

Health and Safety Policy

Safety within The Sternberg Centre Site

- This is a busy mixed site with many different education and corporate establishments.
- The main gates are closed to vehicles Monday-Friday between 8.30-9.05am and 3.00-3.30pm.
- Between these times, parents/carers need to be aware of vehicles manoeuvring on-site.
- Parents/carers should keep hold of children's hands until safely inside the Gan Alon silver gates on arriving and until outside on the pavement after leaving.
- Always adhere to the Security staff's instructions when outside the Gan Alon silver gates.

Safety within the Building

- Entrances, exits, passageways and doors are kept free from obstruction.
- Heating, lighting, ventilation systems and equipment are regularly inspected and maintained and comply with health and safety regulations.
- All doors leading to the larger building and outside have safety-catches which are above child height.
- Electric plugs and power points are child safe.
- All paint, glue, crayons, chalk, markers, pencils, and playdough are non-toxic.

Smoking and Alcohol

- Smoking or alcohol consumption is prohibited, during opening hours, anywhere on the Sternberg Centre site.

Staffing Responsibilities

- An attendance register will be taken at the start of each session.
- At the end of each session a member of staff will ensure that each child is collected by someone known to the group and/or authorised to do so.
- Parents are asked to sign the 'Going Home Board' posted outside of Gan Alon if their child is to be collected by an adult other than themselves or the usual carer.

Outings

- Gan Alon will not take children off site at any time without prior notice.
- Consent Forms must be signed by parents before a child can attend an outing.
- The ratio of adults to children will be 1:2 for every outing.
- At least one member of staff attending the outing will have a current Paediatric First Aid training.
- A First Aid box, the Gan Alon register, childrens' Essential Information forms, mobile phones and drinking water are to be brought by staff on every outing.
- Prior to each outing The Gan Alon Outing Procedures will be re-issued to every family.

Fire Drills and Evacuation Procedures

- The basis of fire safety is risk assessment. These are carried out by a 'competent person' a member of the site security staff.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and intercom warning system all conform to BSEN standards and are fitted in high risk areas of the building and checked regularly.
- Our emergency evacuation procedures are:
 - Clearly displayed
 - Explained to new members of staff, volunteers and students
 - Practised regularly at least once each half term.
- Records of fire drills are kept at the back of the register.
- Each class has their own Emergency Backpack which contains a first aid kit, water, spare change of clothes and food.

Medication

- If possible the child's parents/carers will administer medicine.
- Medication will not be administered by staff without a doctor's written guidance.
- Precise written information must be given by parents to staff prior to any staff member administering medication. Such information must state that a member of staff has permission to administer medicine to the child and contain clearly stated instructions as to the dosage and timing of that medication.
- Medication must be sent in the original container, clearly labelled with the child's name and dosage.
- Written records are kept of all medicines administered to children. Furthermore, parents must sign the record book acknowledging the entry.
- If the administration of prescription medicines requires technical/medical knowledge then training must be provided for staff from a qualified health professional.
- All medicines will be stored in their original containers and will be inaccessible to children.

First Aid

In our setting, staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one member of staff with a current first aid certificate is on the premises, or on an outing at any one time. The first aid qualification includes first aid training for infants and young children. We aim to ensure that first aid training is local authority approved and is relevant to staff caring for young children.

The first aid kit

Our first aid kit is accessible at all times and contains the following items:

- Triangular bandages (ideally at least one should be sterile) x 4.
- Sterile dressings:
 - Small x 3.
 - Medium x 3.

- Large x 3.
- Composite pack containing 20 assorted (individually-wrapped) plasters x 1.
- Sterile eye pads (with bandage or attachment) e.g. No 16 dressing x 2.
- Container of 6 safety pins x 1.
- Guidance card as recommended by HSE x 1.

In addition to the first aid equipment, each box should be supplied with:

- 2 pairs of disposable plastic (PVC or vinyl) gloves.
- 1 plastic disposable apron.
- A children's forehead 'strip' thermometer.

- The first aid box is easily accessible to adults and is kept out of the reach of children.
- No un-prescribed medication is given to children, parents or staff.
- No antiseptic creams or lotions will be administered to cuts or grazes.

Accidents

- All accidents are recorded in the Accident Book by the member of staff who dealt with the accident.
- The incident will be reported to the parent/ carer and a signature will be required.

Managing children who are sick, infectious, or with allergies

We provide care for healthy children through preventing cross infection of viruses and bacterial infections and promote health through identifying allergies and preventing contact with the allergenic substance.

Parents/Carers or another adult designated by the parent will be notified to come and collect their child when s/he displays a temperature, or a general inability to cope.

- A child who needs to rest will be allowed to do so in a quiet place.
- If a child has a temperature, they are kept cool, but away from draughts.
- If we take a child's temperature, we use a forehead thermometer, kept in the first aid box.
- We ask that when a child has been prescribed antibiotics, s/he is kept at home for 48 hours before returning to Gan Alon
- We ask that children or staff who have had diarrhoea or vomiting, only return to Gan Alon a full 24 hours after this has completely stopped.
- We ask that children or staff who have had a raised temperature and been unwell, stay at home until their temperature has been normal for 24 hours.
- We ask that parents keep their children at home if they have any infection and to inform the pre-school as to the nature of the infection so that the pre-school can alert other parents and make observations of any child who seems unwell.
- The setting has a list of excludable diseases and current exclusions times. The full list is obtainable from https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/353953/Guidance_on_infection_control_in_schools_11_Sept.pdf

Nits and Headlice

Parents should inform the pre-school if their child has a case of nits and/or headlice. This information will be dealt with in the strictest confidence and children will not be named.

- A notice will be sent informing other parents there is a case of headlice within the pre-school.
- Information on how to detect and treat headlice will be sent to all parents.
- A child with headlice should be treated with a lotion and have their hair combed through, with a fine-tooth comb.
- Gan Alon requires that the child is treated before coming into Gan Alon to prevent the quick spreading of headlice to other children and staff.

Sun Protection

- Young children have a propensity to sensitive skin conditions. If the climate calls for sun protection, parents must administer their own sun protection cream, before a child comes to pre-school. We ask that all children use a Once A Day sun protection cream to prevent re-application during the day. It is advisable for young children to wear clothing that covers their shoulders and bring a hat for additional protection.
- Gan Alon will re-apply sun protection cream once, after midday, using Sainsbury's Sun Protect Sensitive Sun Lotion SPF50 UVA 5*. If your child is known to be sensitive to this brand, another may be brought in, for staff to use specifically for your child.

This policy was adopted at a meeting of:

Gan Alon Pre-School

Held on

Date to be reviewed

Signed by the Manager

Countersigned by

Role of counter-signatory (eg. Chair, Director or Owner)
