

Health & safety

The Centre encourages ways of working which will create a safe and healthy environment for children, employees and all other persons who come into the premises.

The proprietors, are jointly responsible for the general implementation of this policy. However, The manager and the Health and Safety representative are present throughout the day and matters concerning Health and Safety should be brought to their attention in the first instance.

All persons who come onto the premises have a responsibility to conduct themselves in such a manner that will ensure the health and safety of themselves and others with whom they come into contact.

All staff are responsible for working in such a way as to ensure their own safety, that of children and other persons with whom they may come into contact.

Health and safety checks are carried out at the beginning and end of the session and any hazards detected are to be reported to Kelly Carter. A risk assessment will then be conducted followed by a course of action.

Full risk assessment are carried out for the whole nursery and reviewed in the January of each year should they not need a review beforehand.

Accidents

In the event of an accident a First Aider must be summoned to attend and appropriate first aid rendered. If necessary an ambulance will be called and then the parent/guardian will be informed. All relevant information such as the child's doctor, allergies, etc. will be taken with the child to hospital.

All accidents are recorded in the 'Accident Book' and must be countersigned by a parent/guardian. If a child or staff member attends hospital resulting from an injury sustained at Footsteps it must be reported to Riddor within 10 working days on 0845 300 9923. We will also notify Ofsted 0300 123 1231.

Incident Book

Any apparent injury to a child upon entry to the Centre must be recorded in the 'Incident Book'. A description of the injury together with an explanation of how the injury occurred must be included and signed by the parent/guardian and countersigned by the member of staff present.

Any incident that happens while the child is at nursery will also be recorded in this book if it is not an accident or illness.

HIV & AIDS

It is not a requirement that parents disclose that their child is HIV positive or has AIDS. Every child will be treated as if this is the case from a health and hygiene point of view.

If a child cuts or grazes itself, staff will wear disposable rubber gloves whilst treating the child and all materials used are carefully disposed of. General cleanliness and hygiene precautions are always strictly adhered to in order to maintain infection control.

Where a parent chooses to disclose that their child is HIV positive or has AIDS, confidentiality is of the utmost importance. The parent's wishes concerning who is to be told is strictly



adhered to. Should other agencies be involved in the care of a child, staff will work alongside professionals, taking advice and support, administering medicines where needed to offer the best level of care for the child.

Should there be a breach of confidentiality concerning the status of a particular child, staff must take whatever steps are necessary to protect the child concerned. On no account will a child be refused admittance to footsteps because of HIV status.

Body fluid/blood spillage

Where any body fluid or blood spillage occurs staff must maintain utmost levels of care.

Disposable rubber gloves must be worn and the spillage cleared using hot water and disinfectant as soon as the spillage occurs. The disposable rubber gloves and all materials used in the clearing of the body fluid or blood spillage must be disposed of in the sealed container.

Staff members must keep any open wounds covered by appropriate dressings. Any member of staff who has an open wound contaminated with body fluid or blood spillage must seek medical advice as soon as possible.

Administering medicines

Written permission and detailed instructions with child's name and name of medicine along with reason for it from parents must be obtained before medicines may be administered to children. Dosage and timings will also be instructed from parents.

A first aider will carry out the parent's instructions. This will be witnessed by another member of staff.

An entry into the 'Medicine Book' must be made each time a medicine is administered. It must be signed by the first aider and countersigned by the member of staff who acts as witness. It is then resigned by the parent on collection for proof that they have been informed.

Children will only be administered more than one medicine during a day at the Centre at the discretion of the Manager.

With the exception of Calpol and in extreme cases ibuprofen all other medicine administered at the Centre must be prescribed by a doctor. The Centre will hold a central bottle of Calpol. It is the responsibility of the qualified First Aider, Carol Scott, to ensure that this is kept in-date. This Calpol will be administered to children with their parent's/guardian's prior written permission.

Teething gel can be used for babies under 2 with prior parental consent given. We will not permit use of herbal remedies or medicine given by a pharmacist.

A health care plan would be implemented in some cases should it be necessary for a child. Specialist training will be given by health care professionals if needed.

Spread of Communicable Diseases

To prevent the spread of communicable diseases, children who are unwell will not be admitted to the nursery. Should a child become unwell whilst at the nursery every effort will be made to contact the child's parent/guardian with a view to sending that child home.

If a child is unable to be collected immediately then the child will be cared for in a separate area away from group activity by a First Aider until their parent/guardian arrives.

Many communicable diseases are infectious before a professional diagnosis is made. When confirmation of any disease is received by the nursery, every effort will be made to fully inform all parents whose children attend.

Please refer to the chart below for periods of exclusion of the most common diseases – please ask the Nursery Manager for further details.

Communicable disease	Period of exclusion
Conjunctivitis	24 hours after prescribed eye drops have been administered
Sickness and diarrhoea	48 hours after the last bout of illness-
Chicken pox	Once all the spots have scabbed over

We reserve the right to extend this exclusion depending on cases of illness. We will inform Ofsted and health protection of 2 or more outbreaks in the setting.

First Aid Policy

A first aider will always deal with any accidents within the nursery and a first aider will always attend any outings. Should an accident need more than general first aid an ambulance will be called and the child's parents will be informed. A member of staff will go in the ambulance with the child and take their child entry record with them.

In the event of a serious accident/and or death of a child Ofsted and the police will be informed.

Smoking

Footsteps Day Nursery and Pre-school operates a 'NO SMOKING' policy. Smoking is not permitted in any part of the building either during opening hours or when the Centre is closed.

Alcohol

No alcohol will be consumed on the premises during the opening times of the nursery, or whilst children are on the premises. Staff may not consume alcohol during their breaks, either on or off the premises, whilst they are on duty. If a staff member appears to be under the influence of alcohol they will be sent home and further action and an investigation will be taken