**Naíonra Dhún Dealgan**

**General Childcare Health and Safety**

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**Safety Statement**

**Here in Naíonra Dhún Dealgan we adhere to the following procedures:**

**Premises indoors**

* Childproof lock on doors, windows and cupboards
* Thermostatically controlled hot water
* Electrical sockets covered with inserts when accessible to children
* Safe storage of toxic substances
* No smoking in building

**Furniture**

* All furniture checked for sharp edges and finger traps
* Tables and chairs are child sized

**Fittings**

* Floor coverings are hygienic and non slip
* Any soft areas are easily maintained and regular washing takes place

**General Policy - Health and Safety**

Safety is an essential element of childcare. Parents rely on carers to make sure that their children are safe while they are being cared for, it is the Naíonra’s Policy to provide a safe and secure environment for the children in its care, and it is our policy to protect them from danger, infection, and abuse and to educate children to keep themselves safe and healthy.

In particular the setting has a **responsibility** to:

* Implement legal requirements for health and safety in a childcare setting.
* Consider ways of dealing with accidents, injuries and emergencies
* Take into account the fact that different children have different needs with regard to safety e.g. infants, children with special needs etc

**Aims**

* Maintain a safe environment for the children in one’s care
* Identify hazards in the environment, both inside and out
* Protect children from hazards
* Understand the importance of keeping records essential for the safety of children
* Consult with parents and other main carers on safety matters
* Understand our responsibility with regard to protecting children from infectious disease
* Provide children, parents and other adults with a positive role model with regard to safety
* Modify the health and safety procedures used by Naíonra Dhún Dealgan
* Appoint suitable staff to carry out these procedures
* Offer ongoing staff training in health and safety matters
* Review these procedures at least annually

**Maintaining the Safety of the Children**

* To ensure the safety of the children at all times the level of supervision must always be in line with statutory requirements
* Team leaders must ensure the safety of children in a calm and relaxed way and avoid being overprotective
* It is important to ensure that children understand the need for safety rules and supervision as soon as they are old enough to do so. Children should be encouraged to take some responsibility for their own safety.
* Agreed policies and procedures for the collection of children should be adhered to so that they are not handed over without authorization

**Risk Management Policy**

The Health and Safety of the Children and Staff in Naíonra Dhún Dealgan is Paramount. We ensure this by caring out various risk assessments. Risk assessments are carried out every day indoors and Outdoors. This would include ensuring that the layout of the room is free from any hazards or obstructions. Toys and equipment are checked every day. Anything broken will be fixed or binned and replaced. All Toys and equipment are cleaned and sterilized daily/weekly. The outdoor area is checked daily cleaned of any debris..Rubbish, leaves etc. our outdoor area A record of these risk assessments are kept every day. We also carry out a risk assessment when going on outings. To minimize the risk of infection children and staff are encouraged to wash hands throughout the day, before eating, after toileting, sneezing, blowing their nose, messy play.etc. Parents are also given a list of infectious diseases, which includes important information and exclusion periods.

**Fire Policy**

In the event of a fire the main priority will be the quick and safe evacuation of the building. Avoiding the scene of the fire, members of staff should be alerted verbally. It is important that the fire is sealed off by closing all doors. Fire bell should be set off and the following procedures followed.

* Blow whistle
* Instruct children to stop playing and raise hands in the air
* Count children before evacuation
* Lead out by designated fire exit one by one
* Fire safety officer will take roll book outside
* Adult at front and back of line
* Check toilets, room and leave last
* Children in both rooms exit with staff through emergency exits, if fire is near emergency exit use the main entrance and proceed to fire point - PLAYGROUND IN FRONT OF GAELSCOIL where roll will be taken.
* Call fire brigade.

**Once outside DO NOT RE ENTER BUILDING**

* It is essential to practice fire drills regularly.
* A record of all fire drills will be kept; included in this will be date, times and evacuation procedure and duration.
* Smoke alarms will be checked and a record of this will be kept.
* It is also essential to alternate drills.

The allocation tasks as mentioned above would be carried out by the supervisor/team leader of each room. In the event of those persons not being present another member of staff will take over this task.

**Emergency Procedures**

* It is important that staff and other adults in the setting are familiar with the emergency procedures and how to carry them out
* Staff should be aware of what emergency procedures must be agreed and carried out once a month
* Prompt action should be taken if rehearsals show up any difficulties in using the emergency procedures
* In a real emergency it is important to take quick action and to follow emergency procedures accurately and calmly
* Each member of staff should be clear about their role and safety officers should be available
* All accidents should be recorded
* Information about how to contact parents in an emergency should be readily available

**Coping with Accidents and Injuries**

* A first aid box should be kept in a safe place and be easily accessible to adults at all times
* The contents of the box should be checked and replaced by the First Aid Officer
* If a child has and accident or injury a quick decision is needed on how serious it is and whether medical help is needed
* All actions in relation to accidents should be undertaken quickly and calmly and the child should be reassured at all times
* A child’s medical form and records should be readily available to Naíonra staff. Staff should be aware of children with particular health problems
* Accidents and injuries should be dealt with in a hygienic way in order to protect others from infection
* It is important to be able to comfort and reassure a child who is injured or upset
* Accurate records should be kept of accidents and injuries
* Parents should be informed as soon as possible of any accident or injury to their child in a calm and clear manner by a designated member of staff.

**Accident Procedure**

Our Lady of Lourdes Hospital: 041 98 37601

Infection Control: Area Medical Officer 042 93 32287

Poison Centre Beaumount: 01 8379964

In case of serious accident staff should follow emergency procedure. Inform room leader/ appoint a member of staff to stay with children

**Phone: 999/ hospital and then contact parent**

* Give child’s name
* Date of Birth
* Address
* Parents Name

**Give details of incident**

* Time of accident
* Description
* Time child last ate food
* Any allergies
* Childs response/vital signs

**Remain calm and give message clearly**

In case of serious injury ambulance must be called. Staff member should accompany the child if parent cannot be contacted. No member of staff is authorized to sign a consent form for treatment.

**Infection Control Policy**

Naíonra Dhún Dealgan is aware of its responsibility to minimise the risk of transmission of infection to other children and staff. To ensure this Naíonra Dhun Dealgan stipulates that children/ adults do not attend the service with infectious diseases, which pose a risk to others. They should not return to Naíonra until the risk of infection has passed.

All Staff receive safety and hygiene training, they are aware of the importance of hand washing and good-hygiene procedures, and the necessity to protect themselves in the event of having to clean up body fluids spills.

All staff receive an induction on the policy and procedures pertaining to minimising the risk of transmission of infection to children and other staff.

All serious injuries, child going missing, and any outbreak of infectious disease will be reported as soon as possible to Tusla.

**Hand Washing Policy**

Children and Staff will be encouraged to wash their hands with warm water and anti bacterial soap after messy play, blowing their nose, sneezing on hands…also before eating and after they use the Toilet. Children will also wash their hands after outdoor Play.

**Pest Control Policy**

Naíonra Dhún Dealgan is aware of its responsibility to minimise infections in the setting. To ensure this Naíonra Dhún Dealgan have employed Dundalk Pest Control to check and monitor that the setting is pest free. As well as this the setting is cleaned thoroughly and checked on a daily basis.

It is the role of Dundalk Pest Control to come into the setting every 2 months to inspect the setting and monitor the bait boxes. Records are kept for inspection.

**Keeping children safe on outings**

* It is important to choose an outing that is suitable in terms of both their safety and their development
* The minimum requirements for the ratio of adults to children are 1:3
* Consent forms must be signed by all parents before children are allowed to go on an outing; these must include permission to take action in the event of an emergency and information on the child’s health/doctor etc
* Parents are welcome to come along with their own child.

The following information must be readily available to the staff on an outing:

* A register of all children present must be kept and these must be checked regularly
* Children’s clothing should be suitable for the outing and weather, (ie sun cream hats raincoats and wellies) parents must be informed of any special clothing requirements but have the final say about what their child wears
* Non controversial clothing must be adhered to when requested
* A first aid box must be brought on the outing
* Two fully charged mobile phones must be taken on outing
* A risk assessment must be done in advance
* Transport should be carefully planned and adequate insurance; NCT should be seen and photocopied in advance.
* Transport must be suitable and safe for journey. Each child must have their own seat belt. If safety requirements are not in place. Another form of transport must be arranged.

**Risk Assessment on Outings**

* Area must be checked prior to visit ie local Park or nature walk - is route to park safe?
* Do you have to cross any main roads?
* Is there any stray animals running around?
* check for animal droppings, glass, needles or anything else that might put a child in any kind of danger
* If going on a tour i.e. farm/Play area
* Check area in advance
* Look out for any possible health hazards or risks
* Find out how many other groups will be attending on the day
* Arrange for children to wear same colour tops or hats/uniforms
* Child to wear tag with name and contact number
* Check out bus companies insurance, NCT, drivers license ask for a copy
* Make sure bus is in good repair , seat belts, breaks,

**When going out on any kind of outing the following items must be brought along:**

* The correct ratio of staff
* Child’s contact numbers
* Childs medical details
* First aid box
* Qualified first aid person
* Two charged mobile phones

**Arrival and Departure Policy**

In Naíonra Dhún Dealgan it is important to ensure the health, safety and welfare of all the children in our care.

On registration all parents will receive a commencement date, start time and departure time. Due to stringent regulations relating to staff/child ratios and our insurance conditions we ask that parents bring children in at 9.00. We also request that parents wait at main gate at 12.00. Late collections may jeopardize your child’s place in the Naíonra due to the implications this presents in the effective running of the service. We would ask therefore: That all children arrive/ depart at the time allocated and agreed in the contract. Only named persons on contact list will be permitted to collect/leave child unless stated by parent on day that somebody different will be collecting child. Persons under 16 cannot collect children unless she/he is child’s biological parent.

* Parents should take extreme care on exiting the building.
* Please do not park in front of car park entrance as this exit must be kept clear at all times for safety reasons.
* Your child is no longer our responsibility once they have been collected. Unsupervised children may be in danger from vehicles passing and reversing on main road.

**Collection of Children**

In maintaining the safety of children from abuse of abduction it is important that they are only collected by a named person or guardian

* Parents must let the Naíonra supervisor know who will normally collect the child.
* Parents must inform the Naíonra of any change in person collecting the child the name of the person must be given to the Naíonra
* The so named person must go to the Naíonra manager to make themselves known before the child will be handed over
* In the absence of the manager an agreed member of staff will take on this responsibility
* No child under 16 will be allowed to collect a pre-school child
* A child will not be handed over to any other than a named parent, guardian, relative of family friend.
* A child will not be handed over to any Person under the influence of alcohol or drugs.
* In the event of a family dispute between Parents, Grandparents, a written letter must be handed to the Manager stating you no longer give the other person permission to pick up the child. If circumstances change another letter must be sent in stating this.

**Accident / First Aid**

Naíonra Dhún Dealgan will ensure that the first aid equipment is kept clean and replaced.

**Accident**

* Appropriated first aid administered
* A signed and witnessed accident form must be completed as soon as possible after the event
* Parent should be informed and sign report
* If another child is involved, names must not be used for confidentiality
* The accident form should be submitted to team leader who will bring it to the attention of the health and safety officer

All accidents will be kept on record and provision monitored. Our aim is to have all staff fully trained in first aid. There will always be a fully trained first aider in each room at all times.

**Sun Protection Policy**

As outdoor play is an essential part of our daily routine, it is necessary in the summer months and warm days:

* Children should have sun cream applied prior to arrival; parents should supply and bring their own sun cream, with the child’s name on it for re-application during the session.
* Parental consent will be obtained and held on file for staff to apply sun cream to children.
* Naíonra will keep a small supply of factor 50 sensitive sun cream for use when a child arrives and does not have sun cream with them.
* Sun hats and suitable clothing should be worn. Suitable footwear to enable children to move freely and safely outside should also be worn...no flip flops etc.
* Parents who do not apply sun cream on their child and who do not wish for the Naíonra to apply sun cream, must ensure that their child wears appropriate clothing, such as tops with long sleeves , long trousers, and sun hats that cover as much of the face and neck as possible.
* Children that come into the Naíonra without sun cream and appropriate clothing will not be permitted to play outdoors. This is for the children’s own health and safety.

**Outdoor Play Policy**

Outdoor play is an essential part of our daily routine. Children get a lot of fun and enjoyment from playing outdoors. It is a great way to encourage a child’s overall development. A wide range of equipment and toys will be outside for the children to avail of , such as Sand, Water, Basket ball nets and balls, rackets, cars, storytelling, children will be given the choice to take out certain toys..such as mats and cars, blankets and tea sets, dolls and prams..etc.

In accordance with Tusla Early Years Services Regulations 2016, we provide opportunities on a daily basis for outdoor play. We promote outdoor play and fresh air for the health and well being of our children.

The health, Safety and Wellbeing of the children is paramount. To ensure this, various steps are taken:

**The following general Outdoor Play Policy is common to all Sections:**

* Ensure the staff : child ratio is correct
* A staff member qualified in first aid will always be outside with the children, to administer first aid if and when necessary.
* Suitable clothing must be worn for outdoor play. This would include warm coats with hoods, hats, scarves, gloves during winter and colder weather. The same consideration should be given during the summer and warmer months. Hats and sun cream must be worn.
* Suitable footwear to enable children to move freely and safely outside should be worn all times.
* Ensure outdoor clipboard is present for rolls
* Ensure the gate is pulled across the entrance and a member of staff is standing at the gate during play time.
* Ensure equipment and toys are clean and dry
* Daily risk assessment is carried out to check yard for any rubbish or dangerous objects
* Make sure that the shed key is hanging up on hook and when toys are taken out,
* Make sure that the shed is locked while children are playing
* Check all outdoor toys are safe to use
* Observe, supervise and interact with children while playing

**When returning inside:**

* Store toys away
* Ensure the shed is locked and the key put back inside Naíonra
* Line children up and do a roll/ head count outside
* Do a roll/head count inside building
* Wash all hands, children and staff

**During summer / warm weather:**

* During the summer months, parents are expected to provide the Naíonra with labelled sunscreen for their child, as well as a sunhat and suitable clothing. These must be put on the children before going outside.
* Sunscreen must be applied each time the children go outside to play.
* Sunscreen must be reapplied after excessive physical exercise, running or water play.
* During the summer months, we request that parents apply sun screen on their child each morning before coming to the Naíonra.

**Outdoor play times:**

Opportunities for outdoor play are available every day

11.00 – 11.30 / 11.45

**Fresh Air:**

Children in all sections have access to fresh air while indoors by provision of open windows in all Rooms.



**Parental Consent Form for medicine to be given**

**Child’s name:**

**Date of birth:**

**Name of medicine:**

**Route of Administration**

Oral:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inhaled:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dosage to be administered:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Times to be administered:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If appropriate, the date of completion of medication\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_

Signature of persons who will administer medication:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_

N.B. Medication would be kept in original container and should accompany the child to the pre-school. This form to be completed in duplicate.

* Copy to Parent/Guardian
* Copy for Naíonra

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Medication:** | **Date:** | **Time given:** | **Given and witnessed by :** | **Parent/guardian signature:** |  |  |  |  |
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**EMERGENCY CONTACT LIST**

GARDA: 042 93 35577

LOURDES HOSPITAL: 041 98 37601

FIRE BRIGADE: 042 93 34666

INFECTION AREA OFFICER: 042 93 32287

POISON CENTRE: BEAUMOUNT: 01 8379964

DUTY SOCIAL WORKER: 042 93 92200

PUBLIC HEALTH NURSE: 042 93 89730

Eircode: A91D797

All Children’s contact details will be clearly displayed on the fire door in each room. Parents are asked to notify Naíonra straight away if they change their contact details.