ST JOHN'S SUNSHINE PRE-SCHOOL

HEALTH, SAFETY AND HYGIENE POLICY AND PROCEDURES

St. John's Sunshine Pre School believes that the health and safety of all children, parents and visitors to the Pre School is important and that they are visiting a healthy, hygienic and safe environment.

Health

To ensure that all children, staff and visitors are kept healthy at Pre School we ask that you help us by taking note of the following;

- Children to be encouraged to use tissues for coughs, sneezes and colds and to wash hands afterwards.
- We ask that if your child is going to be absent for any reason that you please contact the Pre School as soon possible via text message or phone call to the Pre School Mobile.
- Parents and carers are asked to keep children away from the Pre School for 48 hours after the last episode of sickness and/or diarrhoea.
- Children who become ill whilst at Pre School will be comforted by a member of staff and the parents will be contacted for immediate collection.
- Any cut or open sores on any member of staff or child will be covered by a plaster.
- The administration of life saving medication will be done so as per the Pre School's medication policy.
- The Manager will ensure that the first aid box is filled with the correct materials and that these are in date.
- The Manager will check the first aid box monthly and replenish as required
- If any child has a contagious illness such as chicken pox we ask that you keep your child at home and contact your child's GP. We ask that you inform us of their illness for us to inform all other parents of signs and symptoms to look for.

Hygiene

To support good hygiene, we will follow these procedures;

- Encourage children to wash their hands after going to the toilet or having their nappy changed.
- Encourage children to wash their hands before eating.
- Staff will ensure that soap for washing hands and paper towels for drying hands are always provided.
- Ensure that tissues are available and are accessible by all.
- Ensure that a bin is provided for used tissues.

- Ensure that toys and equipment are cleaned on a regular basis and that records are kept as to when they were last cleaned.
- Ensure the fridge is at the correct temperature.
- Ensure that milk is placed into the fridge as soon as possible.
- Ensure that dishcloths are clean prior to the start of the day.
- Ensure that dates are checked on all food items and are stored correctly.
- Ensure food safety guidelines are followed when preparing food.

Safety

To ensure the safety of all children, parents, staff and visitors to St. John's Sunshine Pre School we ensure the following;

- Ensure that a daily risk assessment of the Pre School is carried out prior to the children entering the hall.
- Ensure that there is always a member of staff with a valid and relevant First Aid certificate within the Pre School.
- Ensure that a Register is taken of all children and staff at the start of the session and that if any child or adult leaves the setting they are marked out on the register.
- Ensure that when children are leaving the setting they leave with a known adult or the procedure for new person collecting has been followed.
- Any visitors to the Pre School are signed in with a time and time when left, also that they are told where fire exits, toilets are and have turned off their mobile phones.
- Fire doors will be checked to ensure that they are free from obstruction.
- That the main door is kept shut and locked during the session.
- Ensure that all staff hold a current DBS and that any visitors, volunteers and students are asked to not take children to the toilets and that they are not left on their own with any child at any point.
- Any unknown visitors to the Pre School such as Ofsted will be expected to show ID and if not completely satisfied no entry will be given until evidence has been provided.
- Ensuring that no sharp knives are left in easy reach of any child
- Ensure that the Accident book is out
- Ensure the First Aid box is out and contains the correct items