

NURSERY HEALTH & SAFETY PROCEDURES

General Statement

'The Trust Board of Berkshire Healthcare NHS Foundation Trust is committed so far as is reasonably practicable to provide a safe place of work and a healthy environment for all employees, visitors, volunteers and contractors and those affected by or involved in the Trust's activities. To enable this to happen the Trust recognises there is a need for the following commitments to be undertaken by the Trust'.

- (a) The Trust will integrate health and safety into every facet of the organisation.
- (b) The Trust will set health and safety objectives and bring them to the attention of employees.
- (c) The Trust will ensure that the health and safety and any related objectives and strategy are understood and implemented throughout the Trust.
- (d) The Trust will provide adequate resources for the policy implementation based on risk levels and control requirements.
- (e) The Trust will conduct risk assessments as a means of establishing control requirements.
- (f) The Trust will demonstrate employee involvement in consultation regarding health and safety matters in general through the Health and Safety Forum and Committee and Union Representation and trained risk assessor.
- (g) The Trust will continuously strive for high levels of health and safety performance beyond minimal compliance with legal requirements.
- (h) The Trust will demonstrate a commitment to continuous improvement through effective planning, organisation, control, monitoring and auditing for health and safety.
- (i) The Trust will provide an effective health and safety system to include Planning, Organisation, Control, Monitoring and Review.

As part of Berkshire Healthcare NHS Foundation Trust, Jack In The Box, Kiddies' Cabin and Little Dragons nurseries commit to provide a healthy and safe environment for all children and staff.

At all times our employees will co-operate fully in implementing health and safety initiatives. They will do everything possible to make sure injuries do not occur to themselves or others.

Employees are expected to take responsibility for their own health and safety and that of the children in their care at all times.

The person who has overall responsibility for health and safety within the nurseries is the Nursery Manager within each nursery. Staff have a duty to advise the Nursery Manager or senior member of staff on duty of any concerns or issues regarding health and safety within the nursery and the Nursery Manager or senior member of staff has a duty to resolve the issue immediately.

Medicine

With the exception of Calpol and Piriton syrup, only medicine prescribed by your child's doctor or with a letter from your child's doctor will be administered by senior staff in the nursery. This will be administered according to the instructions on the label. All medicine is stored in a locked cabinet or the fridge and away from the children.

Parents/guardians must complete a medication consent form when they leave their child at the nursery. Details of all medicine administered is recorded stating the name of the medicine given, the time, dosage and the adult who gave the medicine. The medicine form must be dated and signed by the member of staff who administered the medicine, the member of staff who witnessed the procedure and the parent/guardian when they collect their child.

For full details please see the 'Sickness & Medication' Policy.

Allergies/intolerances

Children come into the nursery with a variety of differing health and dietary requirements. All children will be monitored by the nursery staff for the effects of food to ensure that no allergies or intolerances are developing.

When registering their child at the nursery parents will be asked for detailed information regarding a child with an allergy or illness. This information will be stored along with their contact details in a secure environment. All children have a place mat which will show any dietary requirements or needs that the children may have.

Parents are requested to complete their child's profile with as much information as necessary to assist the nursery staff who will be caring for your child. If your child is being monitored by a GP or hospital with regards to an allergy or intolerance you must provide written information from them to keep the nursery informed of any developments or changes to care plans.

Information regarding medical treatment must be completed before children are left alone at the nursery. Details regarding the storage and administration of Epi pens or Piriton syrup must be agreed by the Nursery Manager.

The nursery cook is made aware of all allergies and intolerances and he/she prepares a suitable meal for all children according to their requirements. These meals will be covered with cling film and labelled with the child's name and what the meal consists of.

All children's foods is checked daily and the food charts are completed to ensure that all children are being given the correct foods.

Illness

Children who are unwell cannot come into the nursery and this will be decided by the Nursery Manager or Deputy Manager. Whilst we appreciate that it can be a difficult time for working parents we have to take into consideration the health and well being of all of the children who attend the nursery. To help prevent the spread of illness staff with communicable diseases will not work in the nursery whilst they are infectious.

If a child becomes ill whilst at nursery the manager/deputy will take every step possible to contact parents/guardians to arrange for them to collect their child. If this is not possible we will attempt to contact the people authorised to collect the child.

If, before or after parents/guardians are contacted the manager/deputy consider the child's condition to be serious or it worsens we will follow the procedure outlined on the Emergency Treatment Consent Form which parents sign when they enrol their child in the nursery. This authorises the nursery to seek medical assistance by transferring the child to the nearest A & E Department by ambulance. In this instance, a member of staff known to the child will remain with them until their parent/guardian arrives. In the meantime, if contact has not been made with the parents/guardians the nursery will continue to try and reach them.

A & E staff will only be able to give intervention treatment until the child's parent/guardian arrives.

Accidents & Incidents

If any adult or child sustains an injury whilst on the premises a qualified first aider will assess the situation and administer first aid if it is deemed to be necessary.

An accident form must be completed, details of the accident including how it occurred, the location, time and treatment given must be recorded by the member of staff who dealt with the injury and those who witnessed it. The parent will be shown the written account and will be asked to sign the form to state that they have read and understood it. If medical treatment is required for children the procedure outlined above will be followed. For adults, if the injury is serious their next of kin will be contacted.

For serious incidents involving both children and adults an online Datix Adverse Incident form will be completed by the Nursery Manager/deputy stating the details surrounding the incident. This will include details of any equipment involved and any damage/faults if they exist. In this instance, damaged equipment will be removed or remain unused until it can be made safe. The Adverse Incident form is assessed by the Berkshire Shared Services Risk Team and the nursery's line manager is sent a link to the online form.

A meeting/telephone call will be arranged with the nursery's line manager to discuss the report and whether it is necessary to inform anyone else within the Trust regarding issues such as risk assessment, maintenance etc;

If a child has an accident outside nursery hours, parents will need to complete a Home Incident form at the nursery when the child next attends. This will inform the nursery of what happened and any treatment given.

Fire Safety

Fire procedures are on display in all of the rooms and the hallway in the nursery.

Fire drills are held on a monthly basis and records are kept regarding the evacuation time and include details of the numbers of staff and children present.

All staff access the mandatory annual fire training via BHFT and have regular training relating to the nursery building during staff meetings.

Fire fighting equipment is regularly checked and maintained by the Trust.

All materials possible within the nursery are flame retardant.

Safe Environment/Security

Providing a secure environment for both children and staff is of paramount importance at all times and this should never be compromised.

Children will not be left unsupervised in any of the rooms, outside in the play area or when away from the premises with nursery staff. Statutory staff to children ratios are followed as a minimum, these are: 0-2 years 1:3, 2-3 years 1:4 and 3-5 years 1:8. There will always be a minimum of 2 staff on duty at all times.

On their first day at the nursery staff have all of the health and safety policies and procedures explained to them. They are also given a tour of the nursery when procedures are explained in more detail and safety equipment is pointed out to them. Staff are given a copy of the nursery's risk assessments and all policies relating to health and safety.

All hazardous substances are stored in locked cupboards or out of the reach of children.

Warning cones will be used to advise people of wet floors. Any spillages on the floor are cleaned immediately e.g. water or sand.

Damage to the building or fittings is reported immediately to the Estates Department who are responsible for their repair. Anything that is unsafe is removed or a room will be unused until repairs can be carried out. Where appropriate, work is not carried out when the children are in the rooms, simple tasks such as changing a light bulb may be carried out.

We ask that anyone entering the nursery buildings ensures that no one follows them in without being admitted by the nursery or letting themselves in via the secure door entry system where possible. We understand that it is polite to hold the door open for others, but we cannot emphasise too strongly how important it is that all visitors wait for a member of staff to admit them into the nursery or do this themselves where possible. Anyone requiring assistance can press a button to alert the nursery office who may speak to them through an intercom system before allowing them to enter the building.

For full details please see the Procedure for 'Answering The Door and Collection of Children'.

The outside play area is secured within a fenced area and secured gates. Whilst

children are in the garden, staff remain vigilant at all times and approach any strangers BEFORE they enter the nursery premises.

The nursery carries out risk assessments for all nursery outings.

For full details please see the 'Garden' and 'Outings' Procedures.

Environmental Health

An environmental health check forms part of the initial registration process carried out by Ofsted.

The kitchen area is kept clean at all times. The Royal Borough of Windsor and Maidenhead (Kiddies' Cabin), Slough Borough Council (Jack In the Box) and Reading Borough Council (Little Dragons) carry out annual inspections and may carry out spot checks at any time, their recommendations will be followed promptly.

If there is an outbreak which could be a stomach bug or something more serious the local Health Protection Unit will also become involved and may talk to the parents of infected children and take swabs to identify the bacteria causing the outbreak.

Equipment

All nursery equipment complies with the relevant British Safety Standards and be well manufactured and safe. This equipment is purchased from reputable educational suppliers.

The nursery equipment is cleaned /sterilised and checked for safety on a regular basis.

Faulty equipment is removed and then repaired or replaced as soon as possible.

Personal Hygiene

Routine is the key to ensuring that the highest of standards of personal hygiene of both children and staff are maintained.

Toilet training is one of the most significant skills to be learned by a child therefore all children are monitored after going to the toilet to ensure that they wash their hands properly. Before eating, all children have their hands washed and when appropriate, will be encouraged to wash their own hands. At the end of meals, children wash their hands and faces or are assisted by staff to do so. Children are also asked to wash their hands after being in the garden, following 'messy' activities such as painting or handling pets.

The nursery adhere to the Trust's Hand Washing Policy which provides current NHS guidance on hand washing. Please also see the BHFT Tool Box Talk For Estates and Facilities Staff on Infection Control and Hand Hygiene.

In order to minimise the possible spread of infection and to protect both adults and children staff wear disposable gloves in all situations involving bodily fluids such as during nappy changes, when administering first aid and when dealing with vomiting in a child. Once the situation has been dealt with staff wash and dry their hands thoroughly.

Children are encouraged to wipe their noses and staff assist them with this when necessary. If children's clothing becomes dirty during the course of the day, staff will

change them into clean clothes.

Children will wash their hands before and after handling the nursery pets.

Nappy Changing

Parents are asked to provide disposable nappies and barrier cream for their child. Cotton wool and baby lotion are used however, if a child is allergic, only water will be used. Parents may provide baby wipes and alternative nappies for their child however, please note that there are no facilities in the nursery to wash nappies.

During nappy changes, all items are to hand to ensure that children are NEVER left unattended. A protective apron and disposable gloves are used for each nappy change and are disposed of in between children. The mat is disinfected and hands are washed after each change.

Each toddler who is potty training has his/her own potty which is provided by the nursery and is numbered to avoid confusion. Parents are asked to provide the nursery with plenty of changes of clothes which must be clearly labelled with their child's name.

Sterilising solution is used to clean the nappy changing area after every nappy change.

First Aid

All staff joining the nursery either hold a first aid certificate or are expected to attend a recognised paediatric 12 hour first aid course as soon as it is practical to arrange. This includes instruction which specifically covers administering first aid to infants and children.

At least one person in each nursery holds the 4 day 'First Aid at Work' certificate. Ongoing training is undertaken to renew the certificate on a regular basis.

First aid boxes are located in each of the play rooms and staff areas and are stocked according to Ofsted regulations. The boxes are re-stocked after use and checked regularly by senior staff.

Head Lice

Head lice in schools and nurseries have been on the increase in recent years. It has come to the point where it is difficult to contain and treat the lice because of their immunity to treatment.

If there is a confirmed case of head lice in the nursery and you have completed a consent form we will check your child's head. However, please also check your child's head regularly at home as we rely on you to do this and treat as necessary.

Because it is so contagious, if we see head lice in a child's hair parents will be contacted to collect their child and treat their hair. Once treated children can return to the nursery which usually means that they will only need to be away from the nursery for a short period of 1-2 hours.

If there is an outbreak of head lice, signs are put up throughout the nursery informing parents.

Pets

Small caged animals and fish are suitable pets for the nursery environment.

The children will be taught to respect and care for the pets and will be encouraged to help with parts of the care routine, like feeding and grooming.

Staff will have responsibility for ensuring the health, hygiene and welfare of any pets in their room.

Veterinary advice/treatment will be sought when necessary to ensure the animals are kept free of infestations and in good health.

Staff will be aware of those children who are used to pets and those who are not and will help children to show their affection in an appropriate manner.

Staff will be aware of and take appropriate action if any children are allergic to fur and feathers.

Children will wash their hands before and after handling the nursery pets.

Safeguarding Children

All staff who work directly with children in the nursery attend regular child protection training which includes an awareness of the possible indicators of abuse and the Berkshire Child Protection Procedures. They are also trained by the nursery's Child Protection Link Person to ensure that they fully understand the procedure for recording and reporting suspicions of abuse.

All new staff are shown a copy of the DFES document 'What to do if you're worried a child is being abused'. The Berkshire Child Protection Procedure is online and updated regularly.

The nursery has a legal obligation to report any suspicions of abuse but will always talk to parents/guardians first if we have any concerns. Our prime responsibility is the welfare and wellbeing of all the children in our care. The nursery will act responsibly, quickly and confidentially. The nursery will always ensure that children are never placed at risk whilst in the care of the nursery.

When employing staff, all individuals are required to have an Enhanced Disclosure and Barring Service (DBS) check and be Care Quality Commission (CQC) checked before they can commence their employment in the nursery.

It is the responsibility of the Nursery Manager and Trust's HR Department to ensure that all staff in the nursery complete a re-check at three yearly intervals or sooner if required.

Any behaviour that causes a safeguarding concern will result in the termination of the contract with the nursery. This will be with immediate effect.

For full details please see the nursery's 'Safeguarding Children' and 'Child Protection' Policies.

Children's Needs

The nurseries will make reasonable adjustments to meet the needs of the individual child which may involve carrying out a risk assessment. However, if one of our nurseries is not able to meet a child's needs based on the health and safety of the individual child or that of the other children, this will result in the termination of the contract with the nursery. This will be with immediate effect.

Please also refer to the Berkshire Healthcare NHS Foundation Trust's 'Health and Safety Policy', HS001 located on the intranet via the following link.

<http://www.berkshirehealthcare.nhs.uk/policies.asp?typeID=2&sortBy=1>

There are also many other Health and Safety policies which can be accessed via the following link.

<http://www.berkshirehealthcare.nhs.uk/policies.asp?typeID=2&sortBy=1>