

Health, Hygiene and Accident Policy & Procedures

Stalbridge Pre-School aims to promote high standards in health and hygiene, this will be achieved in the following ways:

Environment & Resources:

- All areas of the pre-school environment will be kept clean and in good repair.
- Equipment and resources will be fit for purpose.
- Equipment will be cleaned on a regular basis and sterilised if appropriate.
- Tables are cleaned using anti-bacterial spray.

Risk Assessments:

- Risk assessments for the indoors and outdoors environment are carried out on a daily basis, with any areas of concern being logged, if it is not possible to rectify the concern immediately an action plan will be prepared showing required action, timescales and who has responsibility.
- Risk assessments for outings, walks and visits will be undertaken where necessary.

Personal Hygiene:

- Soap dispensers and paper handtowels are available at all times.
- Hand washing is taught/expected after using the toilet.
- Disposable gloves are available at all times when assisting children with toileting needs or dealing with vomit or blood, staff are responsible for ensuring that they use them.
- Hand washing is taught and expected before handling/eating foods.
- Tissues are available at all times and disposed of appropriately.
- Children are encouraged and reminded to cover their mouths when coughing.
- Any materials used to deal with bodily fluids will be disposed of appropriately.

Food Storage, Preparation and Consumption:

- A member of staff who has undertaken food hygiene training is present at all sessions.
- The kitchen is risk assessed before the start of each session for cleanliness.
- The fridge temperature is checked.
- Foods are stored appropriately, in airtight containers where necessary.
- Cleaning equipment such as clothes and mops are colour coded for specific uses.
- Hand washing is carried out before handling and consuming food.

Accidents / First Aid / Medication:

- A member of staff with up to date paediatric first aid training is present at all sessions.
- Permission to administer first aid as necessary is requested on registration forms.
- A stocked first aid box is available at all times.
- Disposable gloves are available at all times when dealing with accidents that require contact with bodily fluids, staff are responsible for ensuring that they use them.
- If an accident is deemed to be serious the emergency services will be contacted, if the child's parent/carer are unable to reach the pre-school before the emergency services a senior member of staff will travel with the child to hospital.
- We request permission to authorise emergency medical care in your absence on the registration forms.
- All accidents are recorded, stating type of injury, how it occurred, who dealt with it, how it was dealt with, who witnessed it and how it was monitored. The parent/carer will be asked to sign this record on collection of the child.
- Only medication prescribed by the child's doctor will be administered, parents/carers will be asked to complete and sign a 'medication form' stating medication, dose and time to be given, the member of staff administering and a witness will sign the form, the parent/carer will be given a copy on collection of their child.

Please cross reference to the 'Safety', 'Dietary' and 'Illness' policies and procedures.

Policy adopted at a committee meeting on: 2.5.12

Signed: JP
Signed: DC

Role: Chair person
Role: Manager