



Happy Hands Pre-School Playgroup

making learning fun for over 30 years!

Health & Safety Policy

October 2009

St. John's Church Playgroup is committed to promoting health and good practice in hygiene.

Admissions & Inclusion

As part of the admission process, parents will be asked to give details of immunisations, allergies, existing medical conditions and treatments and any additional needs. Staff will be informed of significant health issues and a list will be maintained at the front of the register for quick reference.

Care Plans

Care plans and medical procedures will be kept updated and staff will refer to them and the quick reference sheet. (See policy on Care Plans)

First aid

All staff will attend relevant first aid training.

A first aid box will be kept on the premises and the contents will be checked regularly.

Good practice in hygiene

To prevent the spread of infection the following good practice should be observed.

Washing up should be done thoroughly in hot water and detergent. Cups should be regularly sterilised.

Washing up cloths should be renewed daily.

Separate cloths should be used for floors and washing paints or other toys.

Staff and children should always wash hands before and after handling food using soap and water and drying with disposable paper towel or anti-bacterial gel.

Hands must be washed thoroughly after using the toilet. Hand washing techniques will be regularly demonstrated and reinforced in day to day practice.

Cuts and open sores should be covered with a plaster or suitable dressing.



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Any spills of blood, vomit or excrement should be cleaned up and disposed of. Gloves should always be used when dealing with spills or body fluids. Affected surfaces should be disinfected.

Children with piercings should not be allowed to share rings or studs.

Children should be encouraged to blow their noses in a tissue and then dispose of it in a lidded bin and use anti-bacterial gel to wash their hands. They should be encouraged to shield their mouths when coughing.

Spare clean clothes will be available in case of accidents. Wet and soiled garments will be bagged.

Safety

In the interests of safety, the following will be observed.

No child will be left in a room alone at any time. All children will be supervised by staff at all times.

The Ofsted adult: child ratios will be met at all times.

Arrival and departure procedures will be followed at all times.

Safety checks will be made before every session according to the checklist kept in the register. Checks to kitchen door, hall door and back door and to the safe deployment of equipment in the hall will be made before the children are admitted.

During the session the outer front door will be closed and the corridor locked and the doorbell switched on.

All equipment will be checked regularly for weakness or damage. Broken items will be repaired or discarded. Safety mats will be used where necessary.

The outside play area and equipment will be checked before use.



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The heaters and electrical points in all rooms used will be guarded appropriately and electrical equipment will be regularly tested.

Children will never go into the kitchen.

Adults should not walk around carrying hot drinks.

Fire drills will be carried out every half term.

All staff and children will be registered including visitors.

All accidents and incidents will be recorded and parents informed as soon as possible.

Staff will observe safety procedures when lifting and carrying equipment.

Nappy changing

Parents will be asked to provide a bag with spare nappies, wipes and nappy bags.

Spares of all these and spare clothes will be stored on the nappy changing unit.

Nappies will be changed using the nappy changing unit following the procedures listed.