

Health and Safety Policy

SAINT JOSEPH'S



NURSERY SCHOOL

Saint Joseph's Nursery
52 Greystone Road,
Antrim

Health And Safety

Aspects of health and safety permeate the whole of the nursery school curriculum. Every activity is planned with health and safety as an important component.

It is the policy of our school to provide a safe environment for the children in our care.

1. Parents are responsible for leaving children into the care of an adult, 'welcome time' - ie: teacher or nursery assistant.
2. Children must be suitably dressed for play in the nursery - the school uniform with limited buckles and tying's. No cords or neck tying's. Suitable footwear.
3. Children are encouraged to do 'good walking' inside the classrooms.
4. Sand and water must be kept within containers and swept up and mopped regularly.
5. Children are encouraged not to throw sand or any other equipment.
6. Limited number of children at each activity through the use of aprons.
7. All equipment is checked and repaired on a day-to-day basis. Any equipment, which is found to be unsafe, is removed immediately until it is repaired.
8. When using climbing equipment, children must always be supervised closely and a limited number of children using each piece of apparatus. Children are taught how to use apparatus in a safe way.
9. At NO TIME are children left in the nursery unsupervised.
10. Teachers must always be made aware of any changes with the collection of children from the nursery.
11. Children will be collected from only a person named on the collection form and will be handed over by a member of staff - teacher or nursery assistant.
12. Fire Drill is practised when all the children have been admitted - at least once a term.

Personal Hygiene

It is the policy of the nursery school to encourage and instil good habits of personal hygiene. Part of the nursery routine involves hand-washing after toileting and before eating. The importance of this routine is stressed and the children are made aware of the reasons for it e.g. 'you can't see germs'.

Other aspects of personal hygiene are dealt with in an on-going way throughout nursery school activities. Bed-time corner; the importance of brushing teeth, brushing hair, bathing etc. are stressed. Hairdresser's corner; the importance of brushing hair, washing hair etc. is stressed. Bathroom; the importance of cleanliness applied to self, babies, others etc.

Environmental hygiene: emphasis on cleanliness in the school. Chairs, tables, floors, cloths are routinely disinfected. Toilet area is routinely disinfected. Sand is strained and cleaned; renewed when necessary. Home corner equipment, cups etc are disinfected regularly. Clay and dough are also changed regularly. Particular care is taken when there are infectious diseases in school.

General Health Education

Healthy Eating Habits: Great emphasis is laid on healthy eating habits being acquired. The morning break is always something healthy. This message is through many activities; home corner, ship, reinforced table top activities.

Parents are encouraged to make sure that the children are vaccinated against all the common infectious diseases.

Illnesses

Asthma, allergies, general health problems, physical or mental handicaps: Application forms for the admission of children to the nursery school routinely ask parents for information about any illness or health problem that may affect the child or the child's progress in the nursery school. Any difficulties highlighted by the parents will be thoroughly discussed when the parents attend the induction meeting. If a child presents with having a specific problem this will be discussed with the parents. If the principal feels it is appropriate to discuss this with the relevant professional body for assessment she will discuss this further with the child's parents/guardian to gain their consent.

Medication

The following points should be noted:

- 1 A special form must be used if a parent requests that medication be administered to the child during school hours. All details should be put in writing and signed by the parent/guardian, teacher and family doctor.
- 2 Another member of staff is required to double check dosage before it is administered to the child. The member of staff should also attend while medication is being administered. This also applies to occasional requests to give medicine to children.

(See Administration of Medicines Policy)

Accidents and Emergencies

In general, an accident is an unplanned, unexpected, and unintentional event, which occurs suddenly and causes damage, injury or loss. All accidents

All accidents/incidents, no matter how minor, even if no wound shows, will be reported to parents and are recorded in the accident/incident book. Parents are asked to sign the book when collecting their child to acknowledge that they have been told about the accident or incident. We have seven qualified first aiders in the nursery and they will offer advice.

- Immediate Action
- Assess injury - send for assistance- if serious send for First Aider
- Reassure the patient.

The named first aider (Mrs O Boyle) is responsible for replenishing the first aid boxes, which are located throughout the school. These are checked termly.

The accident/incident book will record the following information

- Child's name

- Date of accident
- Time of accident
- Circumstances of accident
- Extent of injuries
- What first aid was given by staff?
- Which member(s) of staff dealt with the accident?
- Signature of parents/guardians acknowledging that they have been told about the accident
- Signature of member of staff

Parents are contacted following a minor accident and informed of the incident. When the child is picked up staff will advise them to monitor the situation and if necessary take them to the hospital.

If the accident is serious enough that the staff feel further medical help is required, the child will be taken to the nearest Accident and Emergency department. A member of staff will accompany the child and they will take the child's records, which will contain details of the child's doctors and any allergies that they may have.

Parents will be contacted immediately so that they can join the child and member of staff at the hospital. The Nursery Principal and Chairman of the B.O.G will be made aware of any serious injuries (if appropriate) and will act accordingly.

Parents will be contacted immediately with head injuries so they can decide on medical attention or collection.

The accident book is maintained properly and is reviewed regularly by the staff to identify risk areas or problems with equipment.

Bleeding

Control bleeding with pressure to the bleeding area/s with a clean pad.

Nosebleed - sit patient down with head forward

- pinch soft part of nose
- release after ten minutes
- repeat if bleeding continues.

ALWAYS USE PLASTIC GLOVES.

Bumps and Bruises

Apply cold compress

All head bumps must be reported and a head bump note should be given to the person who collects the child. Parents must be immediately informed of significant injuries. Parents should be contacted in the event of all head injuries and warned of significant symptoms that might occur. If you suspect a fracture do not move the patient.

Burns and Scalds

Immerse area into cold water as soon as possible.

Breathing Difficulties

Reassure and sit patient down leaning slightly forward with support. If patient has medication allow them to take it to provide relief.

NEVER give a child's medication to someone else.

Common Infectious Diseases

A member of staff will give parents advice on the exclusion of children from school during epidemics of common infectious diseases. (Having sought professional medical advice.)

In all cases where body fluids are being dealt with, members of staff must wear suitable protective gloves/clothing.

Procedure for Incident Forms

An incident will include:

- comments made by a child which are of a sensitive nature.
- minor conflicts, disturbances, etc., as between persons etc that may have serious consequences.

Incident Sheets are extremely important documents, which hold details of incidents recorded when required.

Confidentiality must be respected at all times with information recorded accurately and without bias - anything stated should be factual, without opinion, prejudice or judgement.

In the event of a serious accident or sudden onset of acute illness a member of staff will immediately send for an ambulance and accompany the child to hospital.

Parent or guardian will be contacted immediately.

Dental Health

During each school year we develop a theme on healthy teeth and gums. The school dental service offers advice to teachers and parents and they also support our tooth-brushing programme.

Speech, language and communication

Staff are often made aware of children's speech and language difficulties prior to them coming to school. This gives staff an opportunity to speak with speech therapists and gain relevant information regarding the child's problems.

Other children's problems are identified throughout the school year, and after consultation with parents a referral is made to the speech therapist. In house speech and language programme also used when available.

Safety - Equipment

The Board of Governors have overall responsibility for the safeguarding of all the equipment in the school. The Principal represents the governors on a daily basis. The premises and equipment is inspected daily and removed if damaged until it is fixed or replaced. The Chair of the governors is 'walked through' all areas/equipment in the nursery not less than once a year and the condition and state of repair is recorded in the annual report and is acted upon when necessary.

Care will be taken in placing equipment to minimise the possibility of accidents.

Children are made aware of outdoor rules and routines. They are also made aware of possible hazards and are encouraged to take responsibility for their own safety and that of others.

Safety on the Road and at Home

Staff in the nursery school, carry out a comprehensive programme on safety. Use is made of stories, games, jigsaws, illustrations, the road safety calendar and through role play and use of puppets. Various information visits are also organised to further promote safety in school and at home. These may include the local police, the fire brigade, the patrolman, the ambulance crew, a doctor from the 'Well Teddy Clinic' and use is also made from a selection of videos.

Safety and hygiene when cooking

Cooking should take place in a quiet area well away from the main thoroughfares.

Groups will usually be small, however large groups may work together. These will always be well supervised.

Children should never crowd around the cooker/electric frying pan. The portable cooker/pan should be regularly maintained.

Make sure there are adequate fire safety arrangements in cooking areas. Tea-towels and oven gloves should not be put on the cooker.

If a pan should catch fire switch the cooker off and smother the pan. **Do Not Add Water!**

Keep all cutlery in a safe place. Mop up spills immediately. Turn pan handles inwards.

Explain to the children that cookers can be hot without looking hot and **always** turn off after use.

Have a first aid kit handy. Long hair should be tied back. Jewellery should be removed and hands should be washed before and after cooking.

Children will be reminded daily about the dangers of the hot food trolley used at dinner time. They are also reminded about the hot food containers and the possible dangers.

Fire Drill and Instructions for Evacuating the Building.

Staff should spend some time familiarising themselves with the Fire Drill procedures which are on display in every room. Fire drills take place once a term. At registration staff record the class attendance number. This will help any adult in the room to do a quick check in the case of an emergency. Fire exits should be kept clear at all times and it is the Building Supervisor's responsibility to ensure that this is the case. Staff and children should be familiar with the routes to be taken to the assembly point in event of fire. When the fire alarm rings children should use the external doors and walk quietly to the assembly point. The class teacher will check the register and ensure everyone is present. We will return to school once premises are confirmed safe.

Knowledge of the drill

All personnel using this building **MUST** make themselves familiar with the procedures for evacuating the nursery school in an emergency.

Practices of the fire drill procedures will be held once each term.

Action to be taken by person discovering the fire

- Inform principal and teacher.
- All children must leave the building under the supervision of the nursery assistants and teachers.
- The teachers will take the school register and check outside that everyone is present.
- Support member of staff should help Principal's group of children to leave the building. The principal will check all areas of the building, toilets etc to ensure that all personnel have left; and follow to the assembly point.
- Assembly point - depending on where the problem lies.
- Beyond the school gates at the front of the parochial house Or
- In the primary school playground above the canteen.

• Note

- ALL personnel must leave the building immediately.
- Walk to the exit doors.
- Do NOT linger to pick up personal belongings.
- Do NOT go to the cloakroom.
- Do NOT re-enter the building.
- When the area has been declared safe proceed with normal activities.

Health and Safety in the Nursery

- ❖ No smoking on the premises
- ❖ No running inside - children will be encouraged to walk inside and only run outside.
- ❖ All cleaning materials/toilet cleaners will be stored - throughout the nursery - out of reach of the children.
- ❖ All fire exits will be clearly marked and free from obstruction. The exit from each playroom to the outside play area will be opened daily by the first person to enter each room.
- ❖ A copy of the fire drill will be displayed at all exits and in all rooms.
- ❖ Scissors will be positioned safely and supervised at all times.
- ❖ Nuts - e.g. peanuts - are to be used sparingly in nursery school and never if a child is known to suffer from a peanut allergy.
- ❖ Any accident involving child or staff must be reported. Gloves to be worn at all times when dealing with blood/fluids.
- ❖ Staff illness must be reported as early as possible to allow time to approach substitutes.
- ❖ First aid box must be regularly checked and any shortages to be noted with a view to replacing items.
- ❖ No student should be left unsupervised at any time.
- ❖ Children must be supervised as far as possible at all times.
- ❖ No child may be taken from the nursery school without the written consent of a parent/person with parental responsibility.

Appendix 1: Influenza - information for School Principals

Appendix 2: Flu advice for parents/guardians/carers with children at school

APPENDIX ONE

Influenza - information for School Principals

APPENDIX TWO

Flu advice for parents/guardians/carers with children at school