



Nottingham Nursery School & Training Centre

Health, Illness, Hygiene & Emergency Policy

May 2017

Includes: First Aid, Administration of medicines, sun protection, personal hygiene, emergencies, infectious diseases and head lice

Health

Our School is committed to encouraging and promoting good health and to dealing efficiently and effectively with illnesses and emergencies that may arise while children are in our care.

First Aid

Under duties set out in the Health and Safety (First Aid) Regulations 1981, the School recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given at the School.

All classroom based staff are trained in Paediatric First Aid.

The location of the First Aid boxes will be clearly displayed around the School's premises, and the School Admin Officer is responsible for maintaining the contents.

A First Aid box will be taken on all off site visits or outings. This is the responsibility of the Visit Leader.

The School requests that parents/carers complete and sign the Emergency Medical Treatment Form enabling the Head or any member of staff so empowered, to give permission for emergency medical treatment for their child in the event of a major accident, incident or illness occurring at the School.

In the event of such an event, the following procedures will apply:

- In the first instance, a First Aider will be notified and take responsibility for deciding upon the appropriate action
- The First Aider will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parent/carer to arrive

- If the child needs to go straight to hospital, an ambulance will be called. The parent/carer will also be contacted. A member of staff will accompany the child to the hospital if the parent is not available and will consent to medical treatment being given, so long as the Emergency Medical Treatment Form has been completed and signed
- If the child does not need to go straight to hospital but their condition means they should go home, the parent/carer will be contacted and asked to collect their child. In the meantime, the child will be made as comfortable as possible and be kept under close supervision
- Parents/carers will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by the School and its staff
- All such accidents or incidents will be recorded in detail and logged on an Accident Record Sheet. Parents/carers will be asked to sign the sheet to acknowledge the incident or accident and any action taken by the School and its staff. The sheet is retained in school
- The Head and other relevant members of staff should consider whether the accident or incident highlights any actual or potential weaknesses in the School's policies or procedures, and act accordingly, making suitable adjustments where necessary
- If the child does not need hospital treatment and is judged to be able to safely remain at the School, the First Aider will remove the child from the activities and, if appropriate, treat the injury/illness themselves
- If and when the child is feeling sufficiently better, they will be resettled back into the activities, but will be kept under close supervision for the remainder of the session
- At the end of the session, the First Aider will fully inform the parent/carer of the incident or accident and any treatment given. The parent/carer will sign a form notifying them of the accident, which is retained by the school
- If the injury or illness incurred is such that treatment by the First Aider is deemed inappropriate, but does not warrant hospitalisation, the parent/carer will be contacted immediately and asked to collect their child. Until the parent/carer arrives, the child will be kept under close supervision and as comfortable as possible

In circumstances where the designated First-Aider is absent, the Head will assume all responsibilities, or nominate an appropriately trained replacement.

The procedure for administering medication at the School is as follows:

From 1st January 2015 staff will not administer medicines orally to children.

Children who are prescribed medication should receive their doses at home, but if parents decide it is necessary for medication to be taken during sessions they will be required to bring the medicine and administer it themselves.

There is no legal duty which will require staff to administer medicines and staff have the right to decline such a request if they are in any way uncomfortable with this. The School is likely to decline a request from parents/carers to administer medication where this involves technical knowledge or training such as epipens, unless, or until such training can be provided. Specific training will be arranged with appropriate health care experts if required.

To minimise possible loss of medication and to ensure the safety of other children, asthma inhalers and topical cream for eczema must always be labelled with the child's name.

Staff will have information on medication and dietary needs of all new starters, and any changes to existing children.

Sun Protection

The Head and staff understand the dangers posed to children and themselves by over exposure to the sun.

In hot weather, parents/carers are encouraged to provide sunscreen for their children. Additional sun protection will also be kept on the premises. Children will be strongly encouraged to wear a hat when playing outside in the sun.

When deemed necessary, staff may apply sunscreen to children who cannot do so for themselves, where prior permission has been given by the parent/carer on the Admissions Form.

In hot weather, staff will encourage children to drink water frequently. Staff should also ensure that shady areas out of the sun are always available to children when playing outside.

Hygiene

Our School recognises the importance of maintaining the highest possible standards of hygiene in and around the premises so as to minimise the risks posed to children, staff and other visitors.

The Head and staff are committed to taking all practicable steps to prevent and control the spread of infectious germs, and to uphold high standards of personal

hygiene in order to minimise the risk of catching or spreading infections.

Personal Hygiene

In all circumstances, staff will adhere to the following examples of good personal hygiene:

- Washing hands before and after handling food or drink
- Washing hands after using the toilet
- Encouraging children to adopt these same routines
- Covering cuts and abrasions while at the premises
- Keeping long hair tied back
- Taking any other steps that are likely to minimise the spread of infections.

The Head and all staff will be vigilant to any potential threats to good hygiene in the School. To this end, a generally clean and tidy environment will be maintained at all times. More specifically, the Head will ensure that toilets are cleaned daily and that there is always an adequate supply of soap and hand drying facilities for both staff and children. Staff will also be vigilant to any sharp objects, such as glass, which may be on the premises.

Spillages of substances likely to result in the spread of infections will be dealt with rapidly and carefully. Blood, vomit, urine and faeces will be cleaned up immediately and disposed of safely and hygienically. Staff will wear disposable plastic gloves and an apron while using disinfectant solution, and wash themselves thoroughly afterwards. Children will be kept well clear while such substances are being dealt with.

Further to the provisions set out in the Health, Illness and Emergency Policy, the designated First Aiders will be mindful of the need to observe the highest standards of personal hygiene when administering any treatment to children.

As such, they will wash their hands thoroughly both before and after giving first aid, and ensure that any cuts, wounds or skin damage are covered by plasters or disposable gloves.

All areas where food and drink are stored, prepared and eaten are prone to the spread of infections. Therefore, staff must be particularly careful to observe high standards of hygiene in such instances. To this end the following steps will be taken:

- Waste will be disposed of safely and all bins will be kept covered
- Food storage facilities will be regularly and thoroughly cleaned
- Kitchen equipment will be thoroughly cleaned after every use

- Staff and children will wash and dry their hands thoroughly before coming into contact with food
- If cooking is done as an activity, all surfaces and equipment involved will be thoroughly cleaned before and after the session

Additionally, staff will be aware of the precautions necessary when handling, preparing, cooking and serving food or drink at the Nursery.

No animal will be allowed on the site or premises without the prior knowledge and permission of the Head.

Emergency

In very exceptional circumstances, the School may need to be closed at very short notice due to an unexpected emergency. Such incidents could include, but are not limited to:

- Serious weather conditions (combined with heating system failure)
- Burst water pipes
- Discovery of dangerous structural damage.
- Fire or bomb scare/explosion

In such circumstances, the Head and staff will ensure that all steps are taken to keep both the children and themselves safe. All staff and children will assemble at the pre-arranged venue, where a register will be taken.

Steps will then be taken to inform parents/carers and to take the necessary actions in relation to the cause of the closure. All children will be supervised until they are safely collected.

Infectious and Communicable Diseases

Our School is committed to the health and safety of all children and staff who play, learn and work here. As such, it will sometimes be necessary to require a child who is unwell to be collected early from a session or be kept at home while they get better.

Parents/carers will be notified immediately if their child has become ill and needs to go home. Unwell children will be comforted, kept safe and under close supervision until they are collected.

If a child has had to go home prematurely due to illness, they should remain at home until they are better for at least 48 hours, or according to the times set out in the table below. If a member of staff becomes ill at work, similar restrictions on their return will apply.

If a child or member of staff becomes ill outside School hours, they should notify the School as soon as possible. The minimum exclusion periods outlined in the Department for Health guidelines will then come into operation. If any infectious or communicable disease is detected on the School's premises, the School will inform parents/carers personally in writing as soon as possible. The School is committed to sharing as much information as possible about the source of the disease and the steps being taken to remove it. OFSTED will also be informed of any infectious or communicable diseases discovered on the School's premises.

Head Lice

When a case of head lice is discovered at the School, the situation will be handled carefully and safely. The child concerned will not be isolated from other children, and there is no need for them to be excluded from activities or sessions at the School once they have been treated.

When the child concerned is collected, their parent/carer will be informed in a sensitive manner.

Other parents/carers will be informed as quickly as possible in writing, including advice and guidance on treating head lice.

Staff should check themselves regularly for lice and treat whenever necessary.

Minimum Exclusion Periods for Illness and Disease

The health agency provides advice on the length of time children must be kept away from nursery when they are sick. A copy is in Nursery but the list is not exhaustive, and parents and staff are encouraged to contact local health services if they are in any doubt.

This policy will be reviewed every 3 years.

