



# 5. Health & Safety Policy

## This policy links to the following Legislation & Key Guidance

- Statutory Framework for the Early Years Foundation Stage – Sept 2021
  - The Equality Act - 2010
  - Human Rights Act - 2000
  - Every Child Matters – 2004
  - SEND Code of Practice - 2015
- UN Convention on the rights of the child - 1989
  - Children Act - 1989 & 2004
    - GDPR – May 2018
    - Childcare Act – 2006
  - Health & Safety at Work Act 1974
    - The Food Safety Act 1990
- The Smoke Free (Premises and Enforcement) Regulations 2006
  - The Smoke Free (signs) Regulations 2007
- The Management of Health & Safety at Work Regulations 1999
  - The Food Safety (General Food Hygiene) Regulations 1995
- Public Health (Control of Diseases) Act 1984 & (Infectious Diseases) Act 1988
  - Health Protection Agency 2004
    - Manual Handling Operations Regulations 1992
- Managing Medicines in Schools and Early Years Settings

Unique Child	Positive Relationships	Enabling Environments	Learning & Development
Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.	Children learn to be strong and independent through positive relationships	Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and carers.	Children develop and learn in different ways. The framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities.

## 5.1 Health & Hygiene

### 5.1.1 Health and Hygiene: Animals

#### Policy Statement

We encourage children to learn about the natural world, its animals and other living creatures as part of the EYFS Framework. This may include contact with animals or other living creatures either in the setting or on visits. We aim to ensure that this is in accordance with sensible hygiene and safety controls.

#### Procedures

##### **Animals in the setting:**

- Nursery will take account of school, parents, children and staff views when selecting animals to come into the setting.
- The H&S Officer will carry out a risk assessment prior to any animal coming into the setting.
- Suitable housing will be provided for the animal or creature if this is required during the time it is present on site.
- If the animal will be kept on site for some time, then we will ensure that it is cleaned out regularly and fed the appropriate foodstuffs.
- Arrangements will be made for care of animals over the weekend or holidays if this is required
- Suitable health checks and vaccinations will be carried out by a local vet if required
- Children will be taught correct handling and care of the animal (creature) and will be supervised at all times
- Children will wash their hands after handling the animal (creature)
- Staff will wear disposable gloves when cleaning housing or handling soiled bedding
- Animals brought in by visitors to show the children are the responsibility of the owner
- The owner must liaise with the H&S Officer to ensure suitable risk assessments are in place and that staff are aware of how to handle the animal (creature) and any safety or hygiene issues that need to be addressed.

##### **Animals whilst on visits:**

- The H&S Officer or other staff member will carry out a pre-visit check and conduct a risk assessment prior to visits by the Nursery
- Our outings procedure will be followed
- Children will wash their hands after contact with the animals or use a hand gel.
- Outdoor footwear will be washed and cleaned of mud if the visit was to a farm, and not worn indoors.

## 5.1.2 Health & Hygiene: Management of medication

### Policy Statement

It is not Nursery policy to care for sick children, who should be at home until they are well enough to attend the Nursery. Staff will however agree to administer medication as part of maintaining the health and well-being of children.

In many cases it is possible for medication to be given at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the Nursery. If it is the first time that the child has had the medication, we would advise keeping them at home for the first 24hrs to ensure no adverse side effects and to allow for the medication to take effect.

The Nursery follows the current guidance document: Managing Medicines in Schools and Early Years Settings. A copy of which is kept by the H&S Officer in the Health and Safety File in the setting.

The Key Person is responsible for administering medication wherever possible. This includes ensuring that the Health Care Plan has been completed where appropriate, medicines are stored correctly and records kept about when medication has been administered.

### Procedures

- Children taking prescribed medication must be well enough to attend the Nursery
- Where the giving of regular medication is essential during Nursery hours the following must be recorded:
  - ❖ Health Care Plan must be completed including;
  - ❖ full name of the child
  - ❖ details of the medication, exact dosage (as shown on the container) and timings
  - ❖ who prescribed it
  - ❖ how the medicine should be stored and expiry date
  - ❖ Possible side effects should be noted together with any other relevant details.
  - ❖ This must be signed by both parent and staff
- Medication will only be given to children with prior specific written permission from the parent. Where possible, children should receive their medication outside Nursery hours. Non-prescription medication will only be given in exceptional circumstances.
- Any medication must be in its original, labelled container as dispensed by the prescriber, clearly identifiable to the child, and must be handed to a member of staff, never kept by the child in their pocket, bag, etc. The parent is responsible for ensuring that adequate supplies are maintained and that the 'use by' date is not exceeded.
- Special storage instructions, e.g., temperatures, must be specified on the Health Care Plan, otherwise medicines will be stored in named individual bags in the toilet area along with a copy of the medicine record sheet. The Health Care Plan will be kept in the Health Care file. Any unused medication should be returned to the parent and recorded as such on the medicine record with the parent's signature.
- Medication will be administered by a specific member of staff, i.e., Key Person, Manager, deputy, who will record the details of their actions, and request the parent to sign the record to acknowledge the entry.
- If a dose is inadvertently missed, the parent will be informed as soon as is practicably possible once the error has been discovered.
- Likewise, if the child refuses to take the medication, the parent will be informed.
- For medication used by staff, please see 5.1.5 Substance/Alcohol and Smoke Free Policy.

## Children who have long term medical conditions and who may require ongoing medication:

- For some medical conditions key staff will need to have training in understanding the condition as well as how the medicine is to be administered, by a healthcare professional
- The Health Care Plan for these children should include;
  - ❖ measures to be taken in an emergency
  - ❖ triggers (including activities) that may aggravate a condition or symptoms to watch out for that would suggest a child needed the medication
- Medication such as asthma relievers or EpiPen, should be requested by the parents from the child's G.P. to be kept in Nursery, and these will be carried whenever the child leaves the Nursery room to go to the hall, playground, walks, etc
- Where children stay for 4 hours or all day, medicines such as cough medicine and children's paracetamol/ibuprofen (un-prescribed) may be given in line with this policy on receipt of a written request by a parent. Wherever possible please try to give medicines to your child outside Nursery hours.
- However please consider whether your child is fit enough to be in Nursery in these cases.

## Managing medicines on trips and outings:

- If children are going on outings the Key Person for the child wherever possible will go on the trip. If this is not possible another member of staff who is fully informed about the child's needs and/or medication will go with the child.
- This information must be included in the trip risk assessment that the H&S Officer will carry out.
- Medication will be taken in the individual plastic wallet along with all relevant forms
- The parent will sign the form as normal when the child is collected from the Nursery
- If the child needs to be taken to hospital, the child's medication and forms will be taken with them.

*Staff reserve the right to not admit children to Nursery under the Government guidelines on preventing the spread of infection and if they consider the child is too ill.*

## 5.1.3 Health & Hygiene: Managing Children with allergies, or who are sick or infectious

### Allergies

#### Policy Statement

We aim to maintain the health of children with allergies by preventing contact as far as possible with the allergenic substance.

#### Procedures

- Information about any known or possible allergies is included on the child's registration form
- Where necessary, a Health Care Plan is completed giving further details, including triggers, symptoms and medication.
- Staff will undertake any necessary training for emergency medication, i.e. EpiPen.

- All staff will be made aware of allergies and/or special dietary requirements via a Special Health Needs letter from the H&S Officer.
- Steps will be taken to ensure that known allergenic substances are avoided by the child.
- Staff are careful not to use items which are likely to trigger reactions, e.g. perfumed soap, nuts, etc.
- Staff are aware of the 14 main allergens which may be present in food served at snack times and information on these is made available to parents via the online child's online learning journal. Snacks and any possible allergen are recorded on the online Family app available to all parents.

## Sick or Infectious Children

### Policy Statement

We aim to provide the best possible care for healthy children and promote health through preventing cross infection of viruses and bacterial infections.

### Procedures

- If a child appears unwell during the day, they will be made comfortable and cared for by a member of staff.
- If they do not improve, or if they are sick or in distress, parents will be called and asked to collect the child.
- If parents cannot be contacted then other emergency numbers on the registration form will be tried.
- In extreme cases an ambulance will be called and a member of staff will accompany the child to hospital, taking their registration form, medical consent and any health care plan if applicable.
- If a child has sickness and/or diarrhoea they must stay away from Nursery for 48 hours from the time of the last incident of sickness/diarrhoea, in order to reduce the spread of bacteria.
- Nursery has a list displayed of infectious diseases and their exclusion times, and a copy is included in the Welcome Pack for parents.
- Nursery reserve the right to refuse entry to any child who they consider is unfit to be at Nursery.
- Protective Personal Equipment (gloves/aprons) must be used when dealing with bodily fluids.
- Spilt bodily fluids will be cleaned up using appropriate cleaning equipment and substances to neutralise bacteria, and the area will be protected from the other children until clean and dry.

## Covid-19 Infections

- Parents are asked to sign an agreement before allowing their child into Nursery. In this they agree not to send their child to nursery if they show any signs of Covid-19, and to follow the procedure for testing, isolating and notification as set out in the latest government guidelines.
- Should a child already in nursery develop suspected symptoms of Covid-19 they should be isolated immediately and parents called to take them home. One staff member, preferably one who has already had the closest contact during the day, should stay in their proximity, keeping 2m distance if possible and wearing full PPE, including face masks and gloves.
- Parents should test, isolate and inform nursery as soon as the result of the test is known, following the latest government guidelines.
- All areas where the child has been should be cleaned thoroughly.
- Staff and children who have had close face to face contact with the child should isolate for the period given in the latest government guidelines.
- Staff should notify the HPA and Ofsted of any confirmed cases.
- Staff will maintain a rigorous cleaning routine before, after and during the sessions, ensuring that surfaces often touched are cleaned regularly to lessen the risk of cross-contamination.
- Children and adults will be encouraged to wash/sanitise their hands regularly during the day, and follow guidelines for using and disposing of tissues, etc.
- Whenever possible, doors and windows will be kept open to aid ventilation.

- Reference should always be made to the latest government guidelines as the content is likely to change regularly.

### Reporting of 'notifiable diseases'

- If a child or adult is diagnosed as suffering from a notifiable disease under the Public Health (Infectious Diseases) Regulations 1988, the GP will report this to the Health Protection Agency (HPA)
- When the Nursery becomes aware, or is formally informed of the notifiable disease, the Manager/H&S Officer inform Ofsted and act on advice given by the HPA

### Head Lice

- Head lice is very common, spreads quickly especially amongst very young children, and does not reflect on a family's hygiene standards.
- It is helpful if parents could inform Nursery when their child has had head lice.
- No child or family will be identified to other users.
- If a case has been notified, a notice will be displayed asking parents to check their child's hair for lice or eggs and treat if necessary in order to prevent it spreading further.
- Guidance for treatment changes periodically and can be obtained from a local Chemist or Health Centre.

All the above procedures will also apply to staff, students or visitors at the setting.

## 5.1.4 Health & Hygiene: Nappy Changing

### Policy Statement

No discrimination is made for children who are in nappies, pull ups or in the process of being toilet trained. We will work with parents towards toilet training unless there are medical or other developmental reasons why this may not be appropriate at the time.

We have facilities to deal with nappy changing and toilet training in Nursery.

We see toilet training as a self-care skill that children have the opportunity to learn with the full support of their Key Person and other Nursery staff.

### Procedures

- Where possible the Key Person will take responsibility for children in their care who are in nappies or pull-ups. The exception to this is where delaying a change would cause additional stress or harm to the child.
- Parents are expected to supply their own nappies and wipes in labelled bags please. Nursery carries a supply of nappies, pull-ups and wipes that can be used for children in an emergency, however frequent need to use Nursery supplies, due to the failure to provide spare nappies for their child, may result in the parent being charged, either per nappy or for a complete pack, whichever is deemed by the manager to be appropriate.
- Parents must sign their permission (on Registration Form) to permit staff to use baby wipes on their child
- Gloves and aprons are provided for staff when changing nappies or pull-ups, and the changing mat is cleaned with baby wipes before and after changing a child.

- Nappies and pull-ups are double bagged, put into the nappy bin and then disposed of at the end of the day
- Children are encouraged to wash their hands after nappy changes or using the potty or toilet.
- Where children are toilet training, or have frequent accidents, parents are asked to provide changes of clothes in a named bag. Spare clothes are available in Nursery, and these should be washed and returned as soon as possible after use.
- Changing of children MUST only be undertaken by a member of staff who has a current CRB/DBS check and basic Child Protection training.

### 5.1.5 Health & Hygiene: Substance/Alcohol and Smoke Free Policy

#### Policy Statement

This policy has been developed to protect all employees, service users and visitors from exposure to secondhand smoke and to assist compliance with the Health Act 2006.

Exposure to secondhand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

It is the policy of Primrose Hill Nursery that our workplace is smoke free and all employees have the right to work in a smoke free environment. Smoking is prohibited in all areas of the Nursery and School including the buildings and the grounds outside.

Overall responsibility for policy implementation and review rests with the Nursery Manager.

#### Procedures

- All staff members are obliged to adhere to and support the implementation of the policy.
- All staff, parents and volunteers are made aware of our no-smoking policy
- Appropriate 'no-smoking' signs are clearly displayed as required by law
- The misuse of substances/alcohol is treated in the same way as smoking.
- No person who has misused substances or is under the influence of substances including alcohol will be allowed on the premises or to work with the children.
- Nursery reserves the right to refuse to allow a child to be released to a person who appears incapable of appropriate care due to apparent substance/alcohol abuse, even if that person is authorized on the registration form. In this event another contact will be used.
- If a member of staff is taking medication which they believe may affect their ability to care for children they should seek medical advice and only work directly with children if the advice states that the medication is unlikely to impair their ability to work with the children.
- The staff member should inform the Manager and/or Committee so that appropriate actions and forms may be completed.
- Any medicine required for use by a member of staff must be stored securely and out of reach of children at all times.

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.



## 5.1.6 Health & Hygiene: Stress Management Policy

### Policy Statement

Stress is defined by the Health & Safety Executive as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between *positive stress*, incorporating the tasks and challenges which occur in most jobs and providing the key to a sense of achievement and job satisfaction, and *negative stress*, triggering a physical, emotional and/or behavioural response, which can be detrimental to the health and welfare of the employee.

The Nursery recognises that, as individuals, each employee’s tolerance and reaction to stress may be different, and that they may also be subject to pressures from outside the workplace which may compound the situation. In addition, it is recognised that a lack of challenge or pressure can also cause stress, and that, whilst some individuals will recognise the effect on their health and seek help, others will not recognise or acknowledge the symptoms, even though they are apparent to others.

Possible symptoms of stress may include the following:

- ❖ Persistent or recurrent moods such as anger, irritability, detachment, worry, depression, guilt and sadness.
- ❖ Poor relationships at work with colleagues and clients.
- ❖ Physical effects such as aches and pains, raised heart rate, increased sweating, dizziness, blurred vision, skin or sleep disorders.
- ❖ Changed behaviour, such as difficulty concentrating or remembering things, inability to ‘switch off’, loss of creativity, increase in errors, double checking everything, eating disorders, increase in use of stimulants, e.g. tobacco, coffee, etc.
- ❖ Changed attitude and behaviour such as loss of motivation or commitment, poor time-keeping and attendance, working longer hours but with less effect.
- ❖ Poor work performance.
- ❖ Over the long term more serious medical conditions such as high blood pressure, heart disease, ulcers, panic attacks, long term depression.

### Procedures

In order to minimise stress in the workplace, the Nursery aims:

- To provide a supportive and co-operative working environment that maintains and promotes both the physical and mental health and well-being of all its employees.
- To prevent as far as reasonably practicable excessive work-related stress by identifying foreseeable causes of stress and minimising them wherever possible.

The employer will do this by:

- Raising awareness of staff about stress, its symptoms and possible causes so that it can be recognised in themselves or others.
- Encouraging open communication to enable all staff to be involved in decisions and procedures which will affect their work.
- Ensuring that new staff undergo an induction process to reduce the stress of starting a new job.
- Encouraging all staff to regularly update and expand their training in order to allow them to develop their competence and well-being in the job. Staff should take an active part in deciding their own training requirements in conjunction with their line manager.



- Undertaking bi-annual appraisals with each member of staff to ensure that their work role and tasks match their job descriptions, to review performance over the previous year and to discuss aims for the forthcoming year. This appraisal should take the form of an open discussion between the member of staff and their line manager, giving an opportunity for any issues which may give rise to stress to be addressed.
- Recognising possible signs of stress in colleagues and acting with sensitivity and tact in acknowledging it, ascertaining the cause and, if possible, working with the employee to alleviate the situation.
- Managing ill health resulting from stress caused at work in the same way as ill health arising from other physical causes present in the workplace.

## 5.1.7 Health & Hygiene: Food and Drink

### Policy Statement

The Nursery seeks to promote healthy eating and lifestyle in line with Government Guidelines, Eat Better Start Better Campaign and Ofsted outcomes for children. Snacks provided are varied and nutritious and meet the children's individual dietary needs. The Nursery regards snack and mealtimes as an important part of the setting's day. Eating represents a social time for children and adults and helps children learn about healthy eating.

### Procedures

- Special dietary needs and allergies are notified on the registration form prior to a child starting with us and action taken accordingly.
- We regularly consult with parents to ensure that dietary needs and allergy information is up to date. Parents sign any alterations.
- Allergy and dietary information for individual children is kept in the H&S file, with a copy in the snack cupboard, and circulated to all staff after being updated by the H&S Officer
- Information on the main allergens contained in our snacks (as stated on their packaging) is also on display in the snack cupboard and on the window for parents. Information on allergens contained in snacks on a daily basis will be supplied on request (re. Food Information Regulations 2014).
- Children are offered a range of healthy foods and drinks to try and are never forced to eat if they decline what is offered or they are offered an alternative.
- The Nursery is registered with the Local Authority Environmental Health Department and is inspected regularly to ensure compliance with current legislative guidelines.
- All staff hold Food Hygiene qualifications which are up dated every three years.

The following information is given to parents regarding lunchboxes:

Children taking up the extended sessions (children in nursery between 12 noon and 1pm) will need to bring a packed lunch, including a drink, contained in a clearly named lunchbox or bag. Children will, of course, continue to receive their normal nursery snack earlier and/or later in the session. Please speak to a member of staff for information regarding snacks/drinks provided by nursery and any allergens that they may contain. Nursery will already be aware of children with existing known allergies to food types and these foods will never be provided to those children.

Parents are asked to take into consideration the lack of refrigeration facilities available when providing these lunches. Consequently, dairy or other products, such as yoghurt or milk drinks, which would normally require refrigeration, should only be included with the addition of an ice pack to maintain a suitable temperature.

Please supply a suitable quantity that your child can reasonably be expected to eat, as from past experience some children can become worried if they are unable to finish everything in their lunch box because they have been given lots of things and have too much choice. We will always encourage your child to eat their savoury items first and leave dessert choices until last.

Below are guidelines from the school food trust for ideas of what you could include:-

**Examples of food and drink to include by settings or parents as part of a packed lunch:**

Foods to provide	Examples of foods that could be provided
<b>A portion of starchy food</b> (Provide a variety of different starchy foods each week, including a wholegrain variety for lunch and tea once a week)	White or wholegrain bread, rolls, pitta bread or wraps. Chapattis. Plain naan bread. Bagels. Cooked pasta, rice, noodles, couscous or potato. White or wholegrain bread, rolls, pitta bread or wraps.
<b>At least one portion of fruit and/or vegetables</b> (provide a variety of different fruit and vegetables each week)	Carrot, cucumber, pepper or celery sticks. Lentils included in daal. Grated carrot in sandwiches or wraps. Fresh fruit such as sliced apple***, banana, grapes, mixed chopped fruit or strawberries. Dried fruit such as raisins or apricots. Fruit juice (diluted half juice, half water).
<b>A portion of meat, fish, eggs, beans or other non-dairy sources of protein</b> (provide a variety of different foods each week)	Sliced meat, poultry or fish in sandwiches, rolls or wraps, or by itself. Sliced egg in sandwiches, rolls or wraps. Meat alternatives such as tofu in salads. Pulses such as kidney beans, chickpeas, lentils, as part of bean salads.
<b>A portion of milk or dairy food</b> (Can be included as part of lunch/tea)	A pot of yoghurt or fromage frais. Cheese in sandwiches or wraps. Whole milk (for children aged one to two) or semi-skimmed (for children two and over) to drink.
<b>Desserts, cakes, biscuits and crisps</b>	Desserts, cakes and biscuits made with cereals, milk or fruit. Avoid salty snacks such as crisps. Limit confectionery such as chocolate chips or hundreds and thousands, and use only as part of cakes or desserts.
<b>A drink</b>	Fruit juice (diluted half juice, half water). Whole milk (for children aged one to two) or semi-skimmed (for children aged two and over). Water.

\*\*\* If apples are sliced before being included in packed lunches, rinsing the slices in dilute lemon juice will stop the slices from turning brown.

If you would like to see the Eat better, Start Better Voluntary Food & Drink Guidelines for Early Years Settings – A Practical Guide in its entirety then it is available to download at [www.schoolfoodtrust.org.uk](http://www.schoolfoodtrust.org.uk)

As they are not recommended for under 5's because of the danger of choking and severe allergic reaction, we would ask that nuts or nut based products are not included in any child's lunches. Please also remember to slice items such as grapes, cherry tomatoes, olives, etc., longwise to avoid risk of choking.

If you have any questions or concerns about lunches, please ask Nursery staff. Thank you.

- Food and drinks bought for snacks are stored in accordance with the procedures: either in the cupboards or in the fridge as appropriate to the safe storage recommendations for each item.
- The fridge will be maintained at between 2\* - 5°C using a thermometer to check temperature, and this will be monitored daily.
- All food/drink is monitored to ensure that it is used or discarded by any expiry date or in accordance with instructions for opened food.
- Children are included in food preparation through activities at Nursery and are given opportunities to choose snacks.
- Drinking water is accessible to all children throughout the day.

### 5.1.8 Health & Hygiene: First Aid

#### Policy Statement

Staff members in the Nursery are able to take action to apply first aid treatment in the event of an accident involving a child or adult in the setting. All members of staff hold current Paediatric First Aid qualifications, and these are renewed every three years.

#### Procedures

- The Nursery has a first aid box for the Nursery area (green box on wall in toilet area labeled with a white cross), and outings (in bag that is taken when we leave Nursery areas).
- The 1<sup>st</sup> Aid kits are accessible to all adults but out of the reach of children.
- The H&S Officer is responsible for checking the contents of the first aid kits regularly.
- The contents of the 1<sup>st</sup> Aid boxes comply with current guidance. This is monitored by the H&S Officer.
- All staff members are responsible for notifying the H&S Officer if any equipment is needed to be replaced in either of the 1<sup>st</sup> Aid kits
- At the time of admission to the setting written permission from the parent for emergency medical advice or treatment including consent for their child to be taken to the nearest accident and emergency unit should this be needed, is signed for on the registration form.
- Staff members update their 1<sup>st</sup> Aid training every three years.
- Accidents requiring treatment are recorded in the accident book and are signed by the person dealing with the accident, and the parent. A copy of the form is given to the parent or adult collecting the child.
- If the injury is to the head, then a leaflet is given with the form so that the parent can recognise signs of a more serious problem if this occurs.
- A record is kept of minor injuries not requiring treatment.
- A record is kept where children attend with notable pre-existing injuries.

#### **Managing major 1<sup>st</sup> Aid incidents**

If there is a major accident/incident then the following will apply:

- The nearest member of staff with a 1<sup>st</sup> Aid qualification will deal with the casualty and control the situation
- Other staff members will calm the children and take them away from the scene of the accident
- A member of staff will be asked to call the emergency services if this is needed by the 1<sup>st</sup> Aider
- The setting leader will call the parents, manager and Chair to notify them of the accident
- In the event of a major incident, these events will be notified in writing to Ofsted and the Environmental Health Officer and other appropriate bodies within 14 working days maximum, or as soon as practicably possible in the event of death or major injury following RIDDOR guidelines.