

# **Health and Safety Policy**

Blackwell Montessori Nursery Ltd is registered with Ofsted and has complied with the regulations recommended by the Environmental Health Authority and Worcestershire Fire Brigade.

Fire drill procedure is displayed on the notice board and will be carried out every half term and recorded in the register.

Fire extinguishers will be checked annually and staff will know how to use them. All fire exits will be kept clear to enable a thorough escape route.

A register of both adults and children will be completed as people arrive and leave so that a complete record of all those present is available in an emergency when the register will be taken.

Smoking is prohibited on the premises.

All accidents and incidents are recorded in a book and reported to and signed by the parents.

All adults, including parents and other carers will be aware of the system for children's arrivals and departures, an adult will be at the door during these periods. No child will be released to an unauthorised person unless we have been informed beforehand.

An insurance certificate is displayed on the notice board.

A person trained in First Aid will be present at each session and a correctly stocked First Aid box will be available.

The Child protection agency will be informed of any serious accidents or injury to, or the death of any child whilst in our care and we will act on any advice given.

No child will be left out of sight or hearing distance at any time.

All equipment and furniture will be checked every half term to ensure it is clean and safe.

Outside play area will be fenced and will be checked regularly for litter and dangerous objects.

All children will be encouraged to take responsibility for their own personal hygiene to prevent risk of infection.

Packed lunches will be stored in the fridge and fresh drinking water will be available at all times.

Medication either prescription or non-prescription can only be administered by the consent of parents/legal guardian and will be logged in a medical book. The book will then be signed by the person giving the medication and at the same time counter signed by a witness after each dosage. The parent will also sign the book when collecting the child.

Parents must inform us about any medical conditions or illnesses their child might have. We are not equipped to manage sick children. Parents are advised to keep children who are feverish or who have diarrhoea at home for at least 48 hours. The purpose of exclusion is to separate a child with potentially infectious disease from other children so the infection does not spread.

We will adhere to all recommendations set out in the Infection Control Guidelines 2012 published by Hereford & Worcester Health Protection Team.

This policy is to ensure a safe and healthy environment for all the children and staff attending the setting.