

# Health Policy & Procedure

Page	Content
2	Child Health Background
2	Exclusion Procedure for Illness/Communicable Disease
2	Managing Medicines Policy
3	Food Procedure
5	First Aid/Accident Procedure
5	Major Accident Procedure
6	Minor Accident Procedure
7	Health & Safety Policy & Procedure - Background
7	Health & Safety Procedures
9	Risk Assessment Procedure
9	Equipment Safety Statement
10	Fire Procedure
11	Evacuation Procedure
12	Child Collection Statement
13	Non Collection of Child
13	Lost/Missing Child Procedure
14	Outing Procedure
15	Policy for Visiting Siblings or Children

## Version Control

Number	Summary of Change	Date Implemented
1.0	Minor updates and typos - separation into individual policy docs.	30/09/16
1.1	Food Procedure updated in line with Smile+ Accreditation	14/03/2017
1.2	Included sunscreen application and updated for annual review.	25/07/2017
1.3	Minor updates following Annual Review	23/07/2019
1.4	Update to Managing Medicines Point 2.	24/07/2020
1.4	Changes in Procedure due to Covid 19 Added (Page 16)	24/07/2020
1.4	Minor wording changes to Food Procedure Point 4.	24/07/2020
1.4	Addition to Health & Safety Procedures re: when can play outside	24/07/2020
1.4	Minor word change to Risk Assessment Procedure	24/07/2020
1.4	Child Collection Statement details of verification phoneall added, Point 7 addition of responsibility added	24/07/2020

Signed:

Date:

# Child Health Policy & Procedure

## Background

It is the aim of this Pre-School to seek to ensure the health and wellbeing of every child whilst under our care. The procedures below have been developed to assist us to achieve this aim

## Exclusion Procedure for Illness/Communicable Disease

- If a child is ill while in Pre-School the parent/carer will be contacted and asked to collect the child as soon as possible. If the parent/carer cannot be contacted a decision will be made whether to call their emergency contact, this decision will depend on the nature of the illness.
- If a child is sent home unwell a record will be kept in the Accident Book of the nature of the illness and the advice offered.
- A list of communicable diseases and exclusion periods is displayed in the office. Diseases which are notifiable to Ofsted are displayed on the Pre-School Office wall and in the document 'Guidance on Infection Control in School & Other Settings'.
- A notice will be displayed on the entrance door for all parents/carers to read when there is an outbreak of Chickenpox, German Measles (rubella), Measles or Mumps.
- If a child has had sickness or diarrhoea, the parent/carer would be required to keep them off for at least 48 hours after the last bout of illness. If a parent brings a child into Pre-School who has had sickness/diarrhea within the last 48 hours we will ask them to take the child home.
- If a child has had chicken pox the parent/carer would be required to keep them off for at least 5 days after the spots have appeared and until all spots have scabbed over.

## Managing Medicines Policy

1. We will need written agreement from parents for medicines to be administered to their child.
2. We will administer only prescribed medication which is due to be taken 4 times a day in its original packaging clearly marked with the child's name, date of birth and dosage.
3. It is the parent's responsibility to bring the child's medication into the setting and also to take the same home at the end of each session. Prescribed creams may be kept in Pre-School and taken home for each Pre-School holiday.

4. It is the parent's responsibility to also let us know of any change in the child's prescription, or dosage of medication.
5. Any medicines brought into Pre-School must be given to an adult who will then be responsible for storing the same appropriately in the locked metal cabinet in the wet area.
6. Two members of staff will be involved in administering any medication in order to check the dosage given. A Record of the Medication Administered form will be filled in. Staff will be trained specifically for specialized treatments. All staff will have regard to our First Aid and Accident Procedure Policies.
7. As a setting we will support children with complex or long-term medical needs by drawing up a Healthcare Plan and working with the parents to ensure the child's medical needs are met.
8. A prescribed medicine for one child will not be given to another child.
9. If a child refuses to take their medicine they will be encouraged to do so but not forced. If they do not take their medicine their parent/carer will be informed immediately.
10. Children with medical needs will have the same rights of admission as other children.
11. If Parents have administered medicine prior to bringing their child to pre-school we ask that they inform us of this and a note will be made in the accident book.
12. A regular risk assessment will be carried out on storage and administration of medicines.
13. We will seek permission from parents on new starters paperwork to apply suncream at lunchtime if the child is here all day. Where weather is particularly hot parents will be encouraged to apply suncream to their child upon entering the setting each day. We will keep a separate record of those children we have applied suncream to.

### **Food Procedure**

The Treehouse Pre-School regards snack and meal times as an important and integral part of the setting's day. Eating represents a social time for children which helps develop their personal, social and emotional development. We promote healthy eating and looking after ourselves as part of this.

As a setting:

1. We will provide a nutritious snack and a drink of either milk or water at each morning session.
2. We use snack time to help children to develop independence through serving food and drink and feeding themselves.
3. Children will be encouraged to think about what they are eating and we will encourage healthy eating.
4. Upon a child's admission to the setting we provide each parent with a leaflet in relation to healthy lunchboxes. This leaflet will be re-shared with parents upon the event their child stays for lunch by the child's key person. Parents are advised of the need to provide an icepack in the lunchbox as we cannot refrigerate the same. We will provide children with a drink of milk or water at lunchtime and have water available throughout the session for children to help themselves to in order to discourage drinking of anything which may cause damage to a child's oral health or indeed to the health of a child with any allergy or medical condition. We encourage parents not to provide lunchboxes that consist mostly of crisps and processed foods and sweet cakes or biscuits. We also encourage parents to consider portion sizes provided for their child's lunch.
5. We will have regard for any allergies or dietary requirements. Where children stay for lunch and a lunchbox from home is provided we will request no nuts are put into the boxes in order to prevent any allergies being triggered. Any items containing nuts will be removed from the child's lunchbox and given back to parents upon collection of their child.. We also discourage children from sharing and swapping food to protect children with allergies.
6. A record will be kept in the safer food, better business diary of the snack provided each week.
7. Children will not be able to eat sweets or chew gum during the Pre-School session.
8. Children will wash their hands prior to snack time and lunchtime.
9. We will not give out sweets or similar for children's birthday celebrations.
10. Tables will be cleaned with appropriate cleaning wipes before snack and lunchtimes.
11. We will ensure that key staff attend relevant Food Hygiene Training.

12. We will notify Ofsted in writing as soon as it is reasonably practicable to do so, but in any event not later than 14 days after the event has occurred, of any food poisoning incident affecting two or more children looked after on the premises.

13. We will keep a record of any foods containing allergens.

#### **First Aid/Accident Procedure**

- All staff hold a paediatric first aid certificate.
  
- A list of first aiders together with renewal dates of certificates will be posted on the Pre-School Cupboard next to the First Aid Box.
  
- Permission to administer First Aid and details of any allergies are contained in children's profiles.
  
- If a child needs to be given any medication in Pre-School we will refer to the Managing Medicines Policy (below). We have a staff accessible first aid box on the premises, which is checked monthly, or more regularly if required, to keep the contents up to date.

#### **Major Accident Procedure**

In any event staff should wear protective clothing (disposable gloves)

1. Before moving the child an assessment is made as to whether they should be moved.
  
2. The Manager or Deputy will be notified of the accident.
  
3. The Manager or Deputy will assess the situation and decide whether the child needs to go immediately to hospital or whether the child can wait for the parent or carer to arrive.
  - a. If the child needs to go straight to hospital an ambulance will be called. The parent/main carer will then be contacted and arrangements will be made to meet the parent/carers at the hospital. A member of staff will accompany the child to the hospital, but will not sign for any treatment to be carried out. (If the parent/carers or their representative cannot be contacted a member of staff can sign for treatment but this would only be in an emergency situation and after repeated attempts to contact parent/carers or their representative. Such permission is signed for on the Child Profile when a child starts Pre-School).
  - b. If the child can wait for the parent/main carer to come, then the parent/carers will be contacted and the child will be made as comfortable as

possible and a member of staff will stay with them until the parent/carer arrives.

It will then be for the parent/carer to decide whether to go to the hospital or not (the member of staff involved can advise but not insist on a hospital assessment).

4. A report of the accident will be written in the Accident Book and the parent/main carer will be asked to sign it. A record will be made of the advice given to the parent/carer regarding a hospital visit. Both Ofsted and Local Safeguarding Childrens Board will be notified within 14 days of any serious accident or injury, or the death of any child and any advice given will be adhered to.

### **Minor Accident Procedure**

In any event staff should wear protective clothing (disposable gloves)

1. The child is taken to a suitable place.
2. The injury is assessed by a member of staff with First Aid and if necessary the Manager is informed.
3. The injury is treated.
4. The child is then resettled back into the main room and observed.
5. The incident and treatment given is recorded and the parent/main carer or their representative is informed at the end of the session and required to sign the accident report. A copy of this signed record is given to the parent/carer.
6. The parent may be called to inform them of the incident but not required to come in unless they feel that they should.

## **Health & Safety Policy & Procedure**

Including Safety and Suitability of Premises, Environment & Equipment

### **Background**

As a group we will work with a view to ensure the health, safety and wellbeing of all employees and anyone else who enters the setting during a session. We will work within the Southcourt Baptist Church's Health and Safety Policy and comply with

the Health and Safety at Work Act as far as is reasonably practicable. The following provides more detail on specific procedures.

### **Health & Safety Procedures**

- All staff and volunteers regularly present will be subject to the normal safety checks at the commencement of their contract.
- All staff will take steps to ensure the safety of others entering the setting e.g. entrances and fire exits kept clear and accessible.
- A register will be kept of all those present, visitors will be required to sign in and out of the visitor's book, parents will sign children out as they leave at the end of the session. A member of staff will be positioned at the door at the end of each session to monitor the safety of children as they leave.
- Children will be with regular staff at all times.
- Either the Manager or her Deputy will normally be present at all sessions.
- Child:Adult ratios will be maintained at all sessions.
- Confidential records will be kept on all children and staff giving emergency contact numbers and parents will be informed of any problems if it is possible to contact them.
- All adults working, staff and volunteers will know the Fire/Evacuation Policy, this policy will be displayed at both exits and practiced regularly. A record of all practices will be kept.
- All indoor and outdoor equipment will be regularly checked for safety, in any event the sand pit cover will be checked for any gathered pools of water prior to children being able to go outside to play.
- All staff will know the procedure for use and storage of cleaning materials which are kept out of reach of the children.
- A fully stocked and regularly checked First Aid Box will be accessible at all sessions.
- A First Aider will be present at all sessions.
- An accurate dated record of any significant incidents or accidents will be made in the accident book. The parent or carer will be required to sign that record as

evidence of their being informed where appropriate.

- Staff will adhere to the procedure for changing and washing children at all times.
- Once all children have arrived in the setting children are able to choose to play outside. The side gate will be checked and locked prior to the children being able to go out and we will endeavor to have two members of staff will be present when children are playing outside. This is managed according to available ratios.
- The outdoor area will be checked before use daily and cleared of any rubbish including animal faeces.
  - The setting will ensure the temperature, heating and lighting will be adequate at all times.
- If a child falls asleep in Pre-School they will be made comfortable and checked upon every 10 minutes.
- Staff will be aware of safe use, movement, lifting and storage of equipment.
- Staff will observe all safety rules, procedures and codes of practice, as far as is practicable.
- It is the responsibility of each staff member to report any concerns to the Manager immediately (and to the Church Health and Safety Officer if appropriate). A record of any such report should be kept.



### **Risk Assessment Procedure**

The Pre-School and outside play area is regularly checked before children arrive to ensure that we are providing a safe environment for the children to play and learn in.

If the children are attending a major outing, Pre-School also risk assess that environment in advance in order that staff are aware of any potential hazards as far as is practicable.

A formal annual risk assessment is undertaken in relation to the Pre-School and these are stored on file and available for parents to see upon request or other organisations such as Ofsted.

The day to day risk assessments made are carried out verbally between staff. The setting will ensure that staff are not exposed to risks by way of checks above. The setting will also take into account any risks posed to pregnant ladies who may be in the setting.

### **Equipment Safety Statement**

1. A general eye is kept on the condition of all equipment when getting out, tidying away and when in use and any equipment found to be faulty is removed immediately.
2. A specific check is carried out on all indoor toys and equipment at the end of each term, the toys are sorted and checked for any damage and any presenting a hazard are withdrawn.
3. All toys and equipment are washed or soaked in a sterilising solution, as appropriate, to ensure they are clean.
4. Any electrical equipment is checked regularly by a qualified person under the church's checking system.

## FIRE PROCEDURE

- On discovery of a fire the person whom discovers the fire will sound the alarm
- The person in charge will give clear instructions on the route to be used to leave the building and the assembly point which will be either the disabled parking spaces outside the back gate of the outside play area or the corner over the road from the front pedestrian gate.
- The person in charge will lead the exit from the building, taking with them the registers and the Emergency Contact Forms
- The second in charge will check that all areas have been cleared and nobody is left in the Pre-School area and outside play area.
- The second in charge will ensure that the Fire Service has been called.
- All other staff will escort the children out of the building by the announced route making sure that there are staff available to hold open doors and direct the children to speed up the exit

It is essential that staff escort the children out as they arrive at the exit point not wait for all the children to assemble before proceeding

- On reaching the assembly point the children should be gathered and the registers taken to check that everybody is present
- We need to be aware of traffic in and out of the car park and be prepared to stop traffic to ensure safe exit. Should we have to leave the building and be unable to get back into any part of the premises we will take any children whose parents cannot be contacted along to the church premises.

## **Evacuation Procedure**

1. Visitors will be required to sign in the visitor's book and read the notice in the signing in book in relation to keeping children safe. A register will be kept and marked daily as the children arrive, the children will be signed out as they leave to ensure we are always certain about who is present at any time. In the event of the fire alarm being faulty a whistle will be blown, the Manager and the Deputy both have a whistle on their keys.
2. The person in charge will give clear instructions on the route to be used to leave the building and the assembly point as per the fire procedure.
3. The person in charge will lead the exit from the building taking with them the registers and the Emergency Contact forms.
4. The second in charge will check that all areas have been cleared and that nobody is left in the Pre-School rooms or outside area.
5. All other staff and volunteers will escort the children out of the building by the announced route, making sure there are staff available to hold open doors and direct the children to speed up the exit.

**It is essential that staff escort the children out as they arrive at the exit point and not wait for the children to assemble before proceeding as on other occasions.**

6. On reaching the assembly point the children will sit down and a register will be taken to check that everybody is present.
7. The second in charge will also ensure that the Fire Service has been called.
8. This procedure will be practiced with all staff at least once a term to ensure that all staff are familiar with their roles.
9. If it is not possible to return to any part of the premises, we will take the children to the church premises. A member of Pre-School Staff or Church Personnel will remain at The Treehouse Pre-School to inform any parents/carers arriving where they can find their children.
10. On occasion it may be necessary to ensure the children are safe inside the building. Where children need to be gathered to ensure safety in this way it will be the decision of the person in charge to inform children/staff where to gather i.e the office/store cupboard/kitchen.

### **Child Collection Statement**

1. A child will only be allowed to leave the Pre-School with their parent/carer unless we have been previously notified of a different arrangement.
2. Anyone collecting a child on behalf of a parent/carer must be over the age of 16 and have parental permission, unless the parent is on the premises.
3. If the person collecting the child is not known to us they will be required to bring some form of identification or a letter signed by the parent/carer. This ID will be checked by a senior staff member. ID will also be checked and required for all visitors.
4. If somebody else arrives to take a child from Pre-School a member of staff will call the parent or carer. If we cannot verify this request with the parent/carer we will contact the Police and First Response.
5. If we are aware of any court orders preventing a parent from collecting a child and that parent arrives to collect the child we will contact the Police and First Response.
6. If it appears that the child being collected may be at risk because we have concerns that a parent is under the influence of drugs or alcohol (Refer to Suitable Staff Policy - Protecting children from smoking, drugs and alcohol) we will in the first instance contact the next person on the emergency contact form, or where this is not possible, the police and first response unit. In any case we would inform First Response.
7. Parents will be required to sign their child out at the end of the Pre-School session or when they leave if collecting earlier. The child is the parents responsibility prior to entering the pre-school building and once the child has been signed for at the end of the session.
8. Children in the Pre-School setting are covered by our insurance during Pre-School hours. Children not collected at the finishing time are not covered.
9. Funding covers for Pre-School sessions. If parents/carers are late collecting the child on more than three occasions whether we have been informed or not we will charge to cover for the wages of two members of staff at a rate of £4.00 per hour or part thereof, this is at the discretion of the Pre-School Manager.

### **Non Collection of Child**

1. If a child has not been collected from Pre-School  $\frac{1}{4}$  hour after the closing time we will try to contact the parent/carer and fees will be charged as in point 9 above.
2. If we are unable to contact them or their emergency contact within half an hour we will ring First Response. Ofsted will also be advised as soon as it is practicable to do so.

### **Lost/Missing Child Procedure**

We have policies and procedures in place to ensure we do not lose the children.

- The doors have high security latches or locks so the child cannot open them.
- The outside area is made secure when we go outside to play.
- The outside play area is manned by at least 2 members of staff who will be aware of how many children are in the outside area.
  - An adult is present by the door at dropping off and picking up time to ensure no unaccompanied child leaves the room.

In the event that a child is lost/missing we would:

1. Make a brief thorough search of the immediate area.
2. Contact the police and the parents/guardian or emergency contact and Ofsted.
3. We would give the police a description of the child.
4. We would then follow the instructions the police give us.

**Any incident will be fully recorded and kept.**

### **Outing Procedure**

The Annual Outing Form will be taken out on any short outings i.e: to the local shops and parks within 20 minutes walking time from the setting.

1. For each child present we will have an Annual Outing Form completed with details of:
  - a. Contact details of the parent/carer on that date
  - b. An emergency contact number in the case of parent/carer being unavailable.

- c. Child's Doctor's name, address and telephone details.
- d. Any allergies.
- e. Permission to administer basic First Aid.
- f. Permission to sign hospital forms should no contacts be available.

2. Risk assessments for these outings will be made visually and verbally and not necessarily in writing

For any outings further afield i.e: Trips involving forms of transport or all the children in the setting at once:

1. For each child present we will require an Emergency Contact Form with details as in 1 above.
2. We will obtain a signed permission slip for all children being taken out, whether accompanied by their parent or not.
3. Who will be collecting the child at the end of the outing and where the child will need to be collected from.
4. We will have emergency contact details for all adults attending.
5. We will provide a ratio of 1 Adult to 2 Children on all outings.
6. All adults will be made aware of their responsibilities.
7. All adults will be made aware of boundaries and expectations of behaviour for the outing.
8. We will have access to at least 2 mobile phones.
9. Parents who are not attending will have a mobile number on which we can be contacted.
10. A full written risk assessment will be made for each major outing undertaken. This assessment will include a check to be made to ensure that any vehicles and the driver of the same being used to transport children are adequately insured. We also ensure a qualified first aider is present for all outings

### **Policy for Visiting Siblings or Children**

1. Whilst Parents are made aware of their responsibility for their younger children in Pre-School it is understood that the Pre-School must have overall responsibility for all children on Pre-School premises whether registered,

visiting, attending with a Parent Helper or collecting another child from Pre-School.

2. This includes all children while actually in the Pre-School room. We cannot be responsible for children waiting outside, when the Parent or Carer must be responsible for their safety and well-being.
3. The Person in Charge at each session, who will normally be either the Manager or the Deputy, accepts responsibility for any visiting siblings or children present but another member of staff or the Parent may be designated to take care of the child.
4. While Pre-School has some toys for younger children the Parent or Carer will be responsible for providing toys, refreshments, nappies etc. for their younger child.
5. The Parent will be responsible for providing a suitable buggy or pushchair for the child to sleep in should the need arise. It will be the parent's responsibility to supervise their children sleeping in pushchairs.

## **CHANGES TO PROCEDURES DUE TO COVID 19**

### **Exclusion Procedure for Illness/Communicable Disease**

Where a child has any known symptoms of Covid 19 we will follow government guidelines and procedures

### **Food Procedure**

- 1) We will offer regular drinks throughout the day to all children to avoid any possible contamination of cups/water.
- 2) At this time staff will serve snacks to the children to avoid any possible contamination of food/drink.
- 3) In addition to washing hands prior to snack and lunchtime children will wash their hands after snack and lunchtime and upon entering the setting each morning and when coming in from outside play.
- 4) All toys will be disinfected on a regular basis and outside toys will be disinfected between the different groups using the outside area.

### **Health & Safety Procedures**

Staff will be responsible for signing any visitors in and/or out of the setting, signing the children in and out of the setting and signing accident slips with parents permission, to avoid sharing of pens.