**Health and Safety, Administration of Medicines, Accident and First Aid.**

**This Policy should be read in conjunction with the Safeguarding Children Policy**

**Health**

The health, safety and well- being of all children attending the group are paramount. We undertake to ensure this by:

* Operating a no smoking or vaping policy inside or outside the building.
* Any animals brought onto the premises are safe to be in the proximity of children and do not pose a health risk.
* Parents and staff will be provided with up to date information regarding infection control and encouraged to follow the outlined procedures. Staff are aware of their responsibilities under the statutory framework regarding fitness to work and use of substances.
* Staff will notify the local Health Protection Unit should a notifiable disease occur at Preschool.
* Gloves and aprons will be worn when dealing with body fluids i.e., blood, vomit, and urine.

**Safety**

* A staff ratio will be maintained in accordance with statutory requirements.
* A formal risk assessment is in place and reviewed regularly, according to the assessment of individual risk. A copy of all risk assessments can be found with these policies.
* Hot drinks shall be out of reach of children and not drunk by children.
* Storage of cleansing and or toxic materials shall be locked in the cupboard and not left within reach of children. A COSSH risk assessment is carried out and reviewed if new items purchased, or on a termly basis.
* Fire drills and inspections to be carried out each term.
* Staff and adults to read and implement Health and Safety poster.
* A register of children present is taken each day, if going outdoors children are counted on leaving the building, when returning and when arriving back at the building.
* Children will always be in either in sight or hearing of staff, and usually in sight and hearing of staff.
* Staff should be alert to children’s behaviour and by adequate supervision protect them as far as possible from falling, being struck by an object or another child, scalding, being punched, pushed, cut or poisoned.
* Sleeping children will be frequently checked to ensure they are safe.
* The group adheres to the Welfare Requirements of the Statutory Framework for the Early Years Foundation Stage.
* All children will be supervised whilst eating

Preschool have a duty to promote all aspects of good health including oral hygiene.

 **Administration of Medicines, Accident and First Aid**

**Administration of Medicines**

* Medicines should only be brought to Preschool if prescribed by a health care professional. At Preschool we will not administer medicines that have not been prescribed.
* Preschool must ensure it has sufficient information about the medical condition of any child with long term medical needs.
* Staff will only administer medication to any child when **prior written permission and instructions for each and every medicine**, including asthma inhalers, have been given by the parent or guardian of the child.
* Medicines will be stored in their original containers, clearly labelled and inaccessible to children. Only named individuals will have access to this. A record will be kept for safety and audit purposes.
* Written records will be kept and signed by the parent or guardian. Medication will only be administered by a trained member of staff.
* The details of the product and the date given.
* The name of the person administering the medicine and the circumstances.
* A record of parent’s permission.
* If administration of medicine requires medical/ technical knowledge, staff will need to be trained by a qualified health professional. In the first instance the parents of the child will be asked about training as they may have health care professionals they work with. Alternatively, we will enquire at our local surgeries regarding training.

**Illness**

* If a child becomes ill at Pre-School, their parents will be informed and asked to collect the child immediately. The sick child will be monitored and cared for by a member of staff until the parent arrives.
* In more serious cases (e.g., an asthma attack or accident) the first aider will decide if it is necessary to call an ambulance. All preschool staff have paediatric first aid qualifications/
* Pre-school has an infectious disease information sheet which informs parents on how long children should be absent from Pre-school. Parents should inform Pre-school if their child has Scarlet Fever, Covid, German Measles, Slapped Cheek, Chicken Pox, or a notifiable illness as given on the infection guidance. This is so we can advise pregnant women of any possible risk due to an incidence of these illnesses, follow government guidelines or notify Public Health if necessary. Child’s name will be kept confidential.
* Parents are provided with up to date information regarding infection control and are encouraged to follow outlined procedures.
* Permission to seek emergency medical advice or treatment will be obtained on admission.
* Parents should notify Preschool if their child is ill and unable to attend at the first opportunity, either by message or phone call/

**Accident, Injury and First Aid: (**refer to Safeguarding Policy also)

* All staff at Woodmancote Preschool are required to have a level 3 Pediatric first aid qualification.
* An accident book will be kept All accidents involving staff or children will be recorded in the accident book.
* Details will include – What happened, Time of Accident, First Aid Treatment given, any side effects, and signature of First Aid Trained Staff Member. The parent of the child will be notified at the earliest opportunity and asked to sign the accident form and a copy of the report offered to the parent. If the parent refuses to sign this shall be written on the accident form.
* An easily accessible, adequately maintained First Aid Box, with content appropriate for the use with children will be provided and the contents regularly checked.
* A Pediatric First Aid trained member of staff to be with the children at all times. A Pediatric First Aid trained adult will accompany groups of children when not on the premises. All staff gaining a Level 3 or Level 2 qualification must complete PFA or EPFA within 3 months of starting work in order before being included in ratios.
* Serious accidents to children, staff, or visitors will be notified in writing to Ofsted and the Gloucestershire Safeguarding Children Partnership within two working days.
* Infection Control: [www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/children-and-young-people-settings-tools-and-resources](http://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/children-and-young-people-settings-tools-and-resources)

**Healthy Living, Oral Hygiene, and Mental Health.**

Children at Preschool are encouraged to identify and talk about their feeling using a variety of ways. We provide activities which promote discussion about emotions. We include relaxation and mindfulness times during the session.

Children are encouraged to participate in a variety of different forms of exercise, which are always enjoyable and fun. Links to healthy living are made by staff.

Frequent discussion and activities take place which stress the importance of good oral hygiene.

We often talk about other aspects of healthy living, such as keeping clean. Children are supported to be independent when washing hands and the importance of doing this before eating and after going to the toilet are talked about on a regular basis.

**Premises and Security**

The building is own by the Parish Council and maintained by the Village Hall Committee. Preschool complete regular risk assessments and report any concerns to the VHC. All electrical equipment, fire extinguishers are examined in accordance with current legal requirements.

* OFSTED must be informed of any change to the premises which may affect the space and level of care offered to children.
* Our premises have the required number of toilets and wash basins. There are suitable hygienic changing facilities. Parents supply nappies, wipes and changes of clothes. Preschool does keep spares for emergencies. (See intimate care policy)
* With the exception of fire exits, doors to outside must be kept locked when children are present, to prevent escapes to insecure area. This prevents children going outside unsupervised. Fire exits and entrance to hall doors are alarmed to alert staff of their opening.
* Preschool in session, access prohibited notices, are displayed on entrance doors
* Due to the constraints of our building and area children cannot have free access to outside and are not allowed outside unsupervised. Staff to child ratios must be maintained during outdoor play. Outdoor activities are planned for on a daily basis unless the weather is unsafe.
* The identity of visitors will be verified and the purpose of their visit known before allowing access to the hall.
* Visitors are not allowed unsupervised access to rooms where children are present

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* All visitors and staff sign in on the signing in sheets. Departure time is recorded.
* Children are signed in on arrival and departure.
* There is an area for confidential conversations and breaks away from children.
* Preschool has Public and Employer Liability Insurance