



The Alphabet Before, After and Holiday Club

Charity No: 1089318

Health and Safety Policy (#14)

Health

Support and encouragement will be given to parents to complete immunisation programmes, developmental checks and any other health related appointments. Children with special needs, chronic illness or disability may have an extensive list of health information; this will be carefully documented and understood, and appropriate instructions about the implications of health related conditions circulated to ALL STAFF WHO WILL BE INTERACTING WITH THE CHILD. If the child is on prescribed medicines the following procedure will be followed:-

- That only prescribed medicine by the doctor can be given.
- The Manager has to be informed who these children are first thing in the morning.
- Written information in the Medicine Book will be obtained from the parent and should include the date, child's name, what the medication is, the amount and when it is to be given and the signature of the parent. Completion has to be the responsibility of the Parent in the morning and overseen by a member of staff.
- Long term medications must be signed for on the correct form and parents must sign on a day – to-day basis to authorise this.
- Life threatening emergency medication must also be signed for on the correct form. Parents must sign weekly to confirm the dosage and other instructions are correct.
- Medication can only be given by the Manager, or first aider in the presence of another staff member who works directly with the child.

Hygiene

The Club will observe hygiene precautions aimed at prevention and control of all infectious illnesses. Such infections include the normal childhood illnesses, but also diarrhoea and sickness, Hepatitis B, Meningitis and food poisoning such as Salmonella and Listeria.

Good hygiene is important also to prevent the spread of HIV and AIDS. This virus is relatively weak and can live outside the body for only a short period of time. It is killed by the use of diluted chlorine/iodine bleach. In the Club setting we use chlorine bleach. HIV can spread only in very specific circumstances - when substantial amounts of body fluids of an infected person come into contact with the body fluids of another person. The two main ways in which this happens are by the practice of unprotected sex and the shared use of needles for drug use.

To prevent the spread of all infection, adults in the Club will ensure that the following good practices are observed:-

- Washing up done thoroughly in hot water with detergent, using rubber gloves routinely;
- Clean drying-up cloths, changed every day;
- Different cleaning cloths for kitchen and bathroom, and separate cloths for the floor, all washed/disinfected or renewed regularly;

- Hands washed before and after handling food;
- Frozen foods properly defrosted and thoroughly cooked through;
- Any leftovers thrown away;
- Hands washed after using the toilet;
- Cuts or open sores to be covered with appropriate sticking plasters (other dressing not appropriate for food handling);
- Children's cuts and open sores should be cleaned and dressed (no plasters to be used).
- Any spills of blood, vomit or excrement wiped up and flushed away down the toilet. Gloves always used when cleaning up spills of body fluids. Floors and other affected surfaces disinfected using chlorine or Milton diluted according to the manufacturer's instructions;
- Toothbrushes if used not shared;
- Children with pierced ears not allowed to try on or share each other's earrings;
- A large box of tissues available and children encouraged to blow and wipe their noses when necessary. Soiled tissues disposed of hygienically;
- Children encouraged to shield their mouths when coughing;
- Spare laundered pants and other clothing available in case of accidents;
- Fabrics contaminated with body fluids washed and put in bag to go home;
- Polythene bags available in which to wrap soiled garments and to be put safe on pegs, ensuring that they have air holes. (Polythene bags to be stored safely).

Safety

The safety of young children is paramount.

No child will be left in a room alone and unsupervised at any time. All children will be supervised by adults at all times and will always be within sight of an adult. Adults will ensure that children do not have access to potential dangers such as cookers and all cleaning substances to be kept out of their reach.

Kitchen and adult **knives** (including knives with teeth) and any other implements that could cause harm, **must not** be removed from the kitchen. Anything requiring to be cut with a knife (or sharp implement) must be taken to the kitchen and cut up there.

Staff will operate a regular system of safety monitoring. (It may be necessary to consult with the Manager where changes need to be made to unsafe premises).

In the interests of safety, the following will be considered:-

Adult: Child Ratios - The Club will meet at least the minimum Ofsted requirements for the number and age of children at all sessions. All children will be under direct adult supervision at all times (independence will be encouraged.)

Arrivals and Departures - An appropriate member of staff will greet all visitors at the door. Staff will ensure that all children are with the correct adult when leaving the club.

The Premises (inside and outside) – Regular safety checks will be carried out, (both indoors and out) Low windows will be checked for safety glass. Outdoor play space will be checked for safety.

The Equipment (age and condition) - Both large and small equipment will be checked regularly for any weaknesses or damage. Broken items will be discarded immediately if they cannot be fixed. Safe surfaces will be provided both indoors and out where necessary.

The Layout of Rooms - There will be space for all children and adults to move safely and freely from one activity to another. Fire doors will never be obstructed.

Fires/Heaters/Electrical Points/Wires and Leads - These will be adequately guarded.

Preparation/Consumption of Hot Drinks - Adults will not walk about with hot liquids.

Procedures for Handling and Storing Cleaning Materials/Medicines - Adults will check premises both in the evening and morning before children arrive placing any of these items out of reach of children and in the correct storage area.

Fire Drills - These will occur at least every two months, if not more and all staff, parents and children will be informed of the procedure. To ensure a complete record of those present in the event of any emergency, the names of all adults and children attending the Club, including visitors, will be entered on a register as they arrive and ticked off when they leave.

Recording of Accidents/Incidents (including system for reporting to parents, Ofsted, Social Services and Police) - A book for this purpose will be at each site. All adults will be made aware of how to complete details of any accident or incident and the Manager should countersign. Parents will always be informed first about any accident/incident concerning their children. All staff will be made aware of the procedure for reporting non-accidental injuries.

Stairs - All staff, students and parents should be aware of the risk of accidents occurring on the stairs, and should take appropriate care when using them. Staff should not carry too much up or downstairs.

All staff and students should report any concerns regarding Health and Safety to their Manager who is ultimately responsible for making sure the Club is a safe place to be. Staff are also legally required to take reasonable steps to ensure their own Health and Safety while at work.

Agreed at Staff Meeting on 5th April 2005.

This policy was adopted on

Signed on behalf of the Club

Signed on behalf of the Trustees

Date of Review