

White House Nursery

**97 West End Road
Ruislip
Middlesex
HA4 6JN**

01895-632681

Email: office@whitehouse-nursery.co.uk

Website: www.whitehouse-nursery.co.uk

Health and Safety

Our aim at White House Nursery is to maintain a safe and simulating environment to promote to the health and wellbeing of everyone attending.

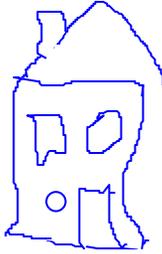
Hygiene:

To prevent the spread of infection **all** staff will promote good practice in the following ways:

- 1) When nappy changing a child is never left unattended on the mat and gloves and an apron are worn at all times. The nappy and wipes are disposed of in the nappy unit and the changing mat and apron are disinfected when finished. Each child has his/her own pot of sudocrem which is provided by the nursery.
- 2) Gloves are worn when dealing with **ANY** body fluids.
- 3) Hand-washing is encouraged every time a child uses the toilet as well as before mealtimes and before any cooking activity. The children are also aware of how to dispose of the paper towels in the correct way. Hand gel is also used and available at all times.
- 4) For children potty training each potty will be disinfected after use.
- 5) The tables and highchairs are cleaned before and after each meal.
- 6) The baby toys are changed and disinfected each week and soft toys are machine washed.
- 7) Each child's bedding is washed at the end of their weekly sessions or as necessary.

Food:

The nursery provides all food required for the children attending and the menu's reflect a variety of meals which run on a monthly rota. Alternative meals will be given to children if a parent wishes for them not to have a particular food or for religious or medical reasons. This is discussed and recorded prior to a child starting nursery. The cook comes to nursery in the morning to prepare the dinner / pudding and tea (when required) and holds a Food Hygiene Certificate. We ask parents to provide the formula milk for their child as well as bottles, which both need to be clearly named. Water or milk will be provided at mealtimes but the children have access to water throughout the day from their own named bottles provided by the nursery.



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Health and Safety (continued)

Illness / Medication:

If your child is ill he/she can only attend at the management’s discretion, acting in the child’s best interest. Certain medication including antibiotics can be administered by the nursery with the consent of the parent and this will be recorded in the medicine book in the following way:

Last Dosage:

I..... give permission for the nursery to administer.....mls
of.....to.....at.....Date.....

Signature of Parent.....Time given.....Staff Sign.....

Parent informed of administration: Parent Signature.....

Witnessed by

Refer to “Sick Children Policy” for when a child becomes unwell at nursery and the nursery policy on children attending if unwell. Infectious diseases such as, two or more cases of food poisoning or meningitis will be reported to Ofsted and RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

First Aid

First Aid will be carried out by the named first aider on site. A small first aid box will be kept in the locked cupboard under the sink in the baby room and a larger one will be kept in the kitchen. Any first aid treatment will be recorded in the accident book in the following way:

Date: Time:

Name:

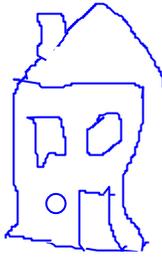
Account of Accident:

First Aid Treatment:

Staff sign:

Parent sign:

For any accidents where the injury is serious then Ofsted and RIDDOR will be informed.



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Health and Safety (continued)

Risk Assessment:

A daily risk assessment is carried out by the staff on early shift before the children arrive, which covers general safety checks. A more in depth risk assessment is carried out yearly. Gas, electrical equipment and fire equipment checks are also carried out yearly. Refer to “Risk Assessment Policy”. A separate risk assessment is carried out for outings, refer to “Risk Assessment-Outings” policy.

Fire Drills:

Fire drills are carried out at various times through the day and are recorded in the following way:

Date:

Time of Drill:

Number of Staff:

Number of Children:

Time taken to Evacuate:

Observations:

Actions:

All staff and students are made aware of the Emergency Plan on their first day at nursery.

Visitors to the Nursery:

We prefer for visitors to arrange an appointment to come to the nursery at times best suited to the nursery routine. This is in the interest of the children attending.

All visitors are required to sign in the “Visitors Book” on arrival.