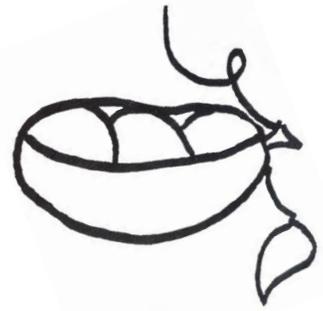


# Peapod Nursery School



## Wellbeing Policy

Ofsted is notified as soon as possible, but at least within 14 days, of any instances which involve:

- food poisoning affecting two or more children looked after on our premises;
- a serious accident or injury to, or serious illness of, a child in our care and the action we take in response; and
- the death of a child in our care.

Local child protection agencies are informed of any serious accident or injury to a child, or the death of any child, while in our care and we act on any advice given by those agencies.

Any food poisoning affecting two or more children or adults on our premises is reported to the local Environmental Health Department.

We meet our legal requirements in respect of the safety of our employees and the public by complying with RIDDOR. We report to the Health and Safety Executive (HSE):

Any work-related accident leading to an injury to a member of the public (child or adult), for which they are taken directly to hospital for treatment is recorded.

Any work-related accident leading to a specified injury to one of our employees. Specified injuries include injuries such as fractured bones, the loss of consciousness due to a head injury, serious burns or amputations.

Any work-related accident leading to an injury to one of our employees which results in them being unable to work for seven consecutive days. All work-related injuries that lead to one of our employees being incapacitated for three or more days are recorded in our accident book.

When one of our employees suffers from a reportable occupational disease or illness as specified by the HSE.

Any death, of a child or adult, that occurs in connection with a work-related accident.

Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done; such as a gas leak.

Any dangerous occurrence is recorded in the setting's incident book.

# Peapod Nursery School



## Accident Policy

The Peapod Nursery School aims for all members of staff to hold a paediatric first aid certificate. New staff will receive external first aid training as soon as possible after starting in the setting. The lead first aider is the first staff member on scene, so long as they hold a current first aid certificate.

All first aid training is to Ofsted's requirements and is renewed every three years.

The First aid box is in the wooden box beside the main entrance, on the right-hand side coming into the hall. A portable green box is also available, stored in top of the wooden box, but it is available to be taken easily when and where needed.

The first aid record book is kept in the reception area of the building. Only blank copies are kept out in public. Once completed, accident forms become confidential and should be stored appropriately until signed by the parent. Completed forms must be given to the manager for filing.

The setting is aware of the Health and Safety (First Aid) Regulations (1981) and RIDDOR - Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013

## In the event of an accident or injury

A qualified member of staff should treat any accident within the setting.

In the case of a minor accident or injury, the first aider can treat, and comfort the child. Any minor injury or accident must be detailed on an accident form and the parents must be notified on collection. The parents are required to sign the accident form, which is stored securely in the child's confidential file.

For a slightly more serious accident or injury, the first aider should first treat the child, and then contact the parent before the end of the session, and, if necessary, for the parent to collect their child. An accident form must be completed and the parents must sign on collection. The parent will be advised to call 111 or their GP if they have any concerns regarding their child.

For a serious accident, the first aider with the child takes the lead in the situation, and stays with the child. All available staff members will assist the first aider in any way necessary. This could be calling an ambulance, fetching the first aid kit, or entertaining the other children safely out of the way. Once the ambulance has been called, the lead first aider will remain with the child until their parents arrive, even if this means travelling to hospital with the child. If a child requires external medical treatment, Ofsted will be notified, within 14 days. If necessary, the setting will also notify the Health and Safety Executive, and/or local child protection agencies

Any lead first aider can remove themselves from the role of lead first aider if they feel unable to deal with the situation, in which case the manager Sarah Howlett, or if unavailable, the deputy, will lead the situation.

Any accident or injury will be recorded, and signed by both the staff member and the parent. Records are stored securely in the child's record files, in a locked filing cabinet.

# Peapod Nursery School



## Medication Policy

It is not the setting's policy to care for sick children, who should be at home until they are well enough to return to the Peapod Nursery School. We will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness. We ensure that where medicines are necessary to maintain health of the child, they are given correctly and in accordance with legal requirements.

In many cases, it is possible for children's GPs to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the setting. If a child has not had a medication before, it is advised that the parent keeps the child at home for the first 48 hours to ensure there are no adverse effects, as well as to give time for the medication to take effect.

Our staff are responsible for the correct administration of medication to children for whom they are the key person. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. In the absence of the key person, the manager is responsible for the overseeing of administering medication.

Children will never knowingly be given any product containing Aspirin.

Any medication brought to the setting must be handed to the child's key carer, or staff member on door duty. No medication is permitted to be kept in children's bags or other belongings.

The medication must be in its original packaging, with the instruction leaflet, and dispensing details of the GP; and within the expiry date on the medication. Parents must sign the consent form on arrival or no medication will be given. Parents must ensure they are contactable by the setting in case of query or issues with administering the medication (such as refusal from the child)

Key Carers should be responsible for administering the child's medication, and should be supervised by the manager or deputy. This should be done in a quiet area of the setting where the child is not being overlooked. The Key carer should explain to the child, and will not force a child to take medication if they refuse.

In the event of the child refusing to take their medication, the parent should be called and asked to give the medication themselves. If it is long term medication, the PANCo, parent and key carer should work together to encourage the child to take their medication.

Staff must record the time, dose and rout of medication given, and sign the form along with the supervising staff.

Medication will be stored in the locked medical case. Only the manager and deputy have access to this case.

When collecting their child, parents are required to sign the consent form record of administration, and take the medication home with them. Medication record forms will be stored confidentially in the child's record file in the locked cabinet.

Children requiring on-going and long term medication will have a care plan drawn up for them to ensure their needs are met within the setting. The setting's first aid training includes the use of an epi-pen; however, any additional training required will be undertaken by the key carer and PANCo.

If required, the parents should provide the setting with details of any action required in the event of an emergency.

Each individual child will be assessed as required for their needs, and any necessary steps will be put into action by the setting.

If medication is required on a trip or outing, this will be included in the risk assessment for the outing.

# Peapod Nursery School



## Illness Policy

The Peapod Nursery School aims to provide care for healthy children through preventing cross infection of viruses and bacterial infections and promote health.

If a child appears unwell during the day – for example, if they have a temperature, sickness, diarrhoea or pains, particularly in the head or stomach – we will call the parents and ask them to collect the child, or to send a known carer to collect the child on their behalf.

If a child has a temperature, they are kept cool, by removing top clothing and sponging their heads with cool water but kept away from draughts. The child's temperature is taken using a non-contact digital forehead thermometer, kept in the first aid box. If the child's temperature does not go down and is worryingly high, then we may give them Calpol or another similar analgesic, after first obtaining verbal consent from the parent where possible. This is to reduce the risk of febrile convulsions. Parents must sign the medication record when they collect their child.

In extreme cases of emergency, an ambulance is called, and the parent informed.

Parents are asked to take their child to the doctor before returning them to the setting; we can refuse admittance to children who have a temperature, sickness and diarrhoea or a contagious infection or disease.

Where children have been prescribed antibiotics for an infectious illness or complaint, we ask parents to keep them at home for 48 hours before returning to the setting.

After diarrhoea, we ask parents keep children home for 48 hours following the last episode.

Some activities, such as sand and water play, and self-serve snacks where there is a risk of cross-contamination may be suspended for the duration of any outbreak.

We have a list of excludable diseases and current exclusion times. The full list is obtainable from [www.hpa.org.uk/webc/HPAwebFile/HPAweb\\_C/1194947358374](http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1194947358374) and includes common childhood illnesses such as measles.

If a child or adult is diagnosed as suffering from a notifiable disease under the Health Protection (Notification) Regulations 2010, the GP will report this to Public Health England. When we become aware, or are formally informed of the notifiable disease, the manager will inform Ofsted and contacts Public Health England, and act on any advice given.

Nits and head lice are not an excludable condition; although in exceptional cases parents may be asked to keep the child away until the infestation has cleared. On identifying cases of head lice, the setting will inform all parents ask them to treat their child and all the family if they are found to have head lice.

# Peapod Nursery School



## Allergy Policy

Parents are required to disclose any allergies as part of the registration form. If there is a known allergy, a detailed plan will be put in place to reduce/prevent contact with the known allergen.

Parents are required to provide details of the reaction suffered by their child, and the treatment required to deal with the situation.

Any allergies will be considered when risk assessing any new activities or outings.

Any medication required by the child must be provided by the parent, with signed permission given.

The Setting insurance company may need to be notified of certain conditions, and/or their treatments, such as epi-pens.

In the event of a child requiring an epi-pen or other lifesaving emergency treatment, the setting requires the parent to provide a letter from the issuing GP/consultant containing details about the condition, the treatment and side-effects.

# Peapod Nursery School



## Nappy Changing Policy

The Peapod Nursery School can accommodate children of any age in the setting who wear nappies, however any child over the age of two will be assessed for potty training readiness.

The setting provides nappy changing facilities in the ladies' toilet, which is kept clean and hygienic. There is a special disposal service in place for removing the nappies from the setting. Nappies are double bagged and are not to be put in the standard black rubbish bin.

Non-latex gloves are available.

Parents are required to provide clean nappies, wipes, barrier cream and nappy sacks for their child. A spare set of clothes should also be available.

For children under the age of two, nappies will be checked regularly and changed as required when wet or dirty. No child will be left in a dirty nappy. A communication book will be used to record nappy changes for parents.

Children aged two and over who are not potty trained will be put on a potty-training plan. This will detail any steps the parent has tried, and the key carer's assessment for potty training readiness. The plan will develop an individual program leading to potty training which suits the child and is also convenient for the parent and setting. If there is any disability or medical reason for the child being in nappies, this will be taken into account. If the child is not ready for potty training, the setting will not force a child who is not ready but will help the parent to identify when potty training readiness has been reached.

It is not the setting's aim to influence when a child is potty trained, but to assist and advise when they are.

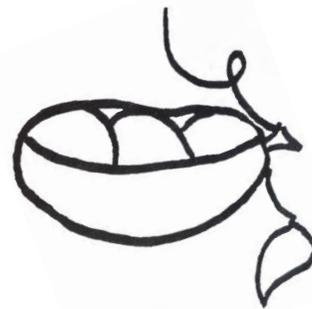
Children who are potty trained will be supervised when attending the toilet until the key carer is satisfied the child is competent on their own. It is the setting's aim to have all children independent toilet users before beginning school. We will continue to support and assist and child who wants or needs assistance in the toilet.

All children and staff are required to wash their hands after using the toilet or assisting with the toileting. Soap and paper towels are provided for the children to use.

The toilets must be checked regularly and maintained to a clean and safe standard throughout the day.

Any clothing that gets wet or dirty during the day must be bagged and put with the child's belongings to take home. If the bagged item is put inside the child's bag, the parent must be informed of its presence, so the item can be removed and cleaned.

# Peapod Nursery School



## Food and drink Policy

Our provision regards snack and meal times as an important part of our day. Eating represents a social time for children and adults and helps children to learn about healthy eating. At snack and meal times, we aim to provide nutritious food, which meets the children's individual dietary needs.

We follow these procedures to promote healthy eating in our setting.

- Before a child starts to attend the setting, we ask their parents about their dietary needs and preferences, including any allergies. (See the Managing Children who are Sick, Infectious or with Allergies Policy.)
- We record information about each child's dietary needs in the Registration Form and parents sign the form to signify that it is correct.
- We regularly consult with parents to ensure that our records of their children's dietary needs - including any allergies - are up-to-date. Parents sign the up-dated record to signify that it is correct.
- We display current information about individual children's dietary needs so that all staff and volunteers are fully informed about them.
- We implement systems to ensure that children receive only food and drink that is consistent with their dietary needs and preferences, as well as their parents' wishes.
- We provide nutritious food for all meals and snacks, avoiding large quantities of saturated fat, sugar and salt and artificial additives, preservatives and colourings.
- We include foods from the diet of each of the children's cultural backgrounds, providing children with familiar foods and introducing them to new ones.
- We take care not to provide food containing nuts or nut products and are especially vigilant where we have a child who has a known allergy to nuts.

- Through discussion with parents and research reading by staff, we obtain information about the dietary rules of the religious groups to which children and their parents belong, and of vegetarians and vegans, as well as about food allergies. We take account of this information in the provision of food and drinks.
- We require staff to show sensitivity in providing for children's diets and allergies. Staff do not use a child's diet or allergy as a label for the child, or make a child feel singled out because of her/his diet or allergy.
- We organise meal and snack times so that they are social occasions in which children and staff and/or parent helpers participate.
- We use meal and snack times to help children to develop independence through making choices, serving food and drink and feeding themselves.
- We provide children with utensils that are appropriate for their ages and stages of development and that take account of the eating practices in their cultures.
- We have fresh drinking water constantly available for the children. We inform the children about how to obtain the water and that they can ask for water at any time during the day.
- We inform parents who provide food for their children about the storage facilities available in the setting.
- We give parents who provide food for their children information about suitable containers for food.
- In order to protect children with food allergies, we discourage children from sharing and swapping their food with one another.

### *Packed lunches*

Where children are bringing packed lunches, we:

- ensure perishable contents of packed lunches are refrigerated or contain an ice pack to keep food cool;
- inform parents of our policy on healthy eating;
- inform parents of whether we have facilities to microwave cooked food brought from home;
- encourage parents to provide sandwiches with a healthy filling, fruit, and milk-based desserts, such as yoghurt or crème fraîche, where we can only provide cold food from home. We discourage sweet drinks and can provide children with water or milk;
- discourage packed lunch contents that consist largely of crisps, processed foods, sweet drinks and sweet products such as cakes or biscuits. We reserve the right to return this food to the parent as a last resort;
- provide children bringing packed lunches with cups and cutlery if needed; and
- ensure staff sit with children to eat their lunch so that the mealtime is a social occasion.



# Peapod Nursery School

## Food hygiene Policy

The setting provides children with a morning and afternoon snack

We maintain the highest possible food hygiene standards regarding the purchase, storage, preparation and serving of food. All staff who prepare snacks have read a copy of 'Safer Food, Better Business (Food Standards Agency 2011)'.

We aim to keep packed lunches as cool as possible, and recommend parents provide cool packs in the lunch boxes. All food is offered to the children within four hours of attending, and uneaten food is disposed of hygienically. All staff must ensure the following points are followed.

- Food is stored at correct temperatures and is checked to ensure it is in-date and not subject to contamination by pests, rodents or mould.
- Packed lunches are stored in a cool place; un-refrigerated food is served to children within 4 hours of preparation at home.
- Food preparation areas are cleaned before use as well as after use.
- There are separate facilities for hand-washing and for washing up.
- All surfaces are clean and non-porous.
- All utensils, crockery etc are clean and stored appropriately.
- Waste food is disposed of daily.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- Children do not have unsupervised access to the kitchen.
- When children take part in cooking activities, they:

- are supervised at all times;
- understand the importance of hand washing and simple hygiene rules;
- are kept away from hot surfaces and hot water; and
- do not have unsupervised access to electrical equipment, such as blenders etc.

### *Reporting of food poisoning*

- Food poisoning can occur for a number of reasons; not all cases of sickness or diarrhoea are as a result of food poisoning and not all cases of sickness or diarrhoea are reportable.
- Where children and/or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source of the outbreak is within the setting, the manager will contact the Environmental Health Department to report the outbreak and will comply with any investigation.
- Any confirmed cases of food poisoning affecting two or more children looked after on the premises are notified to Ofsted as soon as reasonably practicable, and always within 14 days of the incident.