First Aid, Health, Hygiene and Safety Policy

Shaunagh de Boinville is responsible for the First Aid, Health, Hygiene and Safety Policy with support from all staff.

The Children’s House, Grantham Farm Montessori School aims to provide a hygienic, healthy and safe environment for children and adults, in order to do this we should follow the following procedures:

- The majority of staff members have current First Aid Training which is updated every 3 years and as appropriate.
- The school has the right to refuse any child with an infectious disease.
- Where an outbreak of an infectious disease occurs in the group, the district Health Authority must be notified.
- All parents should be notified of an infectious illness, particularly in the case of German measles.
- Children must not be taken to the doctor or hospital without the parents’ permission, except in emergencies, when the parents must be notified as soon as possible.
- If a child is taken ill during a school session, the parents must be notified as soon as possible.
- The school should always ensure that the emergency contact phone number lists are up to date, and should ensure that the lists are updated every six months.
- In the case of an emergency, medical attention must be sought.
- Following an accident, an accident report form must be completed and countersigned by the parent.
- Under RIDDOR 05 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995), day care providers must report any death, fractures, unconsciousness, major burns, major injury or if a child is taken to hospital by the provider to the Health and Safety Executive.
- RIDDOR may be contacted by telephoning the Incident Contact Centre (ICC) on 0845 300 99 23 or complete the appropriate online Form (F2508).

Following Hygiene Procedures:
• In order to avoid the spread of infection we maintain personal hygiene by ensuring everyone washes their hands after using the toilet.
• Individual hand towels or paper towels will be available and disposed of hygienically.
• Children should be encouraged to put their hand over their mouth when coughing.
• Tissues are available and used to blow noses, tissues will be disposed of hygienically. Open cuts and sores will be covered with waterproof dressings.

If a child has an accident, which results in bleeding or vomiting, the following procedures will be followed:

• Wear disposable gloves
• Wash the wound with soap and water
• Apply a suitable dressing
• Wrap blood stained tissues or waste paper in a yellow plastic bag and dispose of it separately to other waste
• Wash blood splashes off the skin with hot soapy water or out of eyes with water
• Clean area affected by blood, vomit, urine, or faeces with diluted household bleach (1:10)
• Waste cleaning materials will be put in yellow bags and disposed of separately to other waste.
• Cloths, soft toys or soft furnishings stained by body fluids will be washed by hand using hot water and detergent or in the hot water cycle in a washing machine.

Further Hygiene Requirements:
• Always wash hands before preparing food
• Wash raw fruit or vegetables, which are to be eaten
• No coughing and sneezing near food
• Store food appropriately – raw and cooked food separately: kept covered and refrigerated.
• Use different cloths for kitchen and toilet areas
• Ensure cloths for drying crockery and hands are clean and hygienic
• Keep utensils, crockery and pots clean and undamaged, ready for use

First Aid Requirements
Sue Higgs is responsible for all First Aid Requirements
• At least one member of staff should have a valid first aid certificate and all staff must have a working knowledge of first aid. We aim to have all staff qualified as First Aiders.
• A First Aid box must be on site, and the contents must be regularly checked by the nominated First Aider.
• Every person will know where the first aid box and accident book is kept; a notice stating where it is will be displayed.
Medicines
- Drugs and medicines must only be administered by the senior staff and only if the child’s doctor has prescribed the treatment.
- A medication register must be maintained, recording details of the medicine received from the parent and the date, time and quantity of the dose to be given.
- All medicines must be kept in a locked cabinet and out of the reach of children.
- Parents should countersign the medicine register at the end of the session.
- Some medicines may need to be kept in a fridge.
- Special care should be taken with the use of inhalers, epipens etc.

HIV and AIDS
- The school should follow the hygiene policy when dealing with accidents resulting in bleeding or vomiting or in cases of diarrhoea.
- No one has the right to know if another person is HIV positive or has AIDS.
- If the school supervisor is told about a child or adult HIV status they should keep this information confidential. This information should not be shared without the permission of the person concerned.
- Any failure by an employee to keep this information confidential may result in the immediate dismissal and will always result in disciplinary proceedings.
- Consideration should be given to the possible dangers of cross infection from HIV or Hepatitis whilst dealing with accidents and injuries, and basic hygiene procedures should be followed.

When a child has been sick, is wet or soiled, or where blood needs to be cleared up:
- Wear disposable gloves
- Wash any spillage on the child or yourself with soap and warm water
- Where the spillage has soiled the floor wash with a solution of one part bleach to ten parts hot water. Use detergent and hot water on carpets.
- As far as possible use disposable kitchen towels. After use, place in a sealed, double wrapped plastic bag and put in the dustbin.
- Burn disposable items such as nappies or double bag as above.
- Where the body fluids have got onto clothing, the clothing should be removed and washed.
- Wash nappies and soiled sheets separately from other items and at a high temperature.
- Skin problems, such as eczema or any cuts must always be kept cleaned and covered if necessary. Where the condition is severe appropriate gloves should be worn and appropriate dressings should be used.

Safety Procedures
- Children will always be supervised by a responsible member of staff and will be kept out of kitchens or areas where hazardous materials are kept.
• The beginning and end of sessions will be closely monitored and children will be marked in as they arrive and leave; children will only leave with a known authorised adult. Adults and visitors will also be entered on the register.
• Safety checks will be carried out on the premises, both indoors and outdoors before and at the end of every session.
• Fire extinguishers will be checked annually and adults will know how to use them.
• The adults in the group will know procedures for fire/evacuation drills.
• Procedures for entrances and exits will be known by the adults involved and agreed.
• Fire doors will never be obstructed.
• Windows, sockets, stairs, heaters, potentially dangerous materials and layout of activities and equipment (indoor and outdoors) will be closely supervised to remove or minimise hazards.
• A minimum of two adults will be present at all times to supervise children.
• Fire drills will be carried out at least once per term and a record of date, time taken and people involved will be kept.
• No smoking will be allowed within the school.
• Trips will use an adult ratio of 1:3/4 and 1:2 on trips when this ratio is appropriate.
• Sufficient adults will be left in the group if a small group of children leave the premises.
• Equipment and activities available to children will take account of safety and the children’s age and stage of development.

Sun Protection

• Adequate precautions must be taken against damage from the harmful rays of the sun.
• Protection procedures must be agreed with each child’s parents.
• Parents should provide appropriate protection for their own child.
• It is not advisable to share creams because of the danger of allergies.
• Every child must have a sun hat at school for the summer term.
• Parents are encouraged to apply sun cream before the child comes to school.

Swimming

• Written permission will be given by parents every year before a child is allowed to swim.
• Sufficient buoyancy aids will be used to enable every child to enjoy these experiences.
• Some staff will be in the pool with the children and some will be watching from outside the pool.

Qualified First Aid Members of Staff

Shaunagh de Boinville
Sue Higgs
Isabella Milne
Paul Freeman
Rebecca Bayliss
Mandy Webb