



Health, Safety and Welfare Policy

We are aware how vulnerable young children are to accidents and infections. We, therefore, organise our environment and any activities that the children partake in with careful attention to safety and hygiene. Parents can request, at any time, to view our Public Liabilities policy.

All the equipment and materials that we use are inspected and cleaned on a regular basis to ensure they are safe and in good condition. Faulty equipment is either repaired or replaced. Children are only offered resources that are suitable for their age/stage of development.

We ensure that the children have adequate supervision according to their age and stage of development. We also teach the children about personal hygiene and safety according to their age and stage of development, e.g. washing hands before mealtimes, road safety.

Sleeping children are regularly monitored and we have a baby monitors in the rooms where they sleep. Children either sleep in a pushchair or travel cot depending on the wishes of the parents. Parents state their preference on their Child Record form and give written permission if they agree to their child sleeping in a pushchair. Sheets are changed for each child using the travel cots.

The temperature in the fridge is checked using an independent thermometer. Food is discarded if the use by date has expired. The sink, worktops and tables are wiped down regularly using anti-bacterial wipes. New dish clothes are used each day and are replaced throughout the day if needed. Tea towels are used to dry clean dishes and utensils and are laundered daily. Paper towels are used to dry everything else including hands.

The floors are washed/hovered daily with spills being cleaned up as and when required.

The toilets and hand basins are cleaned daily and as and when required. The nappy changing mat is cleaned with anti-bacterial spray in between each nappy change. Nappies are disposed of in the soiled waste (yellow) dustbin after each nappy change. Nappies are placed in a special waste bag inside the bin. These waste bags are collected by a private waste collection company on a regular basis.

The Early Years Foundation Stage (EYFS) requires us to provide the children with a healthy lifestyle, therefore we will encourage healthy eating and give the children, every day, the opportunity of physical and outdoor activities. All the food we provide is healthy and nutritious. Details of our menu and allergy content of each meal is available on our website. Details of what and the quantity each child has eaten is emailed to parents at the end of each day. Special dietary needs should be detailed on the Child Record form. For details see our Healthy Eating policy.

We are registered with the local Environmental Health department's Safer Food Better Business to ensure that we are complying with food hygiene regulations. We take part in the local Healthy Choice Award scheme that is renewed every two years. We are also a Sugar Smart setting which means we only offer foods that are low in sugar.

There are smoke alarms, heat detectors, fire doors with self-closers, fire extinguishers and a fire blanket in the setting. Fire extinguishers are serviced annually. Fire checks are made monthly, with a fire drill being carried out at least termly to ensure that all children in the setting are practiced in a fire drill. A quarterly fire inspection of the setting is also carried out. All the details are recorded in the Fire Safety Log Book. See the Evacuation Procedure for details of how we would evacuate the setting in the case of an emergency. It is displayed in the setting.



Highchairs and pushchairs all have safety harnesses. Stair gates are used to restrict children's access.

Security measures are in place on the main exits of the setting.

Children are only released, from the setting, into the care of known adults. We must be made aware of people who are never allowed to collect a child. A password system is always used if a child is being collected by someone not known to Fizzy Fish.

All motor vehicles used in conjunction with the setting are regularly serviced, MOT'd and insured for business use. The MOT certificate and insurance policies may be viewed by parents at any time. The child safety locks are used in the back of each vehicles and we use age appropriate car seats for all the children in the setting. These are checked on a regular basis to ensure that they are correctly fitted and are in good working order.

In the case of a breakdown or accident, we would evacuate the children to a safe position and call the breakdown service or police. Children are never left unattended in any vehicles.

Written risk assessments of the setting and our regular outings are reviewed as and when required but at least once a year. When planning an activity, we discuss any risks we feel may be an issue.

Two members of staff are always present when we take children out of the setting and we use pushchairs and reins to ensure the safety of the younger children. The only exception to this rule is if a child is receiving Additional Support Funding to enable one to one care. If the Early Years Educator responsible for the child is required to take the child to an appointment (eg Speech and Language) or needs to take the child out to settle them, a second member of staff isn't required if written permission has been obtained from the parent. When lone members of staff are out, the child **must** be in a pushchair. Older children are expected to hold onto a pushchair or the hand of an adult if appropriate and especially when crossing the road or in a hazardous position. We always take with us the children's Emergency Contact details, first aid kit and a mobile phone when going on an outing.

We record accidents, incidents, concerns, unwanted behaviour, the administration of medicines, children sent home due to sickness, person sent home with suspected Covid-19 symptoms and physical interventions on the appropriate forms. All these forms, except concerns, have to be signed by a parent and they are stored in the child's personal file. See the Administration of Medication, Behaviour Management and Biting policies for further details of the use of the relevant forms.

All members of staff, working directly with the children, hold an up to date Paediatric First Aid Certificate. These are renewed every three years.

We have parental consent forms for application of sun and nappy cream, occasional outings, emergency medical intervention, sleeping in a pushchair, permission to talk to other professionals, transportation in a vehicle, visits to Lindridge Care Home and taking of photographs. We ask that all parents sign the relevant sections.

The Infant Suspension Flowchart is followed in relationship to the administration of Infant Suspension and parents must provide advance written permission by the completion of the *Non Prescription Medicine Administration Consent* form or by email. This must state when the last dose was administered and the reason why it was needed and the dose to be given. Verbal permission or a text message are not acceptable. Parents are able to email but it is preferred



that they complete the Administration of Infant Suspension Permission page that can be found on our website under Contact Us. We prefer this method as they have to fill in all the information we need before they sent the form. Parents are required to sign the relevant forms to confirm that we have informed them of the times and doses given. See the *Administration of Medication Policy* for further details.

During the Covid-19 pandemic, NO Infant Suspension will be administered and we will NOT accept children into the setting that have been given Infant Suspension prior to arrival.

Prescription medication will only be administered on completion of a *Prescription Medicine Administration Consent form* or a *Permission to Administer a Short Course of Medication/Treatment form* and the supplied medication must display the child's name and the dose to be given.

Any required first aid treatment will be administered by a trained first aider and in the presence of another member of staff. Details of the accident/incident will be recorded on a *Record of Accident or Incident form* or a *Record of Minor Accident form*. The parent will be provided with a copy of the *Record of Accident or Incident form* and will be asked to sign the original form or shown the *Record of Minor Accident form* and will be asked to sign the form on collection of the child.

All completed forms will be stored in the child's personal file.

The setting should be informed of any existing injuries on arrival at the setting. The details will be recorded on a *Record of Existing Injury form* and the parent will be asked to sign the form. The form will be stored in the child's personal file. If an injury is found which hasn't been reported, the details will be recorded and the parent will be contacted to explain the injury. It is important that you contact the parent so they cannot say that the injury occurred in the setting. This may result in the matter being passed to MASH. The signature of the parent will be sought on collection.

Karen Fothergill and Lou Adams are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority within 14 days of the incident.

We will not undertake the care of sick children. This is not only to prevent the spread of the infection but also to protect the child that is ill. Most sick children will prefer to be in their home environment with their parent who is able to provide them with the one to one attention they may require. We will, however, look after children with colds, minor coughs etc, as long they are not too ill to participate in a normal day's activities. When a child, within the setting, has an infectious illness we will inform all the other parents to warn them to look for signs and symptoms in their own children. See Sick Child and Exclusions policies. In the case of a notifiable illnesses or a serious accident, we have to report the details to Ofsted within 14 days.

During the Covid-19 pandemic, no child will be allowed in a setting if they have a temperature of 37.8°C or above. If a child is sent home with suspected Covid-19 symptoms, they will not be allowed back in a setting until they have received a negative test result or have self-isolated for at least two weeks and are symptom free.

We do not allow smoking in the setting or on site.

All members of staff have an enhanced DBS check before starting employment. Staff are required to sign up for the Update Service and keep this renewed every year. Regular checks are carried out via the Update Service to ensure staff remain suitable to work with children.

Other visitors to the setting are recorded on our visitor's log and will not be left unsupervised with the children.

By law, we are required to record any concerns we may have. If a child confides in us or we suspect child abuse we would report the matter to the local Child Protection unit, who would then investigate the matter. Any details recorded about a child remain confidential except in the case of safeguarding issue. **If we** have concerns about a staff member, the matter would be passed to our local LADO (Local Authority Designated Officer) to investigate. See our Safeguarding Children and Adults policy.

Associated forms:

- Record of Accident or Incident for a Child
- Record of Accident or Incident for an Adult
- Record of Minor Accident
- Record of Child Sent Home
- Record of Person Sent Home with suspected Covid-19 Symptoms
- Record of Physical Intervention
- Record of Unwanted Behaviour
- Record of Concern
- Record of Existing Injury
- Child requires Infant Suspension Flowchart
- Could your Child need Infant Suspension Today Flowchart
- Prescription Medicine Administration Consent Form
- Non Prescription Medicine Administration Consent Form
- Permission to Administer Short Course of Medicine/Treatment
- Permission to Administer Medicine/Treatment Over An Extended Period

Review and update details

Date	R	U	Details	Q	Latest version
20/11/20	✓	✓	Policy updated and quiz issued to staff	✓	Issue 4/Nov 20

R = policy reviewed, U = policy updated, Q = quiz issued to staff. Please tick the relevant boxes.

Note: A quiz should be issued for new or updated policies and at least once a year.