

Peter Pan Playgroup

Health, Safety and Hygiene Policy

Peter Pan Playgroup believes that the health and safety of children is of paramount importance and we make our setting a healthy, hygienic and safe environment for children and adults. We aim to make children, parents, staff, visitors and volunteers aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

Health

We will follow these health procedures:

- Parents will be required to keep children at home if they have an infectious or communicable disease, as defined by the Health Protection Agency. Parents should inform Playgroup as to the nature of the infection or disease so that Playgroup can alert other parents if deemed necessary. *See list of notifiable diseases.*
- Any child who has been vomiting or had diarrhoea, parents are required to keep their child at home until at least 48 hours have elapsed since the last attack. Any child who has been vomiting or has diarrhoea whilst in the setting will be required to be collected by their parent or authorised guardian as quickly as possible and be kept at home until at least 48 hours has elapsed since the last attack.
- Parents are asked to keep children at home if they are unwell and/or have a temperature and not to send in to Playgroup even if a non-prescribed medicine has been administered such as Piriton, Calpol or Nurofen as these mask the symptoms of the illness and when the effect wear off the child becomes ill again with symptoms.
- Children who are taken ill at Playgroup including having a temperature of 38°C or above will be comforted by a member of staff whilst a parent or authorised guardian is contacted to collect their child.
- Parents will be informed if there is any infestation of head lice, infection of scabies, worms or childhood infectious diseases such as chickenpox which may affect other children or adults.
- Prescribed and non-prescribed medicines should be administered by parents at home; children who are ill taking antibiotics should complete the course before returning to Playgroup.
- In certain circumstances Playgroup will refer to good practise and if a child is requiring medication, we would normally ask parents to come in to administer, eg eye drops. (see Medication Policy)
- In exceptional circumstances, where staff do agree to administer medication to a child that has been prescribed to that child, eg antibiotics, or an inhaler, it should be prescribed by a GP with the child's name on the box/bottle, dosage, time and frequency, recorded on a medication form, and signed by the parent. (see Medication Policy)
- Occasionally a child is on regular medication (or as needed) eg asthmatic, when the child often has learnt to administer his/her own medication, but under supervision. The Playgroup needs to be clear **who** will be responsible, so that both the parent/carer and the child know. The parent/carer will need to sign a medication form stating the dosage, time or frequency and this must be prescribed with the child's name on the box. (see Medication Policy)
- Playgroup staff will be aware of the needs of children on long-term medication and work closely with the parents to ensure that administration of medicines is consistent with the child's medical needs. For medication that is used long term we require a written consent letter from the Doctor. i.e. inhalers. (see Medication Policy)

Safety

We will follow these safety procedures:

- Ensure all employed staff have been checked for criminal records via an enhanced disclosure through the DBS.

- Procedures for arrivals and departures are in place and entrance/exits will be supervised by staff.
- Monitor children as they arrive and leave each session, record their attendance through the Register. Children will only leave with a known authorised adult.
- Staff will be recorded on the Register. Volunteers and visitors will be required to record their arrival/departure in our Visitors Book, and will be informed of our emergency procedures, where the toilets are, and to leave their mobile phone turned off. Any unknown visitors will be expected to show ID.
- The main door will be locked during sessions.
- Ensure children will always be supervised by responsible members of staff, ensuring appropriate staff to child ratio, with a minimum of two adults being present at all times, and that children do not have unsupervised access to the kitchen and other areas. No visitors, students or volunteers will be left alone with any child.
- All members of staff at each session will have a current First Aid training/qualification. The First Aid Kit and Accident Book will be accessible at all times and are kept out of reach of children. The First Aid Kit will contain items that comply with the Health and Safety (First Aid) Regulations, 1981.
- Safety checks will be carried out on the premises, both indoors and outdoors before and at the end of each session, and any necessary action will be taken.
- Risk assessments will be carried out, recorded and reviewed regularly to ensure children/adults are not vulnerable within any part of the premises, nor by any activity.
- Equipment and activities available to children will be appropriate for safety, age and stage of development. They will be supervised, regularly checked for cleanliness and safety, and any broken items repaired or discarded.
- All equipment, resources and materials are stacked and stored safely to accidentally prevent them from falling or collapsing.
- Windows, sockets, heaters, potentially dangerous materials and layout of activities and equipment (indoors and outside) will be closely supervised to remove or minimise risks and hazards.
- Any hazardous material is stored out of reach of children and records kept of substances used.
- All staff will have training in health and safety, and manual handling procedures. Any required health and safety measures are highlighted and cascaded to other staff members.
- All children are made aware of health and safety issues through discussions, planned activities and routines.
- Fire doors will be kept free of any obstructions. Fire extinguishers will be checked annually by the fire inspector.
- All adults in the setting will be made aware of the procedures for fire/evacuation drills, with a fire drill taking place every half-term, with a record of date, time, adults and children present.
- All adults in the setting will be made aware of the procedures for a potential threat, with a 'lockdown' drill taking place every term, with a record of date, time, adults and children present.
- We operate a No Smoking/No Vaping policy.
- Our outdoor area is securely fenced and checked for safety and cleared of rubbish before it is used. Where water can form a pool on equipment it is emptied before children start playing outside. All adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides. On proceeding to our outdoor area, at least three members of staff will ensure the safe crossing by the children to this area. All outdoor activities are supervised at all times. When not in use, our outdoor sandpit is covered and toys and equipment stored either in the shed or under a waterproof covering.
- We have public liability insurance and employer's liability insurance. The certificate for employer's liability is displayed on our notice board in the foyer.

Hygiene

We will follow these hygiene procedures:

- Ensure our daily routines encourage the children to learn about personal hygiene.
- That everyone washes their hands after using the toilet, before eating food, after messy play and after playing in the outside area, and use paper towels that are disposed of hygienically.
- Encourage children by example and word to put their hand over their mouth when coughing or sneezing.
- Ensure tissues are available and used to blow noses, and disposed of hygienically, and that hands are washed afterwards or antibacterial gel is used to clean hands.
- Open cuts and sores will be covered with waterproof plaster, unless allergy recorded, or other suitable dressing.
- Have a daily cleaning routine ensuring all surfaces, kitchen and toilets are cleaned daily with an appropriate cleaner.
- Have a schedule for cleaning resources and equipment, dressing up clothes and furnishings.
- That staff have been trained and follow the guidelines for Safer Food, Better Business.
- Always wash hands before handling/preparing food. Use disposable gloves where appropriate.
- Wash raw fruit and vegetables which are to be eaten for snack.
- No coughing or sneezing near food.
- Store food appropriately – raw and cooked separately, kept covered and refrigerated at the correct temperature along with dairy products, and are in-date and not contaminated.
- Ensure waste is disposed of properly and out of reach of the children in a lidded bin and wash hands afterwards.
- Use different cleaning cloths/brooms/mops/buckets for kitchen, toilet and general areas.
- Keep utensils, crockery and pots clean and undamaged ready for use.
- Ensure cloths for drying utensils, crockery and cutlery are clean and that cloths are washed on a hot cycle in a washing machine at the end of the session.
- There are separate facilities for hand-washing and washing up.

Any incident which results in body fluids, ie blood, vomit, urine, faeces needing to be cleaned up the following procedures must be used:

- Always wear disposable gloves (kept readily available).
- Wash any wound with water, clean the area around the wound with soap and water, and apply a suitable dressing.
- Any blood-stained tissues to be disposed of appropriately.
- Area affected by blood, vomit, urine or faeces to be cleaned with disinfectant.
- Waste cleaning materials to be disposed of separately from other waste.
- Clothes, soft toys or soft furnishing stained by body fluids to be washed either by hand in hot water/detergent, or in hot wash cycle in a washing machine.
- Spare laundered pants/clothing are available in cases of accidents and polythene bags available in which to wrap soiled garments.