



## HEALTH AND SAFETY, MEDICATION AND HYGIENE POLICY

**In accordance with Standard 24 NMS (2016): Safety – Children are cared for and have their needs met in a safe environment.**

AND

**Standard 11: Medication Outcome – Children are safeguarded by the setting's policies and procedures about medication and receive the medication they need.**

It is the policy of Happitots and Tinytots to place the safety of anyone who uses our provision as the highest priority. The health and safety of children in our care is paramount. Happitots and Tinytots will promote a healthy and safe lifestyle and a high standard of hygiene in its day-to-day running of the group.

### SAFETY:

The safety of young children is of paramount importance. In order to ensure the safety of both children and adults, the group will ensure:

1. All children will be supervised by adults at all times. Access to and egress from the setting is secure at all times.
2. An accident book is available at all times to report any accident/incident
3. All adults are aware of procedures within the group for collecting of children
4. Safety checks of the premises, both indoors/outdoors, are made regularly.
5. Fire door will not be obstructed
6. Outdoor area is fenced off securely
7. Toys and equipment are checked at regular intervals
8. Rules for behaviour in the group are complied with
9. The layout and space ratio will allow children and adults to move safely and freely between activities
10. The room is well lit and ventilated
11. Radiators are covered
12. There is no smoking to be allowed in the room, outside play area or the school grounds
13. Fire drills are carried out at least termly
14. The ratio for outings is 1 adult to 2 children; OEAP National Guidance will be followed and the Local Area plan will be followed for visits.
15. Appropriate safety arrangements are made for children with additional needs.

We operate a system of regular written risk assessments of the premises, equipment and activities. Anna Wygold (Happitots) and Louise Simister (Tinytots) are the persons responsible for maintaining and updating the health and safety checks and risk assessments. They are responsible for bringing the Health and Safety Policy to the attention of all at the setting and will report any incidents to the Responsible Individual, Wendi Terry

## ILLNESS

1. Happitots and Tinytots do not accept children who are unwell at the time of arrival at the setting.
2. If a child becomes unwell during a session the parents/carers or emergency contact will be asked to collect the child.
3. Parents/carers will be asked to keep their child at home for a period of exclusion recommended by the Health Protection Agency if they have any infection and to inform the group as to the nature of the infection so that the group can alert other parents/carers if needed.

## MEDICAL/SICKNESS EXCLUSION PERIODS:

Sickness & Diarrhoea	Your child must not attend the group for at least 48 hours after the last bout of sickness or diarrhoea
Chicken Pox	Your child must not attend the group for 5 days from the appearance of the rash
German Measles (Rubella)	Your child must not attend the group for 5 days from the appearance of the rash
Measles	Your child must not attend the group for 5 days from the appearance of the rash
Mumps	Your child must not attend the group for 5 days after onset of swollen glands
Whooping Cough	Your child must not attend the group for 5 days after commencing antibiotics
Skin infections e.g. Impetigo	Until lesions are crusted or healed
Eye infection	None

## MEDICATION:

It is the policy of Happitots and Tinytots to support any child who becomes unwell during their time in our care, and to welcome children who require prescribed medication to be administered to maintain their wellbeing while attending this provision, in line with the equality and inclusion policy.

The group will administer medicine to children under the following conditions:

- medication will only be administered if the child's doctor has prescribed it.
- parents'/carers' written permission will be obtained before any medication is administered.
- written information relating to the child's individual medical needs will be given to the group by his/her parents/carers when s/he first registers with the group. This must include any possible side effects of any medication.
- if there is a change in the child's health during his/her time at the group then written information must be made available to the group by his/her parents/carers as soon as possible
- all adults in the group will know who is responsible for the medication of a child/children with particular needs.

- medicines will be stored in their original container, with the original label intact and clearly displayed.
- all medication will be inaccessible to children at all times.
- medication will not be administered if out of date; it is the responsibility of the parent/carer to ensure that all medication is current.
- written information must be obtained from parent/carer as to when the medication was last administered.
- the appropriately trained adult will administer medication to the child in a caring and respectful way.
- the time and dosage of medicine given will be recorded and witnessed by another adult in the group. The parent/carer will be required to sign, acknowledging medication has been given, when collecting the child from the group.
- in circumstances where technical or medical knowledge is required for specific medication to be administered, the group will have an appropriately trained adult at each session to administer medication when necessary (e.g. epipen, insulin). **This training will be carried out by a health professional, such as the child's G.P. or Health Visitor**
- training will be regularly updated for the adults responsible for administering the medication.
- at all times, if written procedures are followed, trained staff will be deemed to have acted in good faith. Trained staff are required to act as would a caring parent/carer and **not** as a medically trained practitioner.

#### HYGIENE:

To prevent the risk of spreading infection adults in the group should ensure and promote good hygiene policy.

- Hands washed after using the toilet.
- Children encouraged to shield their mouths when coughing.
- Paper towels available and disposed of appropriately when necessary.
- Tissues are available and children are encouraged to blow and wipe their noses as necessary. Soiled tissues will be disposed of hygienically.
- We have a nappy disposal unit from Canon Hygiene
- Spills of blood, vomit or excrement should be wiped up and flushed down the toilet. Rubber gloves will be used at all times when dealing with this kind of situation.
- Spare clothing is kept for accidents that occur. Polythene bags are available in which to wrap soiled garments.

#### FIRST AID BOX:

The first aid box will be replenished and any advice from the Local Health Authority will be taken and carried out. All staff within the school, including the setting, have up-to-date Paediatric First Aid training.

#### FOOD

1. All meals and snacks provided at the setting are nutritious, and attention is paid to the children's dietary requirements. Hand washing is part of the snack routine.
2. Snacks are prepared in a dedicated kitchen area.
3. When cooking with the children as an activity, care will be taken to ensure both adults and children wash their hands prior to the activity.
4. Adults will promote and extend the knowledge and understanding of hygiene and healthy eating during snack times and during cooking activities.

## OUTDOOR PLAY

1. Children have the opportunity to make use of the outdoor area provided.
2. Children are encouraged to wash their hands after outdoor play.
3. Adults will supervise children at all times
4. Outings organised by the group are well supervised and parents are encouraged to play a big role.

## EMERGENCY PROCEDURES

Parents and carers will be asked to supply medical details for their child on entry to both settings, this will include providing two emergency contacts. In extreme emergencies, 999 emergency services will be called. In the case of any other emergency medical issues, children will be taken directly to Welshpool Hospital. Parents/carers will be informed immediately. In the case of minor injuries, an accident form is completed and parents and carers will be contacted either at the end of a session or, in the case of a head injury, as soon as possible.

*Please refer also to The Child Minding and Day Care (Wales) Regulations 2010 (Regulations 20 and 25), Wales Pre-School Providers Association Policies and Procedures and Guidance on infection control in schools and other childcare settings. Health Protection Agency April 2010*

Signed: Wendi Terry (Responsible Individual)

Date: November 2023

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