



Health and Safety Policy for the Foundation Stage

Person(s) responsible for this policy		Head of EYFS	
Last review by	S Dowler	Review date	September 2023
Date of next review		September 2024	

Aims

To provide a safe environment for all children and adults on the premises.

Persons responsible

Head of Prep. (H Loach) - has overall responsibility.

Named person from current staff: S Dowler

All staff have a responsibility for reporting and where possible removing any hazard in the school. Staff should as far as is reasonably practical, carry out their work in a safe and healthy manner both for themselves and others, and make sure that their classrooms are safe.

Wherever possible children should be given simple explanations about safety when the need arises (e.g. using tools or cooking). In such instances they should be carefully supervised and, after the activity, everything must be stored away safely.

All staff must be aware of the whereabouts of all fire extinguishers and fire points and first aid facilities, and be conversant with the fire policy and emergency procedures

Visitors who spend a day at the school must be made aware of fire points and exits in the school. Longer term visitors to the nursery (e.g. students) must also be aware of first aid procedures. Emergency, fire and first aid procedures will be explained to the visitor by the Named Person as soon after arrival as possible.

Health and safety checks, premises and equipment.

Classroom equipment should be checked by members of staff when used.

All toys and equipment should be checked and cleaned termly. These checks are dated when complete). Electrical equipment will be formally checked annually.

All faults and hazards should be immediately reported and the equipment withdrawn from use.

General Health and Safety in the classroom

The following checkpoints should be regarded as reminders. See classroom risk assessments.

- no running or climbing.
- sand and water to be mopped up regularly.
- covers on electric sockets when not in use.
- no trailing flexes across the floor.

- safety points to be discussed with the children when using the junk box, cooking etc.
- ensure there is adequate ventilation in each room.
- no chemicals/bleach to be kept in the rooms.

Children are also encouraged to learn about keeping themselves healthy and given simple reasons why. They are encouraged to

- flush the toilet after use.
- wash hands after using the toilet or before cooking or eating fruit.
- blow noses on tissues (provided in each class) and put in the bin, then wash hands.

Healthily can be taught when cutting up fruit for snack time, when cooking and when drinking water when thirsty, and the value of healthy exercise can be taught when children use the outdoor environment or have music and movement sessions.

Health and Safety in the playground

- all children's coats to be fastened.
- dolls only in small prams.
- children to remain seated in cars.
- gates to be shut and secured at all times.
- playground to be checked before the children go out.

Working with Parents

We are very aware that an effective Health and Safety policy can only be so if parents are involved. We aim to inform our parents of any health and safety initiatives or policies in school.

FIRE SAFETY POLICY

Safety in case of fire

Fire drills will be conducted once a term. All staff must understand the school fire policy and their roles in the event of a fire. All fire exits and escape routes must be clearly marked and must be kept unobstructed at all times.

All staff must know the location of fire points, fire control panel, fire extinguishers and fire blankets.

What to do if you hear the fire alarm.

- 1. SUMMON THE EMERGENCY SERVICES** the Head of Prep, teacher in charge or secretary will telephone for the fire brigade or detail another member of staff to do so.
- 2. ESCORT ALL CHILDREN FROM THE BUILDING** - one member of staff to escort children quietly out, the other member to check all toilets, house areas etc.

Staff must take registers out with them.

If alarm rings in playground all children and staff will make their way to their areas.

ASSEMBLY POINT- in the main playground to the rear of the school building

When assembled a role call should be made. Should there be any person missing an immediate search will be made by the staff.

FIRST AID POLICY

Qualified Paediatric First Aider.

School nurse is available on certain days for major accidents or illnesses.

Named Persons. : **Karen Parker**

Sophie Dowler
Sarah McKee
Rebecca Francis

(Also all staff as far as possible to receive basic first aid training every 3 years)

- **Location of first aid**

- In the nursery office.
- All Minor incidents must be logged onto CPOMS.
- Full time school nurse on site (currently Nurse Amanda)
- CPOMS and direct contact with school nurse. (For more serious accidents)
- Parent contact telephone numbers are on SIMS and in a small box on school secretary's desk and in a file in the nursery office.
- Bags with plastic gloves, aprons and mouthpieces provided in the nursery office.
- The school nurse will check the first aid boxes once a term. If supplies run low in the meantime please report this to her.

MINOR ACCIDENTS

Small cuts, grazes and bumps should be looked after by classroom staff. However, minor they should be noted on CPOMS and parents informed.

Guidelines for minor first aid:

Small cuts/abrasions – wash under running cold water or with water-soaked gauze (not paper towels)
Cover with cotton wool pad and tape if cut/graze is open.

Sand/foreign body in eye – irrigate with water. Do not attempt to remove object if this doesn't work.
Cover eye with gauze pad and ring for parent.

Bumps/bruises – apply cold compress to area. Always check child regularly for adverse signs for bumps to the head.

Splinters – do not attempt to remove. Cover with a gauze pad.

Disposable gloves must always be worn when dealing with any blood or other body fluid. Soiled gloves, gauze etc. should be placed in double thickness plastic bags and disposed of in the outside dustbin.

SERIOUS ACCIDENTS

Do not move the injured person. Call the qualified first aider if necessary.

Immediately inform the head teacher who will telephone for an ambulance.

Clear all other children from the accident area.

Contact parents immediately.

Complete the appropriate accident forms.

Death of a pupil as a result of an accident – OFSTED and local child protection agencies must be informed.

SECURITY POLICY

Visitors

All visitors must report to the main office on arrival. Badges are available and should be worn by all unsupervised visitors. Parent helpers should also wear a badge. Visitors must sign the visitors book on

arrival and departure. If members of staff are concerned about the behaviour of any visitor, they should summon the Head of Prep immediately, who may then ask the visitor to leave. In extreme cases the police should be called on 999.

Staff Personal Safety

It is the responsibility of all staff to follow all health and safety procedures and to report any potential hazards or security breaches.

An incident book is available in the nursery office for the recording of any of the following issues:-

- Security breaches.
- Acts of deliberate violence against themselves.
- Verbal assault against themselves including any made over the phone.
- Occasions when restraint has been necessary.

Any such incident should be recorded in the book as soon as possible following the occurrence and should be dated, including the time and signed.

A subsequent incident report should be written.

COLLECTION TIMES

As far as possible the members of staff should know or be introduced to the person who is picking up each child at the end of the sessions. Staff should ascertain at the beginning of the year if there is anyone who *should not* be collecting a child. In each room there is a parent's book in which parents can write a message to staff if collection arrangements are different that day.

THE SCHOOL OPERATES A NO SMOKING POLICY

ACUTE ALLERGIC/ANAPHYLACTIC REACTION TO KNOWN SUBSTANCES, E.G. NUTS

This appears to be an increasingly common problem in the school.

If a child attends with this allergy, all staff should receive suitable training, know where the medications are kept.

A photo of the child and list of allergies should be kept in all food serving and preparation areas

SICKNESS

There are full guidelines to identification of childhood ailments and their exclusion from school, if and when necessary. A relatively common problem at school is sickness and diarrhoea. In this event children should be kept at home for 48 hours after the last bout of sickness or diarrhoea.

If a child appears unwell at school the parents should be contacted immediately so that the child can go home. Parents are encouraged to make their own decisions about sick children *at home*, before they come to school.

Vomit - should be covered with absorbent paper towel prior to removal, and the area cleaned professionally.

Chronic illness and allergy

Details of medical problems will be held in the office and by the classroom teachers (with parental consent). It may be necessary to create an individual care plan for long term illness management.