

***This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.***



## Being Healthy Policy

Woodlands Preschool believes that children's health is of paramount importance. We make our setting a healthy place for children, parents, staff and volunteers and educate children in healthy practices.

### **Awareness Raising**

Our induction training for staff and volunteers includes a clear explanation of our healthy practices so that all adults are able to adhere to our policy and understand their shared responsibility. Staff are asked to read and understand the preschools keeping healthy policy and sign a record to say they have done so. As necessary, training is included in the annual training plans of staff, and healthy practices are discussed regularly at staff meetings. We have a no smoking policy within the setting and the grounds.

Children are made aware of healthy practices through discussions, planned activities and routines.

### **Hygiene**

We seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations. (The kitchen is inspected on an annual basis by The Environmental Health Dept).

Our daily routines encourage the children to learn about personal hygiene.

We have a daily cleaning routine which includes the play area, kitchen and toilets.

We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.

The children use anti-bacterial hand wash after they have used the toilet, after playing outdoors and before eating.

We implement good hygiene practices by:- cleaning tables between activities; checking toilets regularly; wearing protective clothing – i.e. aprons and disposable gloves; providing sets of clean clothes and providing tissues and wipes for sole use

### **Food & Drink**

We have a separate Food & Drink Policy to ensure healthy provision. Ofsted would be notified in any instance of food poisoning affecting 2 or more children from the setting. All staff have undertaken Food Hygiene Training.

### **Exercise & Physical Development**

In accordance with the Early Years Foundation Stage, children are provided with many opportunities to promote and enjoy physical exercise. Children learn the importance of and effects on their bodies of exercise and how important healthy practices are through activities, discussion and routines. Children take part in daily activities and outdoor energetic play to ensure exercise has been encouraged.

*“For I know the plans I have for you... plans to give you hope and a future.” Jeremiah 29:11*

***This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.***

### **Animals**

Animals visiting Woodlands are to the best of our knowledge, free from disease, safe to be with children and should not pose a health risk. Risk assessments are carried out by the visiting group or by the Pre-School as appropriate. All children wash their hands after contact with animals.

### **Food Handling**

Children bring in their own lunches; however Staff at Woodlands do prepare simple foods at snack time. Staff understand and comply with food safety and hygiene regulations where appropriate.

All food for snack and drink is stored appropriately in the fridge or Freezer.

All surfaces are clean and non-porous. There are separate facilities for hand washing and for washing up.

### **First Aid**

At least one member of staff with current Paediatric First Aid training is on the premises or on an outing at any one time.

### **Our first aid kit:**

Complies with the Health and Safety (First Aid) Regulations 1981.

Is regularly checked and re-stocked as necessary.

Is easily accessible to adults and is kept out of reach of children.

At the time of registration to Woodlands, parent's written permission is sought to allow staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary. Parents sign and date their consent.

### **Administering Medicine**

Only prescribed medication may be administered and this is only done where the time/number of doses cannot be organised to be administered by parents/carers before and after the child attends the setting.

In the case of a child who has a high temperature (above 38 degrees centigrade) oral Paracetamol may be given under direct authority of a parent or medical professional. Parents will sign a declaration when they collect their child.

Prescription medication must be in date and prescribed for the current condition.

Children taking prescription medication must be well enough to attend the setting.

Children's prescribed drugs are stored in their original containers, are clearly labelled by the pharmacist and are inaccessible to the children (stored in a locked drawer). Antibiotic treatments will be stored in a container within the fridge.

Parents/carers give prior written permission for the administration of medication. This states the name of the child, name (s) of the parent(s)/carer(s), date the medication starts, the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered.

The administration is recorded accurately each time it is given and is signed by staff. Parents/carers sign the record book to acknowledge the administration of a medicine when they collect the child each day.

If the administration of prescribed medication requires medical knowledge, training will be sought for all staff by a health professional.

Self-held medication i.e. inhalers are allowed within the setting and the use of which are to be individually discussed with parents/carers. An individual Medical Care Plan will be drawn up with details of where the

*"For I know the plans I have for you... plans to give you hope and a future." Jeremiah 29:11*

***This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.***

medication is to be stored and how children, particularly younger children will be supported in taking it. Parents/carers and staff will meet to discuss long term medical needs and how best to support the child within the guidelines of this policy and the Early Years Foundation Stage Welfare Requirements.

### **Our Accident Records**

The accident book is kept safely and accessibly. All staff and volunteers know where it is kept and how to complete it. Accident records are reviewed at least half-terminally to identify any potential or actual hazards. If a hazard is identified a separate risk assessment will be written.

### **Sick children**

We do not provide care for children who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease. If a child falls ill whilst at preschool parents/carers will be informed as per the contact details on the registration form. Any child who has had diarrhoea or vomiting should not return to Woodlands until they have been fit and well for at least 48 hours.

Guidelines on Infectious Diseases are displayed at Woodlands. These are referred to in order to adhere to recommended exclusion periods and actions required. If children have been unwell parents/carers are requested to telephone Woodlands before bringing their child in to discuss individual cases. The supervisor will consult the guidelines when making decisions about the child's return to pre-school. Parents are notified if there is an infectious disease, such as chicken pox at Woodlands. Ofsted is notified of any infectious diseases if a qualified medical person considers appropriate or as identified in the Public Health (Infectious Diseases) Regulations 1998.

Children with **headlice** are not excluded, but must be treated. Parents are notified if there is a case of headlice or parasitical disease.

HIV (Human Immunodeficiency Virus) may affect children or families attending Woodlands. Staff may or may not be informed about it. Children or families are not excluded because of HIV. Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times.

### **Records**

In accordance with the Welfare Requirements, we keep records of:

Adults: names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them. All records relating to the staff's employment with Woodlands including application forms, references, results of checks undertaken etc.

Children: Names, addresses and telephone numbers of parents and adults authorised to collect children from Woodlands.

The names, addresses and telephone numbers of emergency contacts in case of children's illness or accident.

The allergies, dietary requirements and illnesses of individual children.

The times of attendance of children, staff, volunteers and visitors.

Accident records, medicine administration records, emergency treatment and incidents.

**November 2018**

**Review: November 2020**

*"For I know the plans I have for you... plans to give you hope and a future." Jeremiah 29:11*