**Humptys House Pre-School &**

**Kool Kidz Club**

**Health and Safety Policies and Procedures**

**Health and Safety Policy**

Vikki Hathaway-porter proprietor of the childcare Setting has acknowledged her duties under the Health and Safety at Work Act and has produced the following Health and Safety statement:

The proprietor has as far as practicable for the welfare at work of all staff, students, volunteers and all persons within the premises.

**Safety Procedure**

The nominated Health and Safety Officer is: Vikki Hathaway-porter

Nominated Health and Safety Officer to carry out a Risk Assessment on a regular basis making written record of any action required.

**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: Vikki Hathaway-porter

The nominated Fire Officer will ensure that fire drills are carried out Half Term.

The nominated Fire Officer checks the fire detectors and fire control equipment every term and records this in a logbook. A registered fir company checks the fire equipment on an annual basis.

The procedure to be followed in the event of a fire is displayed on Metal cabinet door by front door entrance where, staff, mums, dads, carers and children can read it.

**No Smoking Policy**

We do not wish to encourage children to smoke in any way or think that it is a healthy practice.

**No Smoking Procedure**

No Smoking at any time is permitted inside the building or within the grounds of the Setting by any persons.

Should staff, students or volunteers wish to smoke then this should only occur in any given break time outside of the grounds/perimeter of the Setting and not in view of the children.

**Health Policy**

We aim to provide a healthy and safe environment for any person entering or using the Setting. We will endeavor to prevent the spread of infection and to promote good health.

**Health Procedure**

Infection in a childcare Setting can spread rapidly, not only amongst children, but also staff.

Mum, Dad or Carers are required to keep their children home if they have any infection and t inform the Setting as to the nature of the infection to enable other mum, dad or carers to be alerted. This also applies to staff members, students and volunteers.

Any child who is obviously unwell on arrival at the Setting will not be accepted. If your child becomes unwell during the course of the day you will be contacted and, if necessary, required to collect your child. If we are unable to contact you personally we will of course telephone the other emergency numbers that you have given us as alternatives and make the child as comfortable as possible until somebody is able to collect them. It is therefore essential that you keep our emergency contact numbers up to date.

The following procedures be adhered to:

* **Gastric Upsets –** Children must be excluded from the Setting for **48 hours** after the last attack of diarrhea or vomiting.
* **Conjunctivitis –** Children must not return to the Setting before the course of treatment has finished and the eye/s are clear from infection.
* **Fever/Throat Infection –** 24 hours after the fever has gone down.
* **Hand, Foot and Mouth –** Children cannot return until treatment has been given and the spots have cleared.
* **Head Lice –** Any child who has head lice must not return t the Setting until they have been treated. If **we** notice head lice in your child’s hair during a session you will be contacted and will be required to take them home immediately to be treated. These measures are necessary to prevent the ongoing infestation.
* **Impetigo –** Exclusion is necessary until **all** the scabs have cleared from the infected areas.
* **Chicken Pox –** Minimum period of exclusion is 7 days from the onset of rash. All sots must dry and scabbed over before children return.
* **Verruca –** 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/German Measles –** Children can return to the Setting on the advice of the family doctor.
* **Meningitis –** Children can return to the Setting on the advice of the family doctor.
* **Mumps –** Children can return to the Setting on the advice of the family doctor.
* **Whooping Cough –** Children can return to the Setting on the advice of the family doctor.

If you would like more information on symptoms and incubation periods of any infectious illness please speak to staff whom have reference books with regards to common childhood ailments.

In case of an emergency the Setting reserves the right to take a child to Hospital should the need arise. **Please refer to Parent Contract.**

* Amendment to above conditions attached.

**Medicines Policy**

We will not administer any medicines without specific written instructions from mum, dad or carer.

The Setting will endeavour to ensure the children in the Setting have protection from the sun. However, overall responsibility rests with mum, dad or carer.

**Medicines Procedure**

We will only administer medicines that are prescribed by a doctor but only after receiving prior written instructions and consent from mum, dad or carer.

Each time medication is given to a child a written record will be kept of this together with a witness signature, mum, dad or carer will be asked to countersign this record.

Medications e.g. Inhalers etc will be kept in a separate sealed and labeled container. Each item clearly marked with child’s name and administered dosage.

**Hygiene Policy**

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

**Hygiene Procedure**

Toilets are checked regularly through the session and cleaned.

Staff and children wash their hands after going to the toilet and gel them before handling food.

Regular checks are carried out on the sandpit and the sand is changed when appropriate.

A cleaning routine is followed throughout the day to ensure the premises and equipment is kept hygienic.

**Collection of Children and Lost Children Policy**

We do all in our power to look after and supervise children whilst in our care. It is, however, essential that children are collected promptly after each session.

**Collection of Children and Lost Children Procedure**

All mums, dads and carers must complete a Registration form before their child starts at the Setting giving two emergency contact telephone numbers, which must be kept up to date.

Mum, dad or carer must also state in writing who is to collect the child after each session and inform us if there is to be any change in advance.

It is essential that children be collected promptly after each session. In the unlikely event that a mum, dad and carer is more than (15 minutes) late collecting a child, all contact telephone numbers stated on your child's registration details will be tried. However, if the child is not collected after **30** **minutes** the proprietor/manager will contact either Dorset Children’s Social Care or the Police.

If a child goes missing whilst in our care the premises and surrounding area will be thoroughly searched immediately. If the child cannot be found at this point, then telephone calls will be made, first to mum, dad or carer to see if the child has gone home and thereafter to the Police if necessary.

**First Aid Policy**

We aim to minimize 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 Vikki Hathaway-Porter & Nicola Honebon.

The management team will ensure that the first aid box is checked on a regular basis and is restocked as and when necessary.

The appointed persons for First Aid will attend an appropriate course every 3 years so as to ensure they remain up to date on first aid procedures.

The appointed persons for First Aid will ensure a written note is made of accidents in the accident book and that mum, dad or carer sign against this when collecting children to confirm they have been informed.

Mum, Dad or Carer to provide written detail of any illnesses or conditions, which the children suffer on a permanent basis together wit, appropriate medication and instructions on how to administer e.g. asthma inhalers. Mum, Dad or Carer to provide a list of any medication the child is allergic to. The information is required on the registration form of every child.

**Food and Drink Policy**

Any snacks or 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 mum, dad or carers wishes. We try to make snacks and meals a sociable occasion with the children sitting down together in small groups.

**Food and Drink Procedure**

Staff and children to gel/wash hands before touching food.

Children not to swap food with others in case of food allergies.

Mum, Dad or Carer to provide written details of any food allergies suffered by the child.

Kitchen area to be kept clean and tidy.

Rubbish bins to be emptied regularly.

Drinking water always available.