



15. Health and Safety (including Administration of Medicines and Bereavement) Policy

Aims of Policy

We believe that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

Methods

The member of staff responsible for health and safety, **The Pre-School Manager**, is competent to carry out these responsibilities. We display the necessary health and safety poster clearly in the Pre-School. All faulty equipment and/or resources are removed from the setting immediately, with appropriate action taken to repair/replace the item.

Risk assessment

Our risk assessment process includes:

- checking and rating for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers adults and children;
- assessing the level of risk and who might be affected;
- deciding which areas need attention; and
- developing an action plan that specifies (i) the action required, (ii) the timescale(s) for action, and (iii) the person responsible for the action.

We maintain lists of health and safety issues which are checked:

- daily, before the beginning of the day.
- termly, when a full risk assessment is carried out.
- Annually, when a full risk assessment is carried out.

We display the necessary health and safety poster on the John Orme Room door.

Separate risk assessments are also carried out for Pre-School trips.

Forest School's activities are covered by Chiltern Forest School Risk Assessment and insurance policy.

Insurance cover

We have employers' liability insurance, which includes public liability insurance. Our insurance certificate is displayed in the office. Forest School is covered by their own insurance.

Awareness raising

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee wellbeing, including safe lifting and the storage of potentially dangerous substances.
- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- Health and safety issues are explained to the parents of new children so that they understand the part played by these issues in the daily life of the setting.
- As necessary, health and safety training is included in the training plans of staff, and health and safety is discussed regularly at staff meetings.
- We have a no smoking or vaping policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Children's safety

See 'Safeguarding Children Policy - Maintaining Children's Safety and Security on the Premises' for details of this policy (Policy 28).

Car Park

The car park in front of Jubilee Hall is not adequate for parking and parents and carers are asked to park in permitted street parking away from the grounds or at the Baptist Church and walk down to Pre-School from there. Yellow zigzag lines at the entrance to the school must be kept free at all times - even turning in this area causes a hazard for the many children attending Pre-School and School and must be avoided. Anyone who must use the car park should park in such a way that allows clear access to emergency services and must not move their vehicle during the period when children are arriving and leaving School/Pre-School. Cars should be reversed into car park spaces.

Windows

There are no windows above the ground floor.

Doors

- We have special fitted covers in order to prevent children's fingers from being trapped in doors.
- Room doors that lead to areas where children are not permitted have a bolt or additional high handle fitted to prevent access.

Floors

All surfaces are checked daily, including paving stones in the Pre-School garden, to ensure they are clean and not damaged.

Kitchen

- Children do not have unsupervised access to the kitchen.
- All staff follow the guidelines "Safer Food Better Business".
- All staff who may be in the kitchen preparing food have an in-date Food Hygiene Certificate.
- We use reliable suppliers for the food we purchase.
- Food is stored at correct temperatures and is checked to ensure it is in-date and not subject to contamination by pests, rodents or mould.

- Packed lunches are stored in a cool place; un-refrigerated food is served to children within 4 hours of the session start time.
- The person in charge and the person responsible for food preparation understands the principles of Hazard Analysis and Critical Control Point (HACCP) as it applies to our Pre-School. This is set out in "Safer Food Better Business". This risk assessment applies to the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination.
- Staff carry out daily opening and closing checks on the kitchen to ensure standards are met consistently.
- All surfaces are clean and non-porous.
- Food preparation areas are cleaned before use as well as after use.
- All utensils, crockery etc are clean and stored properly.
- Waste food is disposed of daily.
- There are separate facilities for hand-washing and for washing up.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- When children take part in cooking activities, they:
 - are supervised at all times;
 - are kept away from hot surfaces and hot water; and
 - do not have unsupervised access to electrical equipment.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switchgear/meter cupboard is not accessible to the children.
- Fires, heaters, wires and leads are properly guarded and the children are taught not to touch them, or any electrical sockets.
- The convector heater is checked at the end of the day to make sure it is not covered and there are no items left on top.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas, including storage areas.

Storage

- All resources and materials from which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.
- Children are prohibited from entering the storage cupboard.

Outdoor area

- Children will have the opportunity to play in the fresh air at specified times.
- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Adults and children are alerted to the dangers of poisonous plants. No herbicides and pesticides are used during term time when the Pre-School is open, unless required during extenuating circumstances.
- The school pond is securely fenced.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- All outdoor activities are supervised at all times.
- Sun cream must be applied by Parents/Carers prior to the start of a child's session. Where a child attends for a full day, 8 hour protection should be applied prior to the session. For those children who are highly sensitive, parents should discuss their needs with the Pre-School Manager.

Hygiene

- We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting which includes the playroom, kitchen and bathroom areas.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.
- Children are encouraged to wash their hands and have soap and paper towels to hand. Children access the toilet when they need it and are encouraged to be independent.
- Any spills of bodily fluids are wiped up using paper towels then immediately double bagged and disposed of in the outside bin. Disposable gloves are always used when cleaning up bodily fluids. Floors and other affected surfaces are disinfected using anti-bacterial floor cleaner. Fabrics **(including nappies)** contaminated with body fluids will be double bagged and either disposed of in an outside bin or returned to parents.
- We implement good hygiene practices by:
 - cleaning tables before and after food consumption;
 - checking toilets regularly;
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 - providing sets of clean clothes;
 - providing tissues and wipes; and
 - children are encouraged to shield their mouths when coughing with an arm, not hand
- Tissues are always available for children to use and they are encouraged to do so independently.
- Disposable gloves are readily available for staff to use if a child requires help to blow their nose. Additionally, hand gel is available, should the need arise.

Activities

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- The layout of play equipment and the space ratios allow adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials - including paint and glue - are non-toxic.
- Sand is clean and suitable for children's play. The children are encouraged to clear up spillages themselves. The sand is then discarded.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children who are sleeping are checked regularly.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Activities such as cooking, gardening, woodwork and energetic play receive close and constant supervision.
- Children are made aware of the rules introduced for their own safety, e.g. no throwing of sand.

Food and drink

See 'Food and Drink Policy and Practice' for details of this policy (Policy 14).

Outings and visits

See 'Safeguarding Children Policy – Outings and Visits' for details of this policy (Policy 30).

Missing child

See 'Safeguarding Children Policy – Missing Child' for details of this policy (Policy 29).

Animals

- We do not have any pets at our setting. Any visiting animals are the responsibility of the owner. We carry out a risk assessment for any hygiene or safety risks posed by the animal or creature.
- Animals visiting the Pre-School are free from disease, safe to be with children and do not pose a health risk.
- Children are taught the correct handling and care of the animal or creature and are supervised. Children wash their hands after contact with animals.
- Outdoor footwear worn to visit farms are cleaned of mud and debris and should not be worn indoors.

No Smoking and/or vaping

At Seer Green Pre-School we comply with health and safety regulations and the Welfare Requirements of the EYFS in making our setting a no smoking or vaping environment, both indoors and outdoors.

- All staff, parents and volunteers are made aware of our No Smoking or vaping policy.
- We display no smoking or vaping signs.
- Staff who smoke or vape do not do so during working hours unless on a break and off the premises.
- Staff who smoke or vape during their break make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues.

Fire safety

- The person in charge and staff are familiar with the requirements of the Regulatory Reform (Fire Safety) order 2005, which came into force in October 2006, and replaced any previous fire safety regulations.
- Guidance that applies to early years settings is set out in: Fire Safety Risk Assessment – Educational Premises (ISBN 978 185 112 8198). The basis of the new regulations is risk assessment.
- **The Pre-School Manager** is the designated Health and Safety person.
- The designated Health and Safety person carries out risk assessments regularly. We document this and follow the guidance as set out above.
- We ensure that we have a copy of the risk assessment that applies to the building.
- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in the kitchen, in the quiet room and by the bathroom door, and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - clearly displayed in the premises; on the door to the John Orme Room, and on the wall in the office.
 - explained to new members of staff, volunteers and parents; and
 - practised regularly at least once every half term.
- Records are kept of fire drills and the servicing of fire safety equipment. Fire drills are held every half term. Records are kept in the fire safety pocket, located on the Jubilee Hall notice board by the control panel. Servicing records are kept in the Health and Safety File.
- Designated staff are familiar with the firefighting equipment available within the Pre-School and have been fully instructed in their use by a fully qualified fire safety officer.

First aid and medication

At least one member of staff with current first aid training is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children.

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981;
- is stored out of reach of children and is kept in the bathroom area;

- is regularly checked by a designated member of staff (the Pre-School Manager) and re-stocked as necessary;
- is easily accessible to adults and out of reach of children.

At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Our accident book:

- is kept safely and accessibly;
- all staff and volunteers know where it is kept and how to complete it; and
- is reviewed at least half termly by the Pre-School Manager to identify any potential or actual hazards.

Any accident, however minor, will be reported to the parent/carer who collects the child.

Parents/carers are asked to countersign the Accident Book to state that they have been informed and are offered a copy of the entry. If someone other than the parent is collecting, they must take a copy of the accident form. In the event of a moderate to major head injury or a serious biting incident, parents/carers will be notified by telephone.

In the event of an incident occurring where blood is drawn, regardless of whether this is staff, child or another person present in the Pre-School (such as a volunteer), a tetanus injection or other course of medication may be required. Staff will liaise with the relevant persons to ensure if this is the case that they are informed. The onus is then on the person (parent or guardian in the case of a child) to seek the appropriate medical treatment.

Ofsted is notified of any serious injury requiring treatment by a general practitioner or hospital doctor for more than 24 hours, or the death of a child or adult.

When there is a major injury requiring hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Our Significant Bumps and Bruises Book:

- is kept safely and accessibly.
- all staff and volunteers know where it is kept and how to complete it; and
- is reviewed at least half termly to identify any potential trends or recurring causes of injury.

Details of any pre-existing injury on a child's arrival at Pre-School is recorded in the Significant Bumps and Bruises Book and both the staff member recording the injury and the parent/carer sign the book entry.

Major incidents (RIDDOR)

We meet our legal requirements for the safety of our employees by complying with RIDDOR. We report to the Health and Safety Executive (and keep a record of the same):

- any accident to a member of staff requiring treatment by a general practitioner or hospital; and
- any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.

Information for reporting the incident to the Health and Safety Executive is detailed in the Pre-School Learning Alliance's publication, Accident Record.

- We have ready access to telephone numbers for emergency services, including local police (in the register).
- RIDDOR forms are available online for completion for the recording of incidents including those that are reportable to the Health and Safety Executive as above.
- These incidents include:

- break in, burglary, theft of personal or the setting's property;
 - fire, flood, gas leak or electrical failure;
 - attack on member of staff or parent on the premises or nearby;
 - any racist incident involving a staff or family on the centre's premises;
 - death of a child, and
 - a terrorist attack, or threat of one.
- We record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.
 - In the unlikely event of a terrorist attack we follow the advice of the emergency services alongside our policies for lockdown and evacuation (Policies 7 and 8) with regard to evacuation, medical aid and contacting children's families, and staff will take charge of the children. The incident is recorded when the threat is averted.
 - In the unlikely event of a child dying on the premises, the emergency services are called, and the advice of these services are followed.

Emergency Services

If the Emergency Services are called by Pre-School, for whatever reason, a note will be made. Ofsted and Bucks Early Years will be informed by the Pre-School Manager or Committee Chairperson.

Administration of medication

- Prescribed medication may be administered by staff and witnessed by another member of staff. It must be in-date and prescribed for the current condition.
- Non-Prescribed medicine can be administered under certain circumstances at the discretion of the Pre-School Manager.
- For any new prescribed medicine, children will not be permitted to attend for a minimum of 24 hours after commencement in case of allergic reaction.
- Children taking prescribed medication must be well enough to attend the setting.
- Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents give prior written permission for the administration of medication. This states the name of the child, the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered. It is stored in its original packaging with an original instruction leaflet which will detail any possible side effects.
- The person in charge receives the medication and asks parents to complete the Pre-School Learning Alliance Medication consent form. Staff are made aware of this.
- The medication is only administered by current First Aid trained staff, and is recorded accurately each time it is given and is signed by staff. Parents sign the record book to acknowledge the administration of a medicine. This record book records the name of the child, the name and strength of medication, the date and time of dose, the dose given and method. This record is signed by a witness and is verified by parents signature at the end of the session.
- Medication is stored in the Resources Cupboard on a high shelf, or in the fridge on the top shelf of the door, clearly labelled. Staff are made aware of this.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant members of staff by a health professional.
- With regard to the administration of life saving medication such as insulin/adrenalin injections and nebulisers, the Pre-School will require the following:
 - Information from the child's healthcare professionals to refer to the Pre-School's insurance company.
 - Parents to complete a form of instruction of use and permission for staff to administer.
- For children requiring an asthma inhaler, the Pre-School requires the parents to complete a medication and instruction form giving instruction and permission.
- The Pre-School will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed.
- We use the Pre-School Learning Alliance's publication 'Medication Record book' for recording administration of medicine and comply with the detailed procedures set out in that document.

Managing Children with allergies

When parents start their children at Seer Green Pre-School they are asked if their child suffers from any known allergies. This is recorded on the registration form.

If a child has a serious allergy, potentially requiring medication, a healthcare plan is typically provided by a healthcare professional to detail:

- The allergen (i.e. the substance, material or living creature the child is allergic to, such as nuts, eggs, bee stings, cats etc.)
- The nature of the allergic reactions (e.g. anaphylactic shock reaction, including rash, reddening of skin, swelling, breathing problems etc.)
- What to do in case of allergic reactions, any medication used and how it is to be used (e.g. EpiPen)
- Control measures – such as how the child can be prevented from contact with the allergen. E.g. for a child with a nut allergy we would inform all parents that nuts and nut products are not to be used or brought into the setting.

This form is kept in the child's record and a copy is kept with the allergy information on the staff notice board for easy access. Staff are updated regularly at Staff Meetings.

Staff are trained in how to administer special medication in the event of an allergic reaction.

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

A risk assessment is carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility of the Pre-School Manager alongside the Key Person. Other medical or social care personnel may need to be involved in the risk assessment.

Parents will also contribute to a risk assessment. They should be shown around the Pre-School, understand the routines and activities and point out anything which they think may be a risk factor for their child.

For some medical conditions key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. The training needs for staff is part of the risk assessment.

The risk assessment includes vigorous activities and any other Pre-School activity that may give cause for concern regarding an individual child's health needs.

The risk assessment includes arrangements for taking medicines on outings and the child's GP's advice is sought if necessary where there are concerns.

A healthcare plan for the child is drawn up with the parent, outlining the key person's role and what information must be shared with other staff who care for the child.

The healthcare plan should include the measures to be taken in an emergency.

The healthcare plan is reviewed every six months or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.

Parents receive a copy of the health care plan and each contributor, including the parent, signs it.

Bereavement

At the Pre-School, bereavement may be experienced in a number of ways – for staff, children and parents/guardians. Below we outline the key steps we take to support those experiencing bereavement, although we recognise this is a personal journey for everyone and any support would be tailored accordingly, using this policy as guidance.

- Staff who experience bereavement of a family member are entitled to paid leave. This is one working week (to include the day of the funeral) for immediate family (parents, siblings, children) and one day for non-immediate family. Additional day(s) of absence may be given at the discretion and agreement of the Pre-School Manager, subject to staff cover being available, although these would be unpaid. This may include time off for non-family member bereavements.
- Children who experience bereavement should be supported and encouraged to talk and share feelings where appropriate. All staff who are Key Workers or management should receive training where possible on dealing with bereavement and how to best support the child. Interaction with other agencies or individuals (counsellors, therapists etc.) should be supported, subject to the consent of the parents/guardians.
- Parents/guardians who experience bereavement are likely to be assisted outside the Pre-School. However, the Pre-School staff are there to support any effect on the family and child(ren) the bereavement may have. Therefore staff will endeavour to work with the family to meet their needs at this potentially difficult time. This may include more flexibility regarding attendance and pick up, greater discussion regarding the child's behaviour and how to assist more broadly. All of this, however, must be in line with the policies and procedures in place, in order to ensure the safety and legal compliance of obligations while caring for the children, parents and staff in the setting.

Managing Medicines on trips and outings

If children are going on outings, staff accompanying the children must include the Key Person for the child with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.

Medication for a child is taken in a sealed bag clearly labelled with the child's name and the name of the medication. Inside the bag is a copy of the consent form and a card to record when it has been given, with the details as given above.

On returning to the Pre-School, the card is stapled to the medicine record book and the parent signs it.

If a child on medication has to be taken to hospital, the child's medication is taken in a sealed transparent plastic bag clearly labelled with the child's name and the name of the medication. Inside the bag is a copy of the consent form signed by the parent.

As a precaution, children should not eat when travelling in vehicles.

This procedure is read alongside the outings procedure.

HIV/AIDS/Hepatitis Procedure

HIV virus, like other viruses such as Hepatitis (A, B and C) are spread through bodily fluids. Hygiene precautions for dealing with bodily fluids are the same for all children and adults.

Single use vinyl gloves and aprons are worn when changing children's nappies, pants and clothing that are soiled with blood, urine, faeces or vomit.

Disposable gloves are used for cleaning/slucing clothing after changing. Soiled clothing is rinsed and bagged for parents to collect.

Spills of blood, urine, faeces or vomit are cleared using mild disinfectant solution, paper towels and mops; paper towels and cloths used are double bagged and disposed of outside immediately.

Tables and other furniture, furnishings or toys affected by blood, urine, faeces or vomit are cleaned using a disinfectant.

Nits and Head lice

Nits and head lice are not an excludable condition. On identifying cases of head lice, all parents are informed and asked to collect their child and treat the head lice before returning.

Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents - or other authorised adults - if a child becomes ill while in the setting.

- We do not provide care for children who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease. If children appear unwell during the session (have a temperature, diarrhoea or pains, particularly in the head or stomach), the person in charge or the child's Key Person calls the parents and asks them to collect the child as soon as possible or send a known carer to collect on their behalf. Temperatures are taken using a digital ear thermometer.
- If a child is unwell before attending their session and parents administer any medicine such as Calpol, they must remain at home and return to the setting once symptoms have ceased without the need for medication.
- In extreme cases of emergency the child will be taken to the nearest hospital and the parent informed.
- Parents are asked not to bring into the Pre-School any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last episode.
- Staff suffering from sickness or diarrhoea should not be at Pre-School.
- Children with head lice will be asked to seek treatment before returning to Pre-School.
- Parents are notified if there is a case of head lice in the setting.
- Parents are notified if there is an infectious disease, such as chicken pox.
- HIV (Human Immunodeficiency Virus) may affect children or families attending the setting. Staff will be informed about it.
- Children or families are not excluded because of HIV.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times. Parents must contact the Pre-School if their child is suspected to have any of the notifiable diseases.
- Ofsted is notified of any infectious diseases that a qualified medical person considers notifiable.
- If the children of Pre-School staff are unwell, the children will not accompany their parents/carers to work in the Pre-School.
- The local authority's medical officer for environmental health is notified of any infectious diseases that a qualified medical person considers notifiable. The Pre-School has a list of excludable diseases and current exclusion times.

Rest and Sleep

- Every child's needs are different so we provide flexibility and opportunity for children to take rests as they need and desire. There are quiet rest areas with soft seating and cushions where children can go to rest and relax, and children are encouraged to indicate and say when they are tired and need to rest.
- We do not have the facilities to enable children to take naps during the day. If a child is still taking a daily nap when they start at the Pre-School, it may not be appropriate for them to stay all day. Sleep is very important, so if a child is asleep at home before one of their sessions, they are welcome to join the session when they are ready to do so.
- Staff are fully aware of the fact that children need rest and sleep.

Information Sources

- Parents will have the opportunity to discuss health issues with Pre-School staff and will have access to information available to the Pre-School.
- The Pre-School will maintain links with health visitors and gather health information and advice from the local health authority information services and/or other health agencies.

Safety of adults

- Sensible clothing and footwear should be worn at all times.
- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment. Two or more members of staff should lift heavy items.
- When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.
- Adults should not enter the loft when on their own on the premises.
- We keep all cleaning chemicals in their original containers.

Records

We keep records of the areas listed below. For further information please refer to the 'Record Keeping Policy - Data Protection' policy (Policy 19) and the 'Record Keeping Policy - Privacy' policy (Policy 20) or speak to the Data Protection Officer (DPO) – the Operations Manager.

Adults

- names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them;
- names and addresses of all members of the Trustees;
- a list of emergency contacts, allergies, doctors' names for all staff; and
- all records relating to the staff's employment with the setting, including application forms, references, results of checks undertaken etc.

Children

- names, addresses and telephone numbers of parents and adults authorised to collect children from setting;
- the names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
- the allergies, dietary requirements and illnesses of individual children;
- the times of attendance of children, staff, volunteers and visitors;
- accidents and medicine administration records;
- consents for outings, administration of medication, emergency treatment, photographic permission; and
- incidents.

In addition, the following procedures and documentation in relation to health and safety are in place:

- Risk assessments for the Pre-School and specific outings;
- Record of visitors;
- Fire safety procedures;
- Fire safety records and certificates;
- Operational procedures for outings;
- Administration of medication;
- Prior parental consent to administer medicine;
- Record of the administration of medicines;
- Prior parental consent for emergency treatment;
- Accident record;
- Sick children; and
- No smoking or vaping.

In some circumstances, it may be that we need to get in touch with parents or carers of children to collect their child. We therefore recommend all parents save the Pre-School contact details on their devices and have a plan in place in case they are contacted.

As with all the policies for Seer Green Pre-School, the Operational Plan should be referred to for the specific details of day to day operations of the Pre-School. In addition, any issues which arise in the course of a child's time with the Pre-School and that are related to a child's health and wellbeing, parent's or staff's concern, or the overall care and safety of our children, staff, parents and equipment will be dealt with in a professional and confidential manner in order to arrive at an appropriate outcome.

This policy was adopted on (date) _____

Signed on behalf of Seer Green Pre-School (Chairperson) _____

This policy was reviewed as indicated below:

2007 created

2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016 reviewed and updated as required

July-Nov 2017 reviewed and updated

June-July 2018 reviewed and updated

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Governments must protect children from all other forms of bad treatment.