

The safety of young children is of paramount importance. In order to ensure the safety of both children and adults the nursery will ensure that:

Responsibility

- All children are supervised by adults at all times and will always be within sight of an adult.
- All adults are aware of the system in operation for children's arrivals and departures and an adult will be at the door during these periods.
- Make sure that the outside doors are locked.
- Children will only leave the nursery with authorised adults.
- Indoors and outdoor safety checks should be made before every session.
- Activities such as cooking, woodwork and energetic play should receive close and constant supervision.
- On outings near busy roads the adult ratio would be at least one to two. (Refer to Nursery Guidelines for other outings)
- If a small group goes out, there should be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises. (Parents should sign a consent form for outings at enrolment)

Accidents

- The head teacher must be informed of any accidents and an accident report completed as advised in the **Highland Council Accident Reporting Procedures**.
- An accident book must be available to record any accidents or incident in detail, e.g. time, place, staff present etc.
- Parent/carer should be informed about any accidents.
- The nursery should identify who the qualified first aider is at their school.

Medication

- If a child is receiving prescribed medication the nursery will follow the guidance laid down in the whole school policy.
(Refer to H. C. Whole School Policy on Administration of Medicines)
- All medications including the Epi-Pen will be kept in the First Aid box, out of reach of children.
- Cuts or open sores, whether on adults or children, should be suitably covered e.g. dressing secured by micro porous tape. (Check for allergies on admission form)
- The nursery will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items should be kept sealed in their packages until needed.

First Aid Box

A fully equipped first aid box should be readily available at all times and contain the following:

- Disposable gloves
- Sterile dressings
- Bandages - crepe, cotton and triangular
- Blunt ended scissors
- Micro-porous tape

The contents of the first aid box must be listed and the contents routinely checked against the list.

Drugs must not be stored, e.g. Aspirin, Paracetamol or Antiseptic Cream.

Illness

- Parents are asked to keep their children at home if they have an infection.
- Parents should inform the nursery as to the nature of the infection so that staff can alert other parents, and make careful observations of any child who seems unwell.
- Parents are asked not to bring in to the nursery any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.
- This information is included in the Nursery Handbook.

**Refer to Highland Council
Exclusion Policy for infectious diseases for further guidance.**

Hygiene

- Hands should be washed after using the toilet.
- A large box of tissues should be available and soiled tissues disposed of hygienically.
- In the case of spillages of blood, vomit or body fluids always use gloves and/or the Bio-hazard kit.

Refer to H. C. guidance in whole school policy.

Snack Routines

- Ensure that children wash hands before snack.
- Use soap under warm water (less than 39C).
- Tables should be washed with detergent or disinfectant spray before snack.
- Cups and plates should be sterilised weekly.
- Drying cloths should be changed frequently and washed at a minimum of 60C.
- Chopping boards should be cleaned with hot soapy water or disinfectant solution.

- All snack provided should be nutritious and due attention paid to children's particular dietary requirements
- Be aware of allergies - especially nuts, eggs and dairy products.
- Cooking activities with children should provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet.
- Home-prepared food should not be eaten in the nursery unless there are exceptional circumstances, e.g. child has a food allergy or a packed lunch is prepared by parents for their own child's consumption.
- Parents should be made aware of this policy and advised to buy food from a reputable shop if they wish to provide food for the children, e.g. for parties etc.
- Aprons should be worn for food preparation and baking. (used only for this purpose)
- Adults should not walk about with hot drinks or place hot drinks within reach of children.
- Kettles should be used with great care and supervised at all times.

Refer to Highland Council Health and Safety Manual Food Safety for further information relating to food preparation.

Equipment

- Equipment should be checked regularly and dangerous items repaired or discarded.
- The layout and space ratios should allow children and adults to move safely and freely between activities.
- All dangerous materials, including medicines and cleaning materials, should be stored out of reach of children, preferably in a locked cupboard.
- Children should not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials.
- Fires/heaters/electric points/wires and leads should be adequately guarded.
- Large equipment should be erected with care and checked regularly.
- Equipment offered to children should be developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger, less mature children.
- Safety mats should be used under and around climbing equipment.
- A safe storage place should be available for parents/helpers bags - they may contain pills, lighters etc.
- Clean water should be provided in the water tray for each session.
- Clean and replace sand regularly.
- Change playdough frequently.
- Wash toys, dressing-up clothes and play equipment regularly.
- Be aware of babies visiting the nursery and make sure that small pieces of equipment are out of reach.

Outdoor Play

- Fences and gates should be secure at all times.
- Climbing equipment should be used with appropriate safety surface underneath. (bark/rubber tiles)
- Ensure that children do not pick berries or fungi that they find.
- Outside play areas must be checked for broken glass or other dangerous litter.

Fire Procedures

- General fire safety instructions should be clearly displayed in the nursery.
- All staff and children should be aware of the fire drill procedures.
- Fire doors should be kept clear at all times.
- Fire exits should be clearly marked.
- Fire drills should be practised at least once a term.
Refer to whole school Fire Evacuation Policy.
- A register of both adults and children should be completed so that a record of all those present is available in an emergency.
- There should be no smoking in rooms used by children. (H.C. operates a no smoking policy)
- Fire extinguishers should be checked annually and staff know how to use them.

Dealing with a Major Incident - See Major Incident/Emergency Procedure for Nursery.

- Refer to whole school policy for "Dealing with a Major Incident in School" and ensure that all staff are aware of this document.
(Ref: HC Admin Circular 8/1997)