

Kid'n Around Kindergarten Health and Safety Policy

CHILDREN'S SAFETY AND WELL BEING

We believe that children learn best when they are healthy, safe, and secure, when their individual needs are met and when they have positive relationships with the adults caring for them.

All staff members must promote the children's good health, take necessary steps to prevent the spread of infections and take appropriate action when they are ill.

Our policy

Administration of medicine:

Prescribed medication, which is clearly labelled with the child's name, is administered by the kindergarten's nurse whilst the child is at kindergarten, and once handed over to a member of the staff, it will be stored in a locked medicine cupboard or refrigerated as appropriate (nurse's room).

Parents sign at the start of the session to authorise the nurse to administer prescribed medication. In addition, should a child develop a high temperature whilst at the kindergarten, with the parent's prior consent, the nurse can administer a single dose of Calpol/Panadol. Should a child's health state still warrant further assistance, parents/guardians are expected to collect their child from kindergarten.

The kindergarten nurse is responsible for administering medicine unless she is absent then it is the teacher's role to administer medicine.

First Aid: If a staff member administers first aid, the accident and first aid treatment must be recorded. Parents must be informed of accidents or injuries and the treatment given. We record information on the accident/incident report form. If you are unsure, you must speak to the kindergarten Nurse or the admin staff.

Recording accidents and informing parents: Members of staff who deal with an accident or injury must record the incident in the Accident / Incident forms and inform management. Parents are always contacted if a child suffers anything more than a trivial injury, or suffers a head injury, or if s/he becomes unwell, or if we have any worries or concerns about his/her health. Parents are encouraged to contact the kindergarten if they have any concerns relating to their child's health.

Non-Serious Injuries: Parents will be informed of the accident when the child is collected from the kindergarten at the end of the session. The records are reviewed regularly by Management and action is taken to minimise the likelihood of recurrence.

Preventing Infectious diseases:

- Notify the nurse, families, and other staff members when an excludable illness/disease is detected at the kindergarten (e.g. Hand, foot, and mouth diseases, COVID-19 symptoms).
- Complying with relevant requirements of the Ministry of Education, Ministry of Health, and Public Health Ministry department exclusion guidelines.
- Increasing staff awareness of cross-infection through physical contact with others.

Hygiene Policies: To teach the children:

- Wash their hands before and after eating.
- Wash their faces.
- Blow their noses in tissues.
- Wash and wipe themselves when they go to the toilet and wipe the toilet.
- Encourage them to brush their teeth at least twice a day.
- Encourage them to have a bath every day.
- Encourage them to use hand sanitiser.
- Keep their nails clean and short at all times.
- Hair should be clean, neat, and tidy at all times.
- Uniforms should be always clean and tidy.

Healthy Eating: Parents are requested to provide their children with healthy snacks such as sandwiches, cheese, vegetable sticks or fruits and other vitamin-rich supplementary food. They must inform the kindergarten if their child has any specific requirements or allergies. We also encourage them to bring a water bottle each day which their child can access whenever they want to. Each classroom is catered for with a water dispenser which the children can access daily.

Security: At all times, the security of the children in our care is paramount. Staff must ensure that doors are closed at the appropriate times. When on outside duty, the gates are always locked when children are in the playground. Children must be supervised at all times, both indoors and outdoors. The ratio of adults to children is 1-13. Staff must use their professional judgment at times when they may feel that they need more support to manage a group of children.

When a child is picked up after school, the child will be handed to the designated person. ie: parents, family members, nanny, or driver. When a person is not known to the staff, a parent will be contacted to confirm the pickup and proof of identity must be presented to the admin staff and a copy made.

The security guard is on duty at the gate and will ensure that no child leaves the premises without an adult.

School Trips: All teaching staff must accompany children to enforce record-keeping and supervision. All class teachers carry the attendance sheet, to monitor the children for seating arrangement (safety belts, not moving around while the bus is in motion). The nurse always accompanies the children, handling the first aid kit, as well as the allergies and medication list needed for the trip. Children must be supervised for the entire duration of the trip.

Adults looking after children must have appropriate qualifications, training, skills, and knowledge.

Knowledge and Understanding: Staff members must ensure that they are familiar with the policy, the legal requirements for working with children (EYFS Statutory Frameworks), and the requirements of the Ministry of Education, Ministry of Health, and Public Health Ministry.

