



2-4 Brook Street  
Luton, Bedfordshire  
Tel: 01582 730510  
www.trainingdepot.co.uk



## **HEALTH AND SAFETY POLICY**

All staff at Training Depot Day Nursery are to take note of the Health and Safety law as set out by the Health and Safety Executive in the poster “What you need to know” which is displayed in the office.

All staff are to take note of the Safeguarding Policy and Fire Procedures.

12 members of staff have attended a recognised First Aid Course and attained a First aid Certificate which is renewed every 3 years.

Staff must be responsible for their own health and safety. Staff must notify the Manager, Miss Salma, or Acting Manager Miss Shanique - or in their absence Miss Sandhya, if they are suffering from any illness or if they have had an accident.

All staff are to note that all personal information regarding each child is held in the office on the child's Registration Form and on the computer system. This includes any medical and dietary requirements. Dietary requirement sheets are available in both Nursery Rooms and in the Kitchen. These sheets list all the children's personal dietary requirements.

### **Sick Child**

On arrival at Training Depot Day Nursery, it is essential for parents to notify staff about their child / children's state of health, whether their child has had a loose motion, an above-normal temperature or any vomiting. Consideration by parents for the entire Nursery must be exercised. This helps to create a healthier set-up for all children, staff and parents.

Staff must notify Miss Salma / Miss Nargis / Miss Majeda of any illness, temperature or accident affecting a child and Miss Salma must take appropriate action as soon as possible.

Miss Salma / Miss Nargis / Miss Majeda will send home a child if he/she is suffering from sickness, diarrhoea, or from a communicable disease that at the time is contagious i.e. headlice, chickenpox, ringworm etc. Children will be sent home specifically if:

- Diarrhoea, there have been three instances in one day
- Vomiting plus a high temperature
- Vomiting twice in one day.

Parents will be contacted and be asked to collect their child, take them home and treat them for the illness / disease when necessary. If a parent cannot be contacted or an emergency contact then child's doctor will be contacted to ask for medical advice where necessary.

If a child is suffering with a higher than average temperature, verbal permission will be obtained from a parent for Calpol to be administered to their child. When the child is collected the parent will be asked to sign a medicine form for the Calpol that has been given. If the temperature persists then parents will be contacted to collect their child.

The Nursery has a minimum exclusion period of **48 hours** for any child who has any stomach upset, sickness or diarrhoea. **Children must be symptom-free for 48 hours before returning to the Nursery.**



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The Nursery ensures they follow the environmental Health Guidelines in regard to head lice being present on a child at Nursery. Parents are requested to treat their child's hair and use a knit comb to remove all live head lice from their child's hair. Advice can be sought from a chemist, if a parent is unsure of what is the best course of treatment for their child due to allergies etc. If a child repeatedly has cases of head lice and parents have not taken an appropriate course of action. However, if the support is refused MASH will be contacted for advice. Children are not allowed back into Nursery until the head lice and / or eggs have been eradicated.

The Nursery has an exclusion period of 5 days minimum for children who have chickenpox. Children are permitted to return to Nursery once their spots have scabbed over and are no longer suffering from a temperature.

The Public Health Department have recommended that children are excluded if suffering from sickness, diarrhoea or any communicable disease or infection that is contagious at the time.

### **Medicine and Administration**

The Nursery will administer medicine to support each individual child's medical needs that require medication short-term or long-term for illness or ailments, as requested by the parents.

To ensure the best health of all children, parent requested medication will be administered to their child. All un-prescribed medicines can be administered at Nursery, if they are in their original container/box with the expiry date on and if they DO NOT CONTAIN ASPRIN and the Nursery have prior written consent by the parent/carer. Prescription medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing ASPIRIN should only be given if prescribed by a doctor). All medicines are stored in accordance with the product instructions, in the original container/box and with the prescriber's instructions for administration detailed. Medicines are kept in the Nursery fridge or stored safely in the office on a shelf. It is the parent's responsibility to ensure they collect the medicine for the setting if they need to continue the medicine at home. It is the parent's responsibility to ensure they order more medicine from the doctor if needed.

Medication Authorisation Forms are to be completed by the parent. The form includes the date, Child's Full name and age, Parents name, name of the prescribed or non-prescribed medication, health reason for non-prescribed, the dosage and frequency required and a parent's signature. Antibiotics and medicine are prescribed over a 24-hour period, so it is essential to spread the dosage so that the maximum effect is achieved. Deputy managers and Leaders will administer the medicine and sign the medical form. Staff will always have a witness while administering medication, the witness also signs the medical form. On collection of a child the parent will sign again to confirm the medication has been administered.

Parents of children who have longer term medication such as inhalers or auto-injector will need to complete a Long-Term Illness or Ailment Medication Form. Information is recorded and kept for all children's long-term medical needs with signed parental permission, this is reviewed on a termly basis. The staff undertake medical training, through First Aid which is renewed every three years. This training includes Anaphylaxis, auto-injector administration, asthma and the use of inhalers as well as using a defibrillator. Medication and/or epi pens will need to be on our premises at all times or the child will not be allowed into the Nursery. It is the parents responsibility to ensure that all medication are in date and replacement are available when needed. Parents are required upon registration to provide this information.



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The Nursery will obtain written permission for the application of all creams, including Sudocrem or sun cream. Parents sign a general permission for Sudocrem and sun cream in their child's registration form. If they wish to have any other cream applied, a separate medication form will need to be completed.

Inhalers / breathing apparatus will be administered as and when required or at a specific time stated by parents or doctor.

If a child is showing signs of a temperature, the Deputy Manager / Leader will use a temperature gauge to check for a temperature. Parents will be contacted and asked to collect their child immediately.

The Nursery believes that if a child is unwell then time with a loving parent and in a cosy home environment plus sleep is what is required and produces the best results for all concerned.

## **Health and Safety**

The welfare and well-being of all children and all staff at Training Depot Day Nursery is paramount and any member of staff must report any dangers or concerns to the Miss Salma / Miss Nargis / Miss Majeda our Health and Safety officer immediately. If these staff are not available, other senior staff must be informed and suitable action under- taken as soon as possible. It is the duty of all staff to maintain a safe working environment for the children, their colleagues, visitors and parents.

Optimum health and safety are encouraged through any procedure carried out at Training Depot Day Nursery. For example, plastic gloves and aprons are to be used when changing a child or dealing with an accident etc.

Good food hygiene and arrangements for safe storage and preparation of meals are provided. Only kitchen staff are allowed to use kitchen equipment unless other staff gain permission from the Miss Sandhya before using equipment in the kitchen. One Cook and 1 cover cook hold an up-to-date Level 2 Award Food Safety in Catering Qualification. These are renewed every 3 years. The menus / food offered to the children are set with guidance received from the Family Food First.

Only milk and water are offered at snack and mealtimes. Water is available to all children throughout the day on request in each of the Nursery Rooms.

Reviewed on July 23 Miss Sandhya