



Tilbury Nursery,
Potters Bar United Reformed Church,
Darkes Lane, Potters Bar,
Hertfordshire EN6 1BZ.

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HEALTH POLICY AND PROCEDURES

The aim of the Nursery is to promote the good health of our children and to take positive steps to prevent the spread of infection. We promote a high standard of hygiene.

ILLNESS

Parents are asked to keep their children home if they have any of the following illnesses:-

Conjunctivitis; German Measles; Head Lice; Impetigo; Chicken Pox; Meningitis; Dysentery; Infective Jaundice; Mumps; Scarlet fever; Whooping cough.

Parents are asked to notify the Nursery staff as to the nature of the infection so that we can alert other parents as necessary. Other parents will be notified via the Notice Board.

Parents are asked not to bring any child into the Nursery who has been vomiting or has had diarrhoea, until 48 hours has elapsed since the last attack.

Parents will be contacted via telephone if a child is taken ill at the Nursery. All emergency contact numbers will be regularly updated.

Children of staff who are unwell will not be allowed to accompany staff to work.

ALLERGIES

Parents are responsible for ensuring the staff are aware of specific allergies and dietary needs and for ensuring any medication is "in date" and for keeping the Nursery informed of any changes in the child's condition.

Records of any allergies the child may have are kept and available to all members of staff.

H.I.V.

All staff are aware of how infections, including H.I.V. can be transmitted. Gloves should be worn when dealing with bloody injuries.

FIRST AID

The Nursery will ensure that the First Aid equipment is kept clean, replenished and replaced if necessary. Sterile items will be kept sealed until needed. Staff will keep up to date First Aid Training.

The Nursery will maintain links with health visitors and gather health information and advice from local health authority information services and/or other health agencies.

ACCIDENTS

Accidents will be recorded and signed by both a member of staff and the parent(s) of the child involved. Parents will be given a tear off slip with information of the accident.

PERSONAL HYGIENE

Our Nursery promotes a healthy lifestyle and a high standard of hygiene in its day-to-day work with the children.

This is achieved in the following ways:-

Children supervised to wash hands after using the toilet and before eating. Individual paper towels are available for the children to dry their hands.

Children are encouraged to use paper tissues for wiping their noses and to put them in the bin after use.

CLEANING AND CLEARING

Hygiene rules relating to bodily fluids are followed with particular care and staff are aware of how infections, including HIV, can be transmitted.

Any spills of vomit, blood or excrement will be wiped up and flushed down the toilet. Rubber gloves will always be used when clearing up such bodily fluids. Floors and other surfaces will be disinfected.

Spare laundered pants and other clothes are available in case of accidents and bags are available in which staff double wrap and send home soiled garments.

SAFETY

Safety of the young children in our Nursery care is of paramount importance. In order to ensure the safety of the children and staff the Nursery will ensure safety in the following areas:-

SUPERVISION

1. All children will be supervised by adults at all times and will always be in sight of an adult.
2. Children will leave the group only with authorized adults.
3. Children will not have unsupervised access to kitchens, cookers or cupboards storing hazardous materials, including matches.
4. Whenever children are on the premises at least two adults will be present.

ENVIRONMENT

Safety checks on the premises both outdoors and indoors will be made before every session, by way of a risk assessment check.

Low level glass is safety glass.

Outdoor space is securely fenced.

Outdoor space will be checked for litter and other dangers.

Equipment will be checked regularly and any dangerous/broken items will be

discarded / repaired.

The layout and space ratios will allow children and adults to move safely and freely between activities.

There will be adequate procedures and equipment for the detection and control of fire.

Fire doors will never be obstructed and fire exits easily identifiable.

Electric points will be adequately guarded.

A record will be kept of any checks by the Fire Safety Officer and also of fire drills and servicing of fire safety equipment. Any recommendations by the Fire safety Officer will be carried out.

Any dangerous materials, including medicines and cleaning materials, will be sorted out of the reach of children.

There will be a yearly update for renewal of toys.

Internal safety gates will be used in the kitchen doorway.

ADULT SAFETY

Staff are made aware of safe handling and lifting procedures and have read relevant booklets.

All adults in the Nursery will be aware of and respect the Nursery's safety policies, and will use the supplied gloves, aprons, anti-bacterial wash when handling bodily fluids.

Adults will not be allowed in the building alone (to discuss further at next committee meeting).

MANAGEMENT

A book is available at each session for the reporting of accidents/incidents.

Regular safety monitoring will include checking of accident records as a basis of risk assessment.

All adults, including parents and carers, will be aware of the procedures in operation for children's arrivals and departures and an adult will be at the door at these times.

Fire drills will be held half- termly.

A register of adults and children will be complete so there is a record of those present in the event of an emergency.

Visitors will sign in and out.

A correctly stocked First Aid box will be available at all times.

Fire extinguishers will be checked annually and staff will know how to use them.

SPECIAL CONSIDERATIONS

Children playing with or near water will be continually supervised.

There will be safe surfaces beneath and around the climbing frame and this will be appropriately supervised.

All cooking activities involving the use of heat will be continuously supervised.

Systems will be in place to ensure that no child leaves the premises unattended.

INTRUDERS

All doors into Nursery to be kept locked while children are on the premises.

Those to collect children other than the parent/carer are to write details in the book provided.

A member of staff to be at the door when children are arriving/leaving.

In the event of an intruder:

- children to be brought into the Nursery.

- liaise with Caretaker if he is on the premises.
- phone Police for assistance.

At least two members of staff will be outside with children at all times.

Parents will be informed of any serious incident.

This policy was adopted at a Management Committee meeting of Potters Bar URC Nursery

held on	<hr/> 27 th April 2020	(date)
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Date to be reviewed	<hr/>	(date)
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Signed on behalf of the
Management Committee

Name of signatory	<hr/> Mr Frank Palmer
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Role of signatory	<hr/> Chair of Management Committee
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