



Abacus Pre-School Nursery Ltd., c/o The Dassett C of E Primary School, Memorial Road, Fenny Compton,
Southam, Warwickshire. CV47 2XU. Tel: 01295 771050
Limited Company Number: 07276939. Registered Charity Number: 1141234

Health and Safety Policy

Our policy is to eliminate opportunities for disease to develop or spread within Abacus and to create a safe environment for children and adults.

HEALTH

As part of our admissions process, parents/carers will be asked to give details of any allergies or medical conditions their children have. Also any other significant health information about their child on the registration form which they complete.

To prevent the spread of infection, adults in the nursery will endeavour to ensure that the following practices are adhered to:

- Washing-up should be done thoroughly in hot water with detergent.
- Cups should be washed and dried with a clean cloth and stacked inside one another when completely dry.
- Clean drying up cloths should be used and changed on a daily basis.
- Separate cloths should be used for wiping down tables, surfaces and floors. A notice explaining the colour and use of the variety of cloths and mops is displayed in the kitchen.
- Hands should be washed before handling food and gloves and apron worn whilst serving food.
- Hands must be washed after using the toilet and children must be encouraged to do so.
- Cuts or open sores on adults and children should be covered with an appropriate dressing.
- Any spills of blood, vomit or excrement should be wiped up/soaked with sand and put into a yellow hazard bag (kept in kitchen drawers). This should then be disposed of. Rubber gloves must be worn when cleaning up bodily fluids. Floors should be disinfected with appropriate products.
- No medicines should be administered by anyone other than the child's parent/carer unless specific written permission is given. Forms for this are found in the office, the Manager/Deputy should administer and record with one other witness.
- Tissues should be available at all times and children encouraged to blow/wipe their noses when necessary. Soiled tissues should be disposed of hygienically.
- Children should be encouraged to cover their mouths when coughing.
- Spare, clean clothes should be available in case of accidents, these can be found in the nappy changing unit..



Abacus Pre-School Nursery Ltd., c/o The Dassetts C of E Primary School, Memorial Road, Fenny Compton, Southam, Warwickshire. CV47 2XU. Tel: 01295 771050

Limited Company Number: 07276939. Registered Charity Number: 1141234

- Plastic bags should be available in which to wrap soiled garments.
- Tables used for food/drink should be cleaned with anti-bacterial cleaner before and after use. Floors should be swept and mopped daily.
- The temperature of the fridge is recorded twice daily and kept to recommended temperature.
- If a child has had sickness / diarrhoea they must be kept away for 48 hours after the last bout to prevent cross contamination. If a child has been prescribed antibiotics they must be kept away from nursery for 2 full days, as this allows time for the medicine to be effective.
- Staff to be aware of the notifiable diseases which are to be recorded by the health protection agency. A list is on the wall by the front door and a poster by the signing in book for parents to look at.
- Hygiene rules relating to bodily fluids should be followed with particular care and all staff and volunteers should be aware of how infections, including HIV infection, can be transmitted.
- A notice may be put on display for parents to see so they can be aware of diseases or illnesses going around.
- If a child has an allergy a Care plan will be written with the parent/carer.
- A care plan will be written for any staff member with an allergy

SAFETY

- No child will be left alone in the room at any time.
- All children will be supervised by adults at all times and should always be in sight of an adult. Regular head counts are to be done and the number of children attending for the session recorded in the register and on the display board.
- Children will sit on chairs around a table whilst eating.
- Ratio of adults to children per session will not exceed the maximum allowed in line with the current guidelines.
- Parents/carers will be asked to advise the Manager or another member of staff if a different person will be picking up their child and, whenever possible, introduce that person to the staff. There may be times when someone is not allowed to collect a child for specific reasons and this person must be made known to the supervisor and staff. Written proof will be asked for by the manager. A password can be arranged if the parents/carers feel the need.
- All play equipment should be checked on a regular basis for weakness or damage. Daily risk assessments are done to monitor this.
- Within the pre-school there should be spaces for all adults and children to move safely and freely from one activity to another.



Abacus Pre-School Nursery Ltd., c/o The Dasset C of E Primary School, Memorial Road, Fenny Compton, Southam, Warwickshire. CV47 2XU. Tel: 01295 771050

Limited Company Number: 07276939. Registered Charity Number: 1141234

- Fire doors will be kept clear at all times.
- Heaters, electric power points, wires and leads will be adequately guarded.
- All cleaning materials will be stored out of the reach of the children. The kitchen door must be closed and bolted at all times
- There will be a fire drill once every half term. Children will be taught the procedure which is clearly displayed on all walls. All children and adults attending Abacus, including visitors, should be entered in the register every day.
- A member of staff will record all accidents and incidents in the relevant books. Parents /carers will be asked to sign the accident book before taking their child away from Abacus. A form is available to record existing injuries.
- Parents/carers will be asked to complete an accident form if their child attends Abacus with an existing injury that they sustained outside of Abacus.
- Abacus operates a no smoking policy.

This policy was adopted by the Abacus Pre-school Nursery Committee

Signed

Print -

Position held - Chair of Trustees

Date -