

# **Parkview Pre-Primary Health and Safety policy**

Parkview Pre-Primary School believes that the health and safety of children is of paramount importance. We make our Pre-School a safe and healthy place for children, parents, staff and volunteers. Parkview Pre-Primary will comply with the Occupational Health and Safety Act no 85 of 1993, all its relevant statutory provisions and appropriate Approved Codes of Practice, and follow the best current practice in all aspects of its undertaking

## **Aim**

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

## **Methods**

All members of staff have a responsibility for the health and safety of children, parents, staff and visitors to the school. Meetings will be held regularly to discuss concerns.

**This Policy includes procedures regarding the following:**

- 1. Safety of Working Conditions**
- 2. First Aid and Medication**
- 3. Health and Sickness**
  - HIV/AIDs Policy**
  - Sickness**
- 4. Hygiene**
- 5. General Security**
- 6. Procedures for collecting children**
- 7. Emergency Procedures**

# 1. SAFETY OF WORKING CONDITIONS

All health and safety aspects of the indoor and outdoor environment will be continually monitored and appropriate risk assessments undertaken.

Our risk assessment process includes:

1. checking for hazards and risks indoors and outside, and in our activities and procedures.
2. deciding which areas need attention; and
3. developing a plan which specifies the action required, the timescales for action, the person responsible for the action and any funding required.

## Indoors

- Floor surfaces must be well maintained, in particular sand and water should be removed whenever spilt.
- Furniture must be well maintained. Care must be taken by staff and children to move furniture safely, i.e. children should be shown how to carry chairs safely.
- Electrical equipment which might be misused by children must always be supervised by an adult.
- Electrical equipment must be well maintained and checked regularly for faults.
- Chemicals, medicines and tools must be stored safely in designated areas to which children have no access.
- Stepladders must be in a sound condition and used safely.
- All staff should know how to turn off electric mains switches.
  - electric mains switch in office behind the calendar and a fuse box in the Seal classroom
- All doors and windows should be mechanically sound.
- All play equipment should be well maintained i.e. broken toys must be removed and mended.
- All plastic bags should be kept out of the children's reach.
- Children are taught how to carry, handle and store tools safely e.g. scissors, knives,
- Children are made aware of the dangers of heat sources and must be supervised at all times when near a heat source e.g. cooker, kettle, toaster.
- Staff should draw children's attention to safety issues involved in opening and closing doors.

## Outdoors

- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- All fixed and moveable equipment should be well maintained and checked frequently.
- Moveable equipment should be stored in an accessible, safe way in the storage shed.
- Hazardous low branches on trees and shrubs should be pruned regularly.
- All fencing and gates should be secure and in a good state of repair.
- All external gates should be kept closed.

- During hot weather children should be encouraged to seek shade if necessary, wear a sunhat and apply sun cream. Drinking water is provided and children are encouraged to drink regularly.
- Staff must remove fungi and other poisonous/unsafe plants.
- Each day staff carry out a visual check of the garden and remove dangerous objects in the garden before school starts.
- Mats are provided when necessary for activities like jumping and climbing.
- Staff should check children's clothing and footwear to ensure it is suitable and safe for physical activities.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials - including paint and glue - are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.

## **Safety Checks**

Safety checks are made on an ongoing basis using the following list:

### **Outdoors**

- climbing frames
- safety surfaces
- hazardous objects
- all outdoor apparatus
- all wheeled toys
- fungi/trees and shrubs
- fencing
- gates
- sheds and outdoor house

### **Indoors**

- electric sockets and safety plugs
- electrical appliances
- doors internal and external
- safety surface in wet area
- hazardous substances (storage of)
- general care of all play equipment



## 2. FIRST AID AND MEDICATION

We aim to provide basic first aid training to all staff on a regular basis. First Aid stations are located in the Office and in the Kitchen. They should be regularly checked by designated staff member and restocked as necessary. First aid kits are to be carried on each educational outing.

Children's prescribed medications are stored in their original containers, are clearly labeled and are inaccessible to the children. Parent to give permission for the administration of medication by completing a consent form. . Appendix 1

All serious incidents should be recorded in an incident report form Appendix 2

### FIRST AID

#### Bleeding:

- Disposable gloves must be worn when dealing with any body fluids.
- Bleeding needs immediate attention
- Apply pressure to the wound avoiding direct contact with blood. (When possible, the injured child should apply pressure to her own wound).
- Do not move the injured person, until the bleeding is controlled. (This is to keep the blood spill in one area).
- In cases of grazes and small cuts, hold briefly under running water: clean with cotton wool and disinfectant, dry and cover with waterproof dressing.
- Hands must be **washed immediately** after any contact with blood.
- Hands must always be washed after gloves are removed. **GLOVES DO NOT SERVE AS A SUBSTITUTE FOR HAND WASHING.**
- If blood splashes onto mucous membranes (eyes, nose, mouth), flush immediately with **running water.**
- Minor cuts and grazes should be cleaned with cold water. More severe cuts should be covered with a clean dressing.
- Ice/ Arnica should be applied to bruises or swellings.
- Parents should be informed of any injuries when their child is collected. However, in the case of a more severe injury parents should be contacted immediately. If parents cannot be contacted, staff will act 'in loco parentis', taking the child to the local surgery or hospital if necessary.
- If a child becomes ill during the morning, e.g. diarrhoea, vomiting, high temperature etc. parents will be contacted immediately.
- Parents are advised that in cases of sickness/diarrhoea, children should be clear before returning to the school.
- Parents should notify the school about any infectious diseases e.g. German measles, chickenpox, impetigo.
- The school should also be informed of cases of headlice or threadworms. It is the parents' responsibility to treat these. A child may not attend school with head-lice and may only return to school with a clearance certificate from a doctor or clinic.

- All staff should be informed about children with a particular medical condition e.g epilepsy, asthma, severe allergies etc. and a clear notice of allergies should be displayed in the kitchen and the office.
- Staff should wash their hands with soap and water after helping children in the toilet or dealing with any accidents.
- Staff should wash their hands with soap and water before preparing or serving food.
- Staff should be encouraged to take care of their own health and undergo regular health tests,
- Any child with an infectious illness should be kept in a comfortable place away from other children until collected by a parent.

**Our first aid kit:**

- complies with the Government Guidelines for ECD centres
- is regularly checked by a designated member of staff and re-stocked as necessary;
- is easily accessible to adults; and
- is kept out of the reach of children.
- At the time of admission to the Pre-School, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
- All medication to be administered

### **3. HEALTH & SICKNESS**

#### **HIV/AIDS**

Parkview Pre-Primary provides for children with HIV and AIDS in its admission policy. Children and families are not excluded from the school because of HIV. The Human Immunodeficiency Virus (HIV) is a serious infection but can be prevented. In the childcare setting, blood is the most likely cause of the spread of HIV. We cannot tell who is infected by a virus and who is not. Protective measures must therefore focus on preventing exposure to blood. Hepatitis B Virus (HBV) is also a serious infection but can be prevented by washing hands and keeping toilets clean. The HBV or HIV infected child or staff member is not a risk of infection to others in the childcare setting when universal precautions are followed. Universal precautions are the careful measures that help prevent the spread of all diseases if all blood, as well as other body fluids, are treated as if infected.

#### **UNIVERSAL PRECAUTIONS**

(Universal precautions must be practiced on all children regardless of their HIV Status)

- ❖ Never touch anyone else's blood
  - ❖ Gloves, must be worn at all times when treating an open cut or wound.
  - ❖ Immediately apply pressure to stop the bleeding using a towel or clean cloth.
  - ❖ Wash the wound / cut with running water, being careful not to touch the blood.
  - ❖ Clean the wound with betadine or detol
  - ❖ Place a bandage or plaster over the wound so that it is completely covered.
  - ❖ If bleeding cannot be stopped, wrap a towel around the wound. Cover with cling wrap and apply pressure, phone the parents to inform them of the seriousness of the situation, and if they are unavailable the teacher must take the child to the nearest doctor
  - ❖ Gloves must be worn when changing nappies or handling any bodily fluids, even though the virus cannot be spread through urine, mucus, faeces or saliva.
  - ❖ Use a bleach solution when cleaning surfaces.
  - ❖ Dilute blood spills with bleach when accidents occur
  - ❖ Make sure that all blood stained items are disposed of properly
  - ❖ Make sure that no sharp objects such as razors, blades or broken glass are lying around
  - ❖ Any child or staff member with an open cut or wound may not have contact with other children or staff until the wound has been properly covered.
  - ❖ Staff and Teachers must always have access to a well- equipped First Aid Kit.
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- Children, staff and parents living with HIV/AIDS shall be protected against all forms of discrimination.
  - No staff member, child or parent shall be forced to undergo testing, but time off will be allowed if a staff member should choose to go for testing
  - Confidentiality regarding the HIV status of a child, parent or staff member will be maintained

## **4. Hygiene**

### **General hygiene and food hygiene**

The school has clear procedures to ensure that a good standard of hygiene is maintained by staff and children. .

- Our daily routines encourage the children to learn about personal hygiene
- We have a daily cleaning routine for the Pre-School which includes the classrooms, toilets, kitchen and office
- Staff who prepare and handle food comply with food safety and hygiene regulations
- Children should always wash their hands after using the toilet and after completing 'messy' activities – particularly before handling food e.g. snack time and baking activities.
- When wet or soiled, a child should be cleaned before putting on clean clothes. Soiled/wet clothes should be bagged and sealed. Disposable gloves should always be used for the above procedures..
- Cooking equipment should be kept in the designated cupboards and should always be put away clean.
- Tables used for food preparation/cooking should be cleaned properly before and after use.
- .The kitchen should only be used for preparing/cooking food and washing up. All other washing up tasks should be carried out at the outside sink.
- All food and drink powder is stored properly
- Adults should not place hot drinks within reach of children
- Snack times are appropriately supervised and children do not walk about with food and drink
- Fresh drinking water is available to the children at all times.

# **CLEANING EQUIPMENT**

## **Bathrooms**

Mops marked 'bathrooms' should only be used for bathroom areas.

YELLOW coloured cloths should be used for basins, taps and surrounding tiles.

MUTTON cloths should be used for toilets and urinals.

Cloths should be soaked overnight in a solution of disinfectant.

Rubber gloves should be worn when cleaning bathrooms and toilets.

## **Kitchen**

Striped cloths should be used on all kitchen surfaces.

Cloths must be changed every day.

All cleaning materials should be stored in original packaging in a locked cupboard in the kitchen.

Cloths should regularly be washed in a washing machine at a high temperature.

## **Classrooms/ Office/ Outside Tables**

All other surfaces should be cleaned with general purpose cloths – GREEN.

Cloths should regularly be sterilized in a hot solution of disinfectant.

A dry cloth should be available in every classroom and office every day.

## **Wooden Floors**

Wooden floors must be swept and then cleaned by using a squeegee soaked in a mild solution of dishwashing detergent.

## **Blood & Bodily Fluids**

Blood and bodily fluids should be cleaned with tissue/ paper roll/ toilet paper or any other disposable material. Area should then be cleaned with suitable disinfectant.

## **Equipment**

Equipment used for cleaning bathrooms should not be left in any area accessible to children.

Mops are to be stored in an area behind wooden gate to alleyway.

Mops should regularly be cleaned in a hot disinfectant solution.

Mops should be stored with the mop head facing upwards (inverted) or hanging. They should not be cleaned in a sink that is used for food preparation nor should they be left soaking in dirty water.

## **5. Security**

Procedures are in place to ensure that the security of premises, personal property and valuables is assured.

### **GENERAL SECURITY**

Systems are in place for the safe arrival and departure of children.

- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- Entrance gate to be attended by a member of staff at peak arrival and going home times i.e 7.30 – 8.30 and 12 – 1pm
- Staff member on gate duty should make every effort to monitor who is going home and should alert the office if a stranger attempts to enter the premises.
- A panic button should be carried by staff member on gate duty.

- **Building**

- The caretaker should ensure that all doors and windows are closed and locked when the premises are not in use.
- The outdoor shed and rooms should be locked/padlocked outside school hours.
- The alarm system should be activated when the last person leaves the premises.
- The front gate door should be the only access for parents and visitors. All other external doors must be locked whilst the building is in use during school hours.
- Alarm system to be regularly checked and tested.
- Staff to be extra vigilant in times of power failure
- Bolt at front gate to be used as a back-up when power fails
- Master key for driveway gates is held on the noticeboard on the office. Under no circumstance should this be removed from the premises.
- Those issued with the code for the front gate keypad should be noted in the register.

## **6. COLLECTION PROCEDURES**

- Parkview Pre-Primary has an agreed procedure for the safe collection of children.
- The school has an agreed procedure for the safe collecting of children:
- Staff can only allow children to leave the school with an adult other than a parent if they have been notified beforehand. i.e parent has informed an educator or secretary of the arrangement and it is written in the message book. If another person arrives unannounced to collect a child, they will politely be asked to wait until their identity is ascertained. A member of staff will look after the child until a parent has been contacted by telephone to give permission.
- Children will not be allowed to leave the school with older siblings or other children (unless over 16 years of age).
- Staff are to be especially aware of all children at home time to keep them safe.
- Parents/carers are responsible for their older/younger children whilst collecting their child who attends the school.
- If a parent does not arrive to collect their child, a member of staff will telephone
- the home/emergency number and the children will be looked after until the parent arrives.

# **Emergency Procedures**

In emergency situations the building should be vacated as soon as possible. Children and staff perform regular fire drills. Fire extinguishers are checked and serviced bi-annually by a registered fire company.

Our emergency evacuation procedures are explained to new members of staff and are practiced regularly. Records are kept of fire drills and the servicing of fire safety equipment.

## **What to do if you discover a fire**

- Raise the alarm
- Staff to escort all children out of the building.
- Head ensures the building is empty and collects the registers, file with children's details, student attendance book, portable phone and keys to outdoor gates.

## **Evacuation**

- Children must walk quietly out of the building through the nearest safe exit.
- All students, visitors, parents and other ancillary staff must vacate the building.

## **Summoning the emergency services**

- The secretary will telephone for the Fire Service or detail another member of staff to do so.

## **Assembly**

- Children will assemble at a previously arranged meeting point

## **Register**

- When children are assembled the teacher will count them. The number will be checked against the register. Should there be any persons missing an immediate search will be made.

## **Contact Parents**

- Class moms to be contacted who will in turn notify the parents to collect their child from the assembly point.



PARKVIEW PRE-PRIMARY SCHOOL  
INCIDENT REPORT FORM

<b>NAME OF CHILD</b>	
<b>DATE OF INCIDENT</b>	
DESCRIPTION OF ACCIDENT/ INJURY / INCIDENT	
WHERE DID IT OCCUR?	
WHEN DID IT OCCUR?	
WHO WITNESSED THE ACCIDENT/ INJURY/ INCIDENT?	
WHAT WERE THE INJURIES OR SYMPTOMS?	
WAS THERE BLOOD PRESENT – IF SO HOW MUCH AND WHERE WAS IT?	
WHAT TREATMENT WAS GIVEN?	
WHEN WAS THE PARENT NOTIFIED? HOW?	
DID THE PARENT COLLECT THE CHILD AND AT WHAT TIME?	
SIGNATURE AND DATE - STAFF MEMBER	
SIGNATURE AND DATE – PARENT	





# MEDICINE ADMINISTRATION CHART

NAME OF CHILD:

NAME OF MEDICINE:

INSTRUCTION OF PARENT OR GUARDIAN: (Frequency, dosage/volume)

SIGNATURE OF PARENT/ DATE

GUARDIAN

DATE TIME \*SIGNATURE

*\*SIGNATURE OF STAFF MEMBER WHO ADMINISTERS THE MEDICINE*

**APPENDIX 7**

**Management Checklist - cleaning audit tool**

<b>Date:</b>			
<b>Check list undertaken by:</b>			
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>General environment</b>			
Surfaces are clean			
Furniture is clean and in a good state of repair			
<b>Toilets</b>			
Toilet areas are clean & free from extraneous items			
Toilets are in good repair			
Toilets are cleaned at least twice daily			
Toilet rolls on holders are available in each cubicle			
Soap is available for all washbasins			
Toilets are well ventilated			
<b>Drinking Water Facilities</b>			
Taps are clean and not located in toilet areas			
<b>Floors</b>			
Carpets and rugs are vacuumed every day			
Carpets are washed after soiling and steam cleaned at least once a year.			
Mops, buckets and cleaning equipment are labelled or colour-coded to identify the area in which they are used and stored inverted Appendix .....			
<b>Chairs/dining tables</b>			
Tables are clean & regularly washed before and after meals			
Chairs are clean & regularly washed after meals			
Floors are swept and washed after meals.			
<b>Bins</b>			
Bins are cleaned and emptied daily			
<b>Walls/Ceiling/windows etc</b>			
The school environment is clean (including tiles and walls)			
Cleaning products are stored in a locked cupboard away from children and are in date			



