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ST JOHN'S COLLEGE
Cardiff

Nursery & Infants Health & Safety Policy

St John's College, Cardiff

NURSERY & INFANTS HEALTH & SAFETY POLICY

This policy applies to the following section/s of the School:
Nursery and Infant School

Version: September 2024

Health and Safety Procedures

This guidance should be read in conjunction with

- N&I Supervision and After School Care Policy including Arrival and Collection of children
- Whole School Sickness and Illness Guidelines
- N&I Toileting and Intimate Care Policy

General

- All staff are required to have regard for Health and Safety and to report any concerns to the HOD and the Director of Estates.
- Health and Safety is a fixed agenda item on weekly meetings to enable updates and concerns to be shared with Director of Estates.
- Risk assessment and health and safety checks are regularly carried out.
- Risk assessment forms are completed before any visits off site.

Site

- All hazardous substances will be kept out of reach of small children. Cleaning chemicals should be placed on the high shelf in the staff toilet and the door locked at all times.
- All electrical equipment will be tested as safe and properly installed; testing is arranged by the Director of Estates.
- Any electrical leads should be closely supervised and secured where possible.
- There is a ramped entrance and an accessible toilet for staff and visitors in the other buildings.
- There is a separate outside staff toilet.
- There are lockable outdoor storerooms.
- There is a washing machine to launder towels.

Learning Environment

- The Nursery and the Infant classrooms will be clean, safe and well maintained.
- The Nursery and Infant building will be well lit.
- The Nursery and Infant rooms will have non-slip floor covering. Carpets will be cleaned regularly as the children sit on the floor and food is eaten in these rooms.
- The Nursery and Infant rooms will be heated to the appropriate temperature.
- The furniture is of an appropriate size for the children.

Playground

- There is a well maintained spongy outdoor play area and the grounds are a mix of tarmac, paving and grass.
- The playground is a secure space with fob access for authorised staff only.

First Aid

- Selected staff receive appropriate first aid training so that there is a paediatric first aid trainer available to assist in school, on trips and during After School Club.
- First aid kits are available in each class.
- Parents are asked to sign a medical form at the start of each year which grants permission for the administration of Calpol, sun cream, Piriton, antiseptic wipes and plasters.

Recording Accidents

- Minor accidents and illnesses are recorded on the Google Drive Form and a copy is printed off to send home with the pupil.
- If a staff member is unable to access Google forms, paper versions are available.
- Major accidents must be brought to the attention of the Director of Estates and recorded appropriately.

Food

- All staff are required to wash their hands before serving food.
- Tables are cleaned before and after eating using wipes or specific food cloths.
- Nursery and After School Club toast/milk/snacks are stored appropriately either in the kitchen or Cottage Fridge.
- Nursery pupils eat lunch in their classrooms and are supervised by the teaching staff and assistants.
- R5 pupils begin the year by eating in their classroom and then transition to eating in the Dining Room.
- R6 and R7 pupils eat lunch in the Dining Room and are supervised appropriately
- Pupils with food intolerances and allergies, religious or ethical requirements are able to be catered for. The Catering Manager is able to discuss individual needs.

Snacks

- Infant pupils are able to bring a fruit snack for morning playtime. Parents are asked to cut grapes lengthwise and to not give fruits such as cherries with small stones. At afternoon play, Infants pupils are able to bring one small treat such as a cake bar, crisps or biscuits.
- Nursery pupils enjoy milk and toast in the morning (provided by school) and parents are asked to provide a fruit snack for the afternoon.
- As a nut-free school, parents are asked not to bring in any nut products and to check items such as cereal bars to ensure they don't contain nuts.

Drinks

- There is a water fountain in the playground for all to access during playtimes.
- All pupils are encouraged to bring a recyclable water bottle to school so they can have free access to water.
- Pupils who forget their water bottles are supplied with a cup to ensure they stay hydrated
- Staff will also serve extra drinks of water or squash to the children in hot weather.

Allergies

- Parents are asked to complete medical forms to outline any allergies.
- Piriton is kept in school and permission given at the start of the year. Parents are phoned before any Piriton is administered.
- A spare Epi-Pen is kept in the cupboard in R5. This is ideally to be used under the advice of a 999 call and instructions are kept in the box.

Medicine

- Parents are asked to sign a medical form at the start of each year which grants permission for the administration of Calpol, sun cream, Piriton, antiseptic wipes and plasters.
- Nursery and Infant staff will only administer prescription medicines that have been prescribed for the named child and are in date.
- Any medication given to a child is recorded in the class medical book and is witnessed by another staff member.
- Medication is kept out of reach of children.

- Any medication requiring refrigeration is kept in the Cottage fridge
- All parents will be phoned before any Calpol is administered in school
- Any pupils with specific medical needs will have a separate care plan outlining their individual requirements

Sun Safety

- Parents give permission for the use of school sun tan lotion.
- A water fountain is available for water when outside.
- School sun hats are available to purchase from the uniform supplies and staff ensure hats are worn. Spare hats are available for pupils without a hat.
- Gazebos are erected to give some shade and the possibility of a more permanent shelter continues to be explored.

Educational Visits

- Educational visits must be approved by completing the Google Form as early as possible before the trip date.
- An application form and risk assessment should be completed at least two weeks prior to the visit.
- Parental consent must be obtained and the cost considered as appropriate.
- Transport is arranged by Mr Prendergast and staff are not permitted to transport children in their own vehicles.
- The recommended trip ratio for adult supervision for R5 to R7 is 1: 6 - 8 depending on the nature and risk assessment of the trip which must include consideration of any ALN needs within the class.
- For Nursery, the recommended ratio is 1: 2-4 depending on the nature and risk assessment of the trip which must include consideration of any ALN needs within the class.
- On whole school occasions such as visiting church and Sports Day, all available staff will accompany the children, with a ratio of approximately 1 adult to 8 children.
- A local trip risk assessment is available for activities that take place within the local environment.
- The trip leader or Form Tutor will carry a copy of the children's contact details and medical forms.
- All pupil medication must be taken along with a first kit.
- Staff will take tissues, sick bag/bowl, baby wipes, spare clothes and sun cream (if weather permits.)
- Staff will provide the school office with a contact mobile number when off site.
- Pupils are to wear school uniform on trips to aid identification, unless the risk assessment states otherwise.
- Staff to ensure that appropriate clothing is worn for the weather and activities undertaken e.g. waterproof clothing, sun hat, warm coat.
- Teachers are required to give pupils a safety briefing and outline expectations of behaviour.
- All staff are responsible for pupil behaviour when on trips.
- On buses, try to avoid placing children behind the driver, on the front seats or next to the emergency door.
- All pupils must wear a seat belt and this should be checked by staff before the vehicle departs.
- Staff are expected to count pupil numbers especially when going on and off transport.