

# HEALTH AND SAFETY POLICY

## Rationale

We believe that a healthy child is not just one who is free from illness. A child is growing and developing in body, mind and personality all the time and full health includes achieving optimum potential.

In maintaining a safe, healthy and stimulating environment we aim to promote the health and wellbeing of everyone attending St. Patrick's Nursery Unit.

## Implementation

### Health

#### 1. Illness

- Parents are requested to inform the school if their child contracts an infectious condition. They will be advised to consult their GP regarding the child's attendance at school in cases of illness.
- Nursery staff will contact parents/named representative if a child is taken ill at school or too ill to remain.
- Any information regarding notifiable diseases will be communicated to the School Medical Service.
- With parental consent, staff will administer prescribed medication for chronic/long term conditions e.g. asthma. Medical guidance may also be necessary and Mrs Rafferty and Mr McCann will liaise with the school nurse team in such circumstance. Parents may be requested to come and administer medication for their child. Strong supportive arrangements will be developed with parents to support the implementation of this policy.
- Non-prescription medicines **will not** be administered by nursery staff

#### 2. Accidents and Emergencies

- First aid will be administered by an appropriate staff member
- All accidents will be dealt with in a sensitive manner, the needs of the child will be considered foremost.
- First Aid box will be correctly stocked and placed in a location make known to all staff.
- All accidents will be recorded and reported according to NEELB accident reporting procedures.
- Parents will be informed of all accidents and appropriate action taken.
- If a child needs medical attention, parents will be contacted immediately. If a parent cannot be located, a member of the nursery staff will accompany the child to the GP or A & E department and remain with the child until treatment is completed or until a parent/guardian arrives.

#### 3. Parental Responsibility

- At the beginning of the school year, parents will be asked to complete a questionnaire outlining their child's health and any specific medical conditions/dietary needs/allergies.
- Parents will be asked to give written consent to their child being cleaned and changed in the event of a toilet accident and also allowing nursery staff to apply sun cream when necessary. They will also be asked to provide a sun hat for their child in the summer term.

## **SAFETY**

### **1. Security**

- Parents will be made aware of arrangements for access to the nursery, especially when arriving and departing to ensure the safety of all children.
- All visitors to the nursery will report to a staff member on arrival.
- Gates leading to outdoor play areas will be kept closed.

### **2. Educational Visits**

- Written parental consent for all outings will be obtained before each trip.
- Staff will ensure an adequate ratio of adults to children on all outings.
- Information regarding the outing will be disseminated to all helpers/escorts prior to the trip.
- A risk assessment will be carried out by the nursery staff.
- Children will be transported in approved vehicles.

### **3. Fire Safety**

- All staff will follow fire safety procedures as laid down in our Emergency Evacuation Procedure.
- All staff/students will be aware of emergency exit (front door) and assembly point (front playground.)
- Nursery assistants will be responsible for checking all children have vacated the building - toilet area, quiet room, cloakroom, outdoor area.
- Nursery staff will lead children to assembly point and carry out head count on arrival.
- Planned evacuation of the building will occur in conjunction with fire drill procedures in the primary school.

### **4. Control of substances hazardous to health.**

- Any spill/leakage of a substance presenting a health hazard will be reported to the principal immediately.
- All cleaning materials which are potential hazards to young children will be locked in the cleaner's store or put out of child's reach.

### **5. Behaviour Management**

- See Positive Behaviour Policy

## **HEALTH AND SAFETY PROCEDURES**

The following procedures will be undertaken by staff to promote health and safety within the nursery:

- Monitor safety of equipment indoors and outdoors, any defects reported to the principal
- Outdoor area examined prior to use for potential hazards e.g. broken glass which will be removed as soon as possible.
- Floors will be kept clear of spills at all times.
- Outdoor sand swept up daily.
- Adult scissors and sharp knives kept out of children's use.
- Hygiene and cleanliness of nursery setting and equipment will be maintained by:
  - Separate cloths/mops/gloves for classroom, bathroom and kitchen areas.
  - Equipment cleaned as required and sterilized termly.
  - Aprons and table coverings to be washed when required.
  - Proper hand washing procedures promoted; soap and paper towels available in bathrooms.
  - Tissues available at children's level - proper use encouraged.
  - Soiled clothing to be double bagged and returned to parent.
  - Preparing food appropriately.
- Any damage/defects to the building will be reported immediately to the principal.

### **Health, hygiene and safety - The Nursery Curriculum**

- Through our Personal, Social, Emotional Development programme we aim to help children establish positive attitudes towards health, hygiene (including dental hygiene), safety, exercise and rest.

### **Staff Development**

In order to implement this policy, nursery staff will avail of any relevant training opportunities. These will be dictated by priorities established within the School Development Plan.

### **Review**

This policy will be kept under constant review by the nursery co-ordinator and principal. The next formal review of this policy will take place in October 2017.