

Health and Safety Policies and Procedures

Health and Safety Policy

The Management Committee of The Ark acknowledge their duties under the Health and Safety at Work Act 1974 and have produced the following Health and Safety statement: The Management Committee will ensure as far as practicable the health, safety and welfare at work of all staff, students and volunteers and all persons within the premises for which the Management Committee is responsible.

Safety Procedure

The nominated Health and Safety officer is Sarah McNab.

The nominated Health and Safety officer will:

- Carry out a Risk Assessment annually, but action points will be reviewed termly to ensure target dates have been achieved, and a written record of any action required will be made.
- Be responsible for reporting to North Dorset District Council under the duties imposed by The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) contact phone number 0845 3009923

Security procedure

The building can only be accessed by entering a code in the external keypad adjacent to the main entrance, or by release of the lock from inside. The Ark staff will let parents and visitors into the building, and parents are requested not to let others in, even if those others are known to them. (See Parental Agreement.) Other adults authorised by parents to collect children should be recorded in the children's Admission Forms, and staff should be informed whenever anybody other than the regular person(s) are to collect a child. Visitors must sign in on arrival and out on departure. ID will be checked by staff.

Fire Policy

We aim to ensure the safety of staff and children against the risk of fire and will do all in our power to prevent such an occurrence.

Fire Procedure

The nominated Fire Officer is Sarah McNab.

The nominated Fire Officer will ensure:

- Fire drills are carried out every 6 weeks (1/2 termly)
- The nominated Fire Officer from County Hall regularly checks smoke detectors and fire control equipment and record this in a logbook
- Weekly tests on alarms are carried out by St Nicholas School Fire Warden
- The procedure to be followed in the event of a fire is displayed where staff, parents and children can read it

No Smoking Procedure

Smoking is prohibited on the premises, including all outside areas.

Health Policy

The Ark provides a healthy and safe environment for the children and for the staff to work

in. The Ark will do all in its power to prevent the spread of infection and to promote good health.

Health Procedure

Infection can spread rapidly, not only amongst children, but also staff. Parents are required to keep their children at home if they have any infection and to inform the Manager as to the nature of the infection to enable other parents to be alerted. Any child who is obviously unwell on arrival will not be accepted. If a child becomes unwell during the course of the day the parent/carer will be contacted and, if necessary, asked to collect. If The Ark is unable to contact the parent/carer personally, the other numbers that have been given as alternatives will be telephoned and the child will be made as comfortable as possible until somebody is able to collect them. **It is therefore essential that our emergency contact numbers are kept up to date by parents/carers.**

The following procedures and exclusion periods, where specified, which follow Department of Health guidance, must be adhered to:

- **Gastric Upsets** – Excluded until 48 hours after the last attack of diarrhoea or sickness
- **Fever / Throat Infections** – Excluded until 24 Hours after the temperature has returned to normal without medication.
- **Head Lice** – All parents are requested to check their child's head weekly and to treat accordingly
- **Impetigo** – Excluded until all lesions crusted or healed
- **Chicken Pox** – Minimum period of exclusion is 5 days after the onset of the rash
- **Verrucae** – Children do not need to be excluded, but the verruca must be covered with a rubber sock, waterproof plaster or clear nail varnish when the foot is going to become wet or damp
- **Measles** – Minimum period of exclusion is 5 days from the onset of rash
- **Meningitis** – Children can return to the nursery as soon as they feel well enough
- **Mumps** - Minimum period of exclusion is 5 days following onset of swelling to glands
- **Whooping Cough** - Children can return to the nursery 5 days after starting antibiotics or 21 days from onset of illness if there is no antibiotic treatment required
- **German Measles** – Minimum period of exclusion is 5 days from the onset of rash.
It is essential to report German Measles as this can be extremely harmful to expectant mothers

All infectious illnesses must be reported to the Manager who will advise on the exclusion period necessary, and inform other parents. (This also applies to all staff)
If you would like more information on symptoms and incubation periods of any infectious illness please speak to staff. In case of an emergency The Ark reserves the right to remove a child to hospital. Please refer to the Parental Agreement.

Medicines Procedure

We will administer medicine to control the effects of a non-serious illness or where a doctor has prescribed medication but only after receiving prior written instructions and consent from the parent. Each time medication is given to a child a written record will be kept of this together with a witness signature. Parents/carers will be asked to sign this record on collection of a child.

Emergency Medication

Upon admission Parents will be asked to provide a sachet of their preferred paracetamol suspension or ibuprofen, this will only be administered to your child by qualified Nursery Staff for a high temperature whilst waiting for your child to be collected.

In the event of a medical emergency and with prior written consent the agreed medicine will be administered whilst your child is awaiting collection.

First Aid Policy

We aim to minimise any pain or discomfort suffered by a child or member of staff whilst in our care and will do all in our power to make them comfortable as quickly as possible.

First Aid Procedure

The appointed persons for First Aid are Sarah McNab and Carly Ricketts.

First Aiders will attend an appropriate course every 3 years so as to ensure they remain up-to date on First Aid methods. There is at least one First Aider per room. An appointed person for First Aid will ensure a written note is made of any accidents in the accident book and that parents sign against this when collecting children to confirm they have been informed. Accident books are stored in the office. Parents will be requested to provide written details of any illnesses or conditions, which the children suffer on a permanent basis, together with appropriate medication and instructions on how to administer e.g. asthma inhalers. Parents will be requested to provide a list of any medications to which the child is allergic.

Food and Drink Policy

All snacks and meals provided will be nutritious and as varied as possible. We also aim to reflect the multicultural and religious backgrounds of the children, and where possible to comply with parent's wishes. We try to make snacks and meals sociable occasions with the children sitting down together in small groups.

- **Food and Drink Procedure** * All staff will be required to complete a Foundation Food Hygiene course
- Staff and children will wash hands before touching food
- Children will not swap food with others in case of food allergies or dietary restrictions
- Food brought in to share on special occasions such as birthdays must be shop bought in original packaging and not home made.
- Parents will be requested to provide written detail of any food allergies or dietary restrictions relating to their child
- Water will be available for each individual child's needs
- Kitchens will be kept clean and tidy, and rubbish bins will be emptied regularly

Hygiene Policy

We aim to provide a clean and hygienic environment for the children and staff, which minimises the spread of infection.

Hygiene/Nappy changing Procedure

- When changing babies'/children's nappies or soiled garments, staff will wear disposable aprons and gloves. Disposable paper roll will be used to cover the changing mat
- Soiled nappies, gloves etc will be placed directly into nappy sacks
- Each baby or child's own nappies, wipes and creams will be used
- After each use changing mats will be cleaned with antibacterial spray
- All nappy sacks will be placed in the nappy bin
- Indoor nappy bins will be emptied daily, into the outdoor clinical waste bins
- Children's nappy changes will be recorded either in their individual books, or on the Nappy Changing/Toileting Record Sheet
- Children who are potty training will be regularly toileted, and this will be recorded on the Nappy Changing/Toileting Record Sheet
- Potties will be cleaned after each use, washing in the sluice then spraying with antibacterial solution and wiping clean using disposable paper
- Toilets will be checked regularly and cleaned using disposable paper. Records of times will be recorded on the daily risk assessment sheets
- Staff and children will wash their hands after going to the toilet, and before handling food
- Staff will wash hands after wiping babies' or children's noses
- Regular checks will be carried out on any sandpits and the sand changed when appropriate
- A cleaning routine will be followed throughout the day to ensure the premises and equipment are kept hygienic