recorded and acted upon. 3.47 At snack times healthy, balanced, nutritious food, which meets the children's individual dietary needs is provided.

3.47 Parents must sign any recorded information about their child's special dietary needs, to signify that the information is correct.

Greenhead Pre-school and Rainbow Nursery:

- is registered with Northumberland County Council for food hygiene on the premises, but as yet has not received an inspection from them
- has a food safety management system in place eg. would refer to 'Safer food, better business' (SFBB) for advice on food hygiene regulations etc. and use the following links as guidance :
<http://www.food.gov.uk/business-industry/caterers/sfbb>
<http://www.northumberland.gov.uk/default.aspx?page=652>
<http://www.northumberland.gov.uk/default.aspx?page=5365>
- consult with parents to ensure that records of their child's dietary needs, including any allergies, are up-to-date
- promote current information about children's dietary needs so that all staff and volunteers are well informed
- implement systems to ensure that children receive only food and drink which is consistent with their dietary needs, allergies and their parent's wishes
- will include foods from the diet of each of the children's cultural backgrounds, providing children with familiar foods and introducing them to new ones
- through discussion with parents and research by staff, obtain information about the dietary rules of the religious groups to which children and their parents belong, of vegetarians and vegans, and about food allergies. Staff take account of this information in the provision of food and drinks
- require staff to show sensitivity in providing for children's diets and allergies. Staff do not use a child's diet or allergy as a label for the child or make a child feel singled out because of her/his diet or allergy
- strongly advise parents not to bring in any food items containing nuts

Snacks and Packed Lunches

- Greenhead Pre-school and Rainbow Nursery has an area which is adequately equipped to provide healthy, snacks and drinks for children as necessary and suitable facilities for the hygienic preparation of food for the children. The manager(s) are confident that those responsible for preparing and handling food are competent to do so. All staff involved in preparing and handling food have received appropriate training in food hygiene. 3.48
- Staff have received training in allergen awareness and consult Trading Standards, the Environmental Health Team and the Allergen Law 2014 for advice and guidance with regard to allergens/intolerances (also see <https://www.food.gov.uk/science/allergy-intolerance> and <http://www.food.gov.uk/business-industry/allergy-guide/allergen-resources>)

Greenhead Pre-school and Rainbow Nursery:

- supply healthy, balanced and nutritious food for all snacks and drinks 3.47 that do not contain large quantities of fat, sugar, salt, artificial additives, preservatives and colourings
- offer snacks that include protein for growth and essential minerals and vitamins in raw foods, salads and fruits
- organise snack times and lunch times so that they are social occasions in which children and staff participate
- use snack times to help children to develop independence through making choices and helping to serve food and drinks
- provide children with utensils which are appropriate for their ages and stages of development and which take account of the eating practices in their cultures
- encourage parents of children who bring packed lunches, to provide healthy, nutritious food for their children, and place it in suitable containers
- do not permit children sharing and swapping their packed lunch food with one another in order to protect children with food allergies or allergies that can develop in a child at any point
- provide the children with a choice of water or milk to accompany snacks, but do not provide or permit juice as part of the normal routine, with the exception of a special occasion such as a Christmas Party

Fresh Drinking Water

Greenhead Pre-school and Rainbow Nursery:

- provide fresh drinking water which is available and accessible for the children at all times 3.47
- encourage children to have a drink whenever they are thirsty
- ensure all water bottles are cleaned and replenished at the end of each day, ready for the next day
- ensure all water bottlers are sterilised regularly

Cookery Sessions

- All staff hold a relevant qualification in hygiene and food handling or are working towards.
- Fresh food is stored in an appropriate refrigerator prior to use.
- All foods are properly washed and prepared.
- All surfaces and equipment are thoroughly cleaned prior to use.
- All children must wash their hands before starting to handle any foods, and to wash their hands when the activity is finished.
- Children must be discouraged from putting anything in their mouths unless explicitly asked to do so.
- All food is cooked at an appropriate temperature.

- Any cooking activity will take into account children's allergies or religious/cultural dietary needs.
- All foods will endeavour to promote healthy eating, and demonstrate to children the importance of a balanced diet and the need to eat plenty of fresh fruit and vegetables.
- All food will be placed in appropriate containers if it is to be sent home.

Food Poisoning

As a registered provider, Greenhead Pre-school and Rainbow Nursery must notify Ofsted of any food poisoning affecting two or more children looked after on the premises. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident.

Greenhead Pre-school and Rainbow Nursery would be committing an offence (if without reasonable excuse), if it failed to comply with this requirement. 3.49

Hygiene

- Daily routines encourage the children to learn about personal hygiene.
- The provision is cleaned thoroughly each night by the staff. Throughout the day staff ensure toys and equipment are properly cleaned and stored, and the snack area and creative area are tidied and cleaned ready for the next day.
- Although, there are no facilities for washing clothes on the premises, staff frequently take home items such as painting aprons, whereby they show an awareness of allergies which may arise from washing detergents that are used.
- The toilet area has a high standard of hygiene including hand washing and drying facilities. This is checked at the beginning of the day and throughout the day to ensure standards are maintained.
- Greenhead Pre-school and Rainbow Nursery implement good hygiene practices by:
 - cleaning tables between activities
 - checking toilets regularly
 - wearing protective clothing — such as aprons and disposable gloves — as appropriate
 - providing sets of clean clothes
 - providing tissues and wipes
 - providing adequate soap and paper towels

Accident or Injury

Greenhead Pre-school and Rainbow Nursery:

- ensure there is a first aid box accessible at all times with appropriate content for use with children and always keep a written record of accidents or injuries and first aid treatment given 3.50
- ensure that parents and/or carers are informed of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable and of any first aid treatment given 3.50
- as registered providers will, and must, notify Ofsted of any serious accident, illness or injury to, or death of, any child while in the care of the setting, and of the action taken. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. As a registered provider, if Greenhead Pre-school and Rainbow Nursery fail to comply with this requirement (without reasonable excuse) will be committing an offence. Greenhead Pre-school and Rainbow Nursery must notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and must act on any advice from those agencies. 3.51

