



Health, Safety & Wellbeing Policy

This policy outlines our commitment to prioritise the physical, emotional, and mental well-being of children by implementing measures to safeguard them from harm, promote healthy practices, and create a supportive environment, all while adhering to relevant legislation including the Early Years Foundation Stage (EYFS) guidelines.

Hygiene

- We will always promote good hygiene with the children in our care, ensuring they understand why and how we wash our hands. We will ensure there is always soap available to all children and staff and use paper towels to dry hands.
- Children are taught how to clean their noses and provided with tissues in all rooms.
- We will ensure good hygiene in the kitchen when preparing meals and snacks for the children, staff have a separate hand washing sink to use and all staff preparing food wear aprons.
- Since covid we have used disposable floor cleaning wipes and disposable anti-bac cloths, staff empty all bins daily and clean toilets and rooms. We also have a cleaner that works for three hours at the weekend to perform deeper cleans and clean communal areas such as the hall, difficult to clean properly when children are present.
- We have suitable facilities for the preparation and storage of food, we have purchased a separate fridge for staff to use to store their food.
- All staff in the kitchen preparing food have completed food hygiene training, and regularly update training as needed.
- We have been inspected by the Food Standards agency and received a score of five each time.

Healthy meals

Please also see our Food & Nutrition & Safer Eating Policy

- We will provide the children with healthy meals and snacks; A menu is available for parents in the outside hallway. Fresh water will be available to all children throughout the day, the youngest children, those that attend preschool will also be given milk.
- We are aware that the fridge temperature needs to be kept at 5c or below and that the freezer needs to be kept at -18c or below, these temperatures are monitored daily and recorded on the kitchen sheet.
- Those working in the kitchen have a kitchen operational check list to complete with weekly and daily jobs.
- Any dietary requirements and allergies or intolerances must be recorded on the child's registration form, this information is also highlighted on the daily registers and a quick reference list inside the kitchen cupboard door.

Health

- We have a no-smoking or vaping policy for the entire building – smoking or vaping is prohibited anywhere on our premises.
- We will inform parents of any illnesses or ailments in our setting that may affect their child or children so that parents/carers the opportunity to make alternative arrangements if you wish.
- We will promote clean noses – there will be tissues available for children to use and younger children will of course be assisted.
- Children that are unwell will be cared for and parents will be called to collect their children as soon as possible, we will ask parents to inform us of any developments and outcomes, and that the child is well before they return which will enable us to protect other children and our staff team.



Existing long-term conditions

- During a child's registration process, we will ask the parents/carers whether the child has any long-term medical conditions that we should be aware of.
- We will gather information from the child's parents/carers and other suitable sources regarding the management of the condition to ensure that the most suitable care is provided for the child.
- We will try to accommodate all existing or any newly developed long-term conditions, however if we feel our setting is unsuitable, we will inform a child's parents/carers and offer support moving forward.

If a child becomes unwell whilst in our care

Please all see Childhood Illness Policy and Administration of Medication Policy

- Parents/carers should inform us of any illness or ailment their child has, this will enable us to give the best possible care to all of our children.
- If a child becomes unwell whilst in our care, we will contact the parent/carer and agree the best course of action. In most circumstances you will be required to collect your child/children as early as possible.
- If we are worried that a child is becoming worryingly unwell, and we are unable to contact you or any other emergency contacts you have provided we may need to seek emergency medical advice, for the wellbeing of the child.
- If a child has been sick or has diarrhoea, they will not be able to return to the setting until they have been clear for a least 48 hours, this is important to protect others within our care, and staff members.
- In accordance with the Children Act regulations, we will notify Ofsted of any notifiable diseases as defined by the Health Protection Agency. We will follow Ofsted guidance and notify them if two or more children are affected by food poisoning or if any child has a serious disease. This notification will take place as soon as it is practical and within 14 days of the incident occurring.

Accident or Injury

- A first aid box (is situated in the kitchen) and is always accessible and contains the appropriate contents for use with children, we will also carry a travel first aid kit when we are on outside.
- A list of staff who have completed a Paediatric First Aid course is displayed on the wall, all staff working with children including management complete a 12 hour paediatric first aid course.
- We will keep a written record of accidents or injuries and any first aid treatment. This record will also be shared with the child's parents/carers on the day the accident or injury occurred, or as soon as reasonably practical. If a parent has left without signing and notification on that day, we will ring to inform them, and this will be recorded on the accident form.
- If a child has emergency medication, such as an asthma inhaler or epi-pen, parents will be asked for details which will be recorded on a long-term medication sheet, they will be asked to give permission to administer and then sign again as they collect their child to acknowledge that they have been informed that their child has had medication whilst at our setting.
- We also have a short-term medication form for medication such as antibiotics, again parents need to sign before any can be administered to a child, and after again when they collect their child.
- Long term medication will be stored either in the cabinet in the kitchen or on high hooks in the hallway.
- Accidents are tracked and recorded on a sheet; these are evaluated at staff meetings.
- We will inform Ofsted of any serious accident, illness, or injury to, or death of, any child while in our care, and of the action we have taken. This notification will take place as soon as it is practical and within 14 days of the incident taking place.
- Risk assessments are completed and recorded to ensure the setting is safe, some risk assessments will be completed for individual activities where we feel there may be a higher risk than usual.



Health & Safety

- All toys and equipment will be checked and cleaned regularly, with any broken toys or equipment that may prove dangerous will be removed.
- Children will only have access to toys/resources that are appropriate for their age or stage of development, this will be monitored by staff.
- Our front door will be kept locked so that the door cannot be opened without a member of staff, there is a visitor's log in the first hallway to record any visitors to the setting.
- Children can only be collected by a named person; parents must inform whom will be collecting and of any changes.
- Our emergency contact details for all the children in our care are stored in a lockable filing cabinet.
- We will work with children to teach them about safety such as crossing the road and stranger danger.
- We may have to restrain a child if they are putting themselves or other children in danger, such as, running into a road or fighting. Any incidents where a child has been restrained will be recorded as an incident and will explained to parents, they will also be asked to sign that record.
- Any electronic devices that may be able to connect with the internet will be carefully monitored. If they are our devices they will have suitable parental controls, if they belong to a child, we will ask that they are stored safely in the office with staff until they leave the setting that day.
- We will share a leaflet of information about E-safety with parents, we will also talk to the children in our care about staying safe on-line, children take part in internet quizzes, younger children will also watch videos about staying safe online.

Health & Safety - Edwalton Kids Club

- We have a daily list of children attending each day for both breakfast and after school sessions; the daily diary is checked for any messages or changes to a usual pattern of attendance, or for additional sessions. All children with any allergies or medical needs are indicated on the daily sheet. Any accident form is also recorded by a child's name and the accident form attached to the clip board.
- All children are collected directly from their teachers or older years by their classroom at Edwalton School. All children are checked against a list for that session before returning to the kids Club. If any children are missing, we check with their teacher first to see if that child has attended school on that day, and then we would check with parents.
- The children walk over to the Kids Club in their year groups with the members of staff working with them.
- Once we arrive at Kids Club and the children are seated for snack, we conduct a head count and numbers of children are checked again.
- The time that each child leaves is then recorded on the main daily list as they are collected.
- A register will accompany staff and children when off the premises, e.g. over at school.

Health & Safety - School House Preschool

- We have a daily register of children attending the setting – any absences will be recorded and where possible a reason for absence stated.
- Children's allergens and medical requirement are marked on the daily register and also recorded inside the kitchen cupboard door so they are easily accessible.
- Preschool children will be marked present at the time they arrive at the setting. Each room will have its own register.
- Children will be marked out as they leave with the exact time of departure. A register will accompany staff and children when off the premises.