



HEALTH & SAFETY POLICY

Our Mission Statement

Creating a child centred, safe learning environment which is underpinned by the physical, emotional, mental and spiritual wellbeing of each child; focusing on children's interests whilst providing a challenging curriculum and enabling environments to support children to strive and be prepared for the next stage of their learning journey

LAST REVIEWED ON	SIGNATURE
December 2018	S. MADARI
December 2019	S. MADARI
February 2021	S. MADARI
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HEALTH AND SAFETY POLICY

Policy Statement

The health, safety and welfare of children, staff and visitors to Taqwa Nursery is a high priority for the Management Team and Board of Trustees.

The Management Team/Trustees recognise their responsibility to maintain high standards of health and safety and will take all reasonable steps to fulfil this responsibility.

The Management Team/Trustees will pay particular attention to meeting the requirements of the Health & Safety at Work Act 1974 and all other relevant statutory requirements. In order to achieve these objectives, they will:

Determine the management arrangements for implementing the policy

Set out the arrangements for ensuring policy requirements are achieved

Review the policy on a regular basis and make revisions as appropriate

Management Arrangements

The Trustees are responsible for ensuring the appropriate management procedures and systems of work are developed, agreed, implemented and reviewed to ensure the effectiveness of this policy.

The Manager

The Manager is responsible for the day-to-day implementation of the policy, for ensuring that staff are aware of their responsibilities and for bringing issues related to this policy to the attention of the Trustees.

The Nursery's Arrangements

- Ensuring adequate assessment of significant risks, which may form hazards in educational activities, in the form of daily logged risk assessments
- Ensuring safe practice
- Making arrangements to deal with premises management issues, e.g. Repair and maintenance of buildings,
- Control of the contractors and implementation of emergency procedures

Health and Safety Policy

- Ensuring that accidents and hazards are recorded and reported as appropriate and that appropriate remedial action is taken.
- Maintenance of the Accident Logs held by the Nursery Administration Officer or Manager on the Nursery computer. All accidents and dangerous occurrences will be investigated and the Manager is responsible for ensuring any necessary remedial action is implemented.
- The Manager is responsible for making sure that all medical information and emergency contact details on the children's registration documents are up to date and accurate
- If a parent/guardian deems their child unwell (not well enough to attend Nursery), they should inform the Nursery as soon as possible by calling or sending a text message to the Nursery. The Nursery will log the reason for absence.
If a child becomes sick or unwell at Nursery, the Nursery will try to contact the parents/guardians in the first instance. If there is no response from the parents/guardians the Nursery will use the child's emergency contact details from their registration forms to arrange the child's collection.

Hazards

The 1974 Health and Safety at Work Act states "It shall be the duty of every employee while at work: to take reasonable care for the health and safety of themselves and of any other person who may be affected by his/her acts or omissions at work, and/or under any of the relevant statutory provision, to co-operate with him/her so far as it is necessary to enable that duty to be performed or complied with"

The Act also states:

"No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions."

Therefore, it is expected of all employees:

- To know the safety arrangements relevant to their area of the Nursery and ensure they are adhered to.
- To carry out safety checks of the activities for which they are responsible and advise the Manager of any areas of concern requiring action. This should be recorded in writing on the Daily Risk Assessment.
- Wherever possible staff will remove hazards as soon as practicable. The Manager is responsible for ensuring that immediate remedial action is taken in respect of hazards which are notified and then inform the Board of Trustees for completion of action as soon as possible.
- To observe good standards of dress appropriate to safety and/or hygiene.
- To observe good standards of tidiness and cleanliness in their work areas.
- To know and be able to apply the fire procedures.
- To know and be able to apply initial first aid.
- To use, not neglect or refuse to use items provided for their safety and of others.

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Health and Safety Policy

- To co-operate in the promoting of safety arrangements of the Nursery.
- To co-operate with the Nursery's named Health and Safety officer.

Communication and Information

The Manager is responsible for implementing a system through which information about health and safety can be communicated throughout the Nursery. Health and Safety will be included on the agenda of staff meetings as necessary.

Inspections

A full health and safety inspection will be carried out by the Manager/Deputy Manager on a termly basis and the subsequent report will be inspected by a member of the Board of Trustees.

The Management Team and Board member will arrange for any remedial work which falls under the Nursery's responsibility to be carried out as soon as possible. Work which is the responsibility of the landlord will be reported as soon as possible.

First Aid

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate first-aid equipment, facilities and people so the children, staff, volunteers and visitors can be given immediate help if they are injured or taken ill on site. At a minimum, Taqwa Nursery will only operate if there is at least 1 member of staff on site that holds a full and relevant Pediatric First Aid certificate and a First Aid at Work Certificate – however, we strive to always follow best practice by ensuring most members of the team hold these trainings.

First aid facilities shall be located in each room of the Nursery and in the office whilst the accident log is stored on the Nursery computer. The accident forms can be found in the Nursery office and should be completed as soon as it is safe to do so. Each room will have a list of all staff that have relevant first aid training.

Additional First Aid boxes will be located in a secure cupboard in the Nursery office and this will be taken for all trips or outing.

In the event of an emergency a nominated First Aider will be responsible for administering first aid and ensuring that the first aid audit holder is informed of any usage so that facilities are maintained and restocked. There should be no delay in contacting the emergency services if they are required. A responsible adult will be designated to accompany any child who requires treatment off-site in the absence of the parent/guardian. This adult must take the child's registration forms and medical forms with them to the hospital. Parents/guardians or emergency contacts will be contacted immediately. The Nursery Manager/ Deputy Manager will be informed immediately and will check and counter sign the accident form before parents/guardians are notified.

Health and Safety Policy

Parents are always contacted if a child suffers anything more than a trivial injury. Every head injury will be reported on a head injury accident form with additional information relating to head injuries. Other injuries will be reported using an accident in setting form. Parents are encouraged to contact the nursery if they have any concern relating to their child's health

The minimum first aid provision for the Nursery will be;

- A suitably stocked first-aid kit per room
- Emergency treatments for known conditions if a child on roll has a diagnosed condition, e.g. asthma inhalers, allergy treatments
- A qualified and competent person appointed to be in charge of first aid arrangements
- All relevant forms
- All contact information for parents/guardians and next of kin contact information for adults

All staff will have the opportunity to attend first aid training as available.

Non-Serious Injuries

Parents will be informed of the accident when the child is collected from Nursery at the end of the session. The records are reviewed regularly by Management and action taken to minimise the likelihood of recurrence.

The relevant ACCIDENT FORM must include:

- the date, time and place of incident
- the name of the injured or ill child
- details of the injury/illness and what first aid was given
- what happened to the person immediately afterwards (e.g. went home, resumed normal duties, went back to playroom, went to hospital)
- name and signature of the person dealing with the incident along with the Managers' signature and names of all other staff present.

If a child arrives at Nursery with an injury that has occurred at home, the staff should ensure that the parents/guardians complete an ACCIDENT AT HOME report, and the completed form must be handed to the Manager/Deputy Manager immediately. Parents/guardians should be aware that the Nursery staff may need to ask further questions regarding the injury and reserve the right to corroborate treatment sought with medical professionals as part of the safeguarding and child protection processes. These conversations and corroborations will be made with parent/guardian consent, unless there is a significant concern regarding the welfare of the child.

Health and Safety Policy

All Accident forms must be completed fully and recorded on the Accident Log on the Nursery computer, then filed into the child's own records.

If the accident required any treatment outside of the setting, this must be reported to the Nursery Manager and Designated Safeguarding Lead.

Administration of Medication

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the Nursery, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness. Where a child's illness is contagious or could spread easily between individuals, we will refer to the exclusion periods as defined under 'Health Protection in Schools and Educational Settings'.

In many cases, it is possible for a child's GP to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the Nursery and is a prescribed medicine. Under no circumstances will any non-prescribed medication be stored on site or administered to any child. If a child has not had a medication before, it is strongly advised that the parent/guardian keeps the child at home for the first 48 hours to ensure no adverse effect as well as to give time for the medication to take effect. These procedures are written in line with current guidance in 'Managing Medicines in Schools and Early Years Settings (Early Years Foundation Stage - EYFS). The Nursery Manager is responsible for ensuring all staff understand and follow these procedures.

Procedures

- Children taking prescribed medication must be well enough to attend the Nursery.
- Children's medicines are stored in their original containers in a cupboard in the Nursery office, are clearly labelled and are inaccessible to the children. Medicine spoons and oral syringes must be supplied by the parent if required.
- Medications may only be used for the child whose name appears on the medicine. This includes emergency adrenaline injections (Epipen).
- Parents must give prior written permission for the administration of medication. The staff receiving the medication must ask the parent to sign a PREScribed MEDICATION CONSENT FORM stating the following information - (No medication will be administered without these details being provided):
 - full name of child and date of birth;
 - name of medication and strength;
 - if child has had medication prior to attending Nursery Y/N. If yes, what time and dosage amount;
 - dosage to be given in the Nursery and frequency of administering each dose;
 - signature, printed name of parent/guardian and date.

Health and Safety Policy

- The administration of medications must follow the procedures of the Nursery. The administration is recorded accurately on a MEDICINE LOG each time it is given and is signed by staff. Parents sign the medication form to acknowledge the administration of a medicine. The medication form records:
 - name of child;
 - name and strength of medication;
 - the date and time of dose;
 - dose given and method; and is
 - signed by key person/Manager and a witness; and is verified by parent/guardian signature at the end of the day.

Storage of medicines

- All medication is stored safely in a cupboard in the Nursery office or refrigerated in an area where children cannot access alone. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.
- A member of staff responsible for administering the medicine is responsible for ensuring medicine is handed back at the end of the day to the parent/guardian and that the MEDICINE LOG is signed before the parent/guardian leaves.
- For some conditions, medication may be kept in the Nursery. Staff check that any medication held to administer on an as and when required basis, or on a regular basis, has not passed its expiry date and returns any out-of-date medication back to the parent/guardian.

Children who have long term medical conditions and who may require ongoing medication

- A HEALTH CARE PLAN for the child is drawn up with the parent/guardian outlining the key person's role, and what information must be shared with other staff who care for the child.
- The health care plan should include the measures to be taken in an emergency.
- The health care plan is reviewed every term or more frequently if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.
- Parents/guardians receive a copy of the health care plan and each contributor, including the parent/guardian, signs it.

Managing medicines on trips and outings

- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. On no account may medicine be decanted into other containers or packets or envelopes. The original pharmacy labelled medication will be placed within the box.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name and name of the medication along with a copy of the consent form signed by the parent/guardian.
- This procedure is read alongside the Trips/Outings procedure.

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Contagious Illness

The Manager shall take appropriate action, regarding any instances of infectious disease which require special precautions.

- Should a child have an infectious disease, parents/guardians must report this to the Nursery who will advise on any exclusion periods as defined by 'Health Protection' guidance
- It is vital that the Nursery follows the advice of the registering authority and excludes specific contagious conditions to protect other children in the Nursery.
- Parents/guardians are asked to report/inform the Nursery of any contagious illness, as the Nursery has mandatory reporting duties for certain illnesses once a threshold has been reached
- If a contagious infection is identified for any child within the Nursery, parents/guardians will be informed to enable them to spot the early signs of the illness. All equipment and resources that may have come into contact with a contagious child will be cleaned and sterilised thoroughly to reduce the spread of infection
- It is important that children are not subjected to the rigors of the Nursery Day, which requires socialising with other children and being part of a group setting, when they have first become ill and require a course of antibiotics. Our policy, therefore, is to exclude children on antibiotics for the first 48 hours of the course
- The Nursery reserves the right to refuse admission to a child who is unwell. This decision will be taken by the Manager on duty and is non-negotiable
- Information/posters about head lice are readily available and all parents are requested to regularly check their children's hair. If a parent finds that their child has headlice we advise that the Nursery is informed as soon as possible.

Infectious Illness Procedure

If a parent/guardian informs the Nursery that their child has an infectious illness, the Nursery Manager will log this and maintain the records. Parents/guarians will be informed of the relevant exclusion periods after staff have been able to refer to the Health Protection guidance. Where there is a concern of a percentage of children all reporting the same symptoms or infectious illness within a certain timeframe, the Manager will contact the Infection Control (IC) Nurse for the area as well as notify Ofsted if required. The IC Nurse will provide guidance and support in each individual case. Where an Outbreak level has been reached, the Nursery will follow advice of local Health Protection Teams and may close certain rooms, exclude certain groups or, in severe cases, may decide to close the Nursery. In all cases of exclusion from the Nursery, the Manager will work closely with Local Health Protection teams as well as with the named link consultant from Bolton Council.

Staff Medication

All practitioners are informed of the need to report any medication they have been prescribed as these may affect their ability to care for children. The Manager must ensure that those practitioners only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. The staff member will have an individual workplace risks assessment drawn up and this will be updated whenever there is a significant change or at least termly. Staff medication on the premises must be securely stored in their lockers or the Nursery office, and out of reach of children, at all times.

Staff Sickness Reporting

Taqwa Nursery values its staff and recognise that there is a link between their health and well-being and effective performance. There are times when staff are absent due to illness and this policy details the support available to staff and the steps that will be taken to monitor and manage attendance and sickness.

Should a staff member feel unwell, a phone call should be made to the Nursery Manager by 7.30am on the first day of the illness, stating the reason for their absence and how long they estimate they will be away, as well as any work projects still outstanding for the day. If an emergency appointment has been made for the same day, the Manager must be informed as soon as the appointment has been booked so that cover can be arranged.

If staff have not confirmed their return to the Nursery by 2.00pm, relevant cover may be sought, resulting in the staff member not returning the next working day.

For all pre-booked appointments, the Manager must be informed at least 5 working days in advance so that suitable cover may be sought. Leave request forms for reporting pre-booked or pre-arranged appointments are available from the Nursery office. If this is not reported within the timeframe stated, the Manager reserves the right to decline the leave.

Staff Stress and Mental Health Procedure

- If a staff member is feeling stressed due to their workload and/or other factors in the Nursery, the staff member should speak to the Manager in the first instance in a confidential meeting.
- The Manager will then undertake a stress assessment for the staff member, up until a time that the staff member has been able to see their GP and book a counselling session.
- Where there are any organisational and/or procedural changes or changes to any part of the routine, the Manager will clearly communicate this to the staff members and fully retrain them for the new changes.
- The Manager will monitor workloads to ensure that expectations are realistic.

Health and Safety Policy

- The Manager will ensure that bullying and harassment is not tolerated within the Nursery.
- Bereavement, separation, change in family circumstances, or any other form of stress from outside the Nursery, that is not related to work but may be affecting a practitioner's mental health or emotional wellbeing, should be reported to the Manager in a confidential meeting and the Manager will try to offer additional support or time off from work.
- It is the responsibility of the staff members to use their supervision meetings as an opportunity to discuss or bring to the attention of the Manager any concerns regarding their stress levels or mental health. If a concern arises between supervision meetings, staff are urged to book a confidential meeting with the Manager and not wait for the following supervision.

Maternity/Paternity/Shared Parental/Adoption Procedures

If a member of staff is pregnant, the staff member should inform the Manager at the earliest opportunity. Paternity and Adoption plans should also be shared with the Manager at the earliest opportunity. Taqwa Nursery realises this may be a sensitive time and will assure staff that this information will go no further until staff are ready to share the information with their peers themselves. The Manager will need to know so that a suitable risk assessment can be carried out for the member of staff. The risk assessment will be reviewed with the member of staff every 3 months to note any developments, however if at any time there are any other factors that need to be addressed, the risk assessment will be reviewed on an immediate basis.

Maternity/Paternity/Shared Parental/Adoption entitlements are clearly identified in each staff member's contract of employment. However, further support, or clarification is available to all by booking in a meeting with the Management team.

Food Hygiene, Handling and Safety and Allergy Awareness Procedure

It is the responsibility of the Manager to ensure that all relevant members of staff are fully trained in Food Hygiene and Allergen Awareness and that all members of staff understand and implement this policy. It is the responsibility of all members of staff to ensure that safe practices are maintained in the preparation and storage of food and that all food hygiene practices comply with relevant legislation, training and policy.

The setting has set high standards of personal hygiene for all members of staff involved in the handling and preparation of food. Members of staff will be responsible for ensuring that any children involved with preparation of snack follow strict hygiene procedures. In addition, any person showing signs of ill health will not be permitted to handle food.

Identification and Handling of High-Risk Foods

Where high risk foods have been identified, the member of staff responsible for their handling and preparation will identify the potential hazards associated with them and document how they are to be handled and prepared safely in order to prevent ill health and cross contamination.

Temperature Control

It is the policy of Taqwa Nursery to ensure that all foods are stored according to safe food handling practices and at the correct temperature to prevent the growth and multiplication of food poisoning organisms, to reduce the rate of food spoilage and to ensure that food quality is maintained. It is the policy of Taqwa Nursery to check and record fridge temperatures on a daily basis to ensure that the correct temperature is maintained.

All staff and visitors must adhere to Taqwa Nursery's no smoking/substance policy. Food handlers, including children, should wash their hands regularly, especially:

- After visiting the toilet
- When entering the kitchen area
- Between handling raw and cooked / ready to eat food
- After eating, coughing, sneezing, blowing nose etc.
- After handling waste food or refuse
- After handling cleaning materials
- After outside activities, e.g. sports, trips or collections
- In addition, all members of staff must wash their hands thoroughly when returning to the setting after a break.

Other safety precautions include:

- Fingernails should be kept short and clean. Food handlers, including children, should not wear nail varnish as this may contaminate food. All adults must wear gloves when handling or preparing food.
- When preparing food, members of staff should not chew gum or sweets and must never taste the food being prepared by using their fingers or eating directly from cooking utensils. This is particularly relevant when children are involved in cooking activities.
- Any cuts, spots and sores on the hands and arms must be covered completely with a waterproof dressing. Staff should check children's hands before they participate in activities involving food.
- Staff should avoid wearing jewellery, especially rings, watches and bracelets. If staff are wearing jewellery, they must wear food safe gloves whilst preparing, handling and serving foods.

In addition to these precautions, it is the responsibility of each member of staff to ensure that the following clothing precautions are taken when they, or the children are handling food.

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Health and Safety Policy

- Clean protective clothing, i.e. disposable aprons, should be worn. It is the policy of Taqwa Nursery to provide all members of staff with disposable, plastic aprons to wear when preparing food.
- Separate aprons should be provided for children where they are involved in cooking activities; these aprons are separate from those the children wear when participating in arts and crafts activities. It is the policy of Taqwa Nursery to ensure that these aprons are washed after each cooking activity.
- No outdoor equipment or clothing should be brought into the food preparation area and all protective clothing should be removed when leaving the area.
- When preparing food, staff should avoid touching their hair and face. Hair must be tied back and covered with a hair net or other covering when preparing foods. Members of staff should report any symptoms of suspected food poisoning, i.e. diarrhoea, vomiting, fever, etc., affecting either themselves, or the children, to the Manager. Staff with symptoms of food poisoning should refer to the relevant section of this policy for exclusion guidelines. Staff should under no circumstances continue to prepare food if they are feeling unwell. When a parent/guardian notifies the setting that their child is suffering from any symptoms of food poisoning, the staff member receiving the information should notify the Manager immediately. The Manager should enter the details into the incident log and, where there is a suspected outbreak the Manager must inform all parents/guardians, all practitioners, Ofsted and the local Health Protection team. All members of staff should refer to the relevant section in this policy for information on exclusion guidelines for children. Under no circumstances should a child be involved in food handling activities if they are feeling unwell.

Fridges and Freezers

All members of staff have a responsibility to ensure that the fridge freezer is cleaned at least once per week, items in the fridge should be checked daily for freshness and items should not be kept in the fridge when they are past their use by or best before date. Cleaning of the fridge should include:

- Taking out the shelves and drawers and cleaning them in warm soapy water
- Cleaning the inside walls, top and bottom of the fridge with anti-bacterial cleaner
- Cleaning the seals around the fridge door to ensure that there are no spillages or stains.
- Freezers are to be defrosted and cleaned once per month following the same guidelines for fridges.

Cross Contamination

The Manager has a responsibility to ensure that cross contamination controls are documented and that all members of staff are aware of them. All members of staff have a responsibility to ensure the correct implementation of cross contamination controls.

Health and Safety Policy

Cross contamination of food can occur in the following ways:

- By ready to eat food coming into contact with raw food.
- By ready to eat food being prepared on surfaces which are unclean or surfaces that have been used in the preparation of other food
- Through poor hygiene practices
- By pests.

The Manager should ensure that appropriate controls are in place to prevent cross contamination and that these controls are documented in the daily risk assessment log. All staff should be familiar with this form and should ensure that the documented controls are implemented. All members of staff should ensure that the cleaning arrangements section of this policy is adhered to. All staff should maintain high standards of personal hygiene.

Taqwa Nursery is aware that children who attend may suffer from food, bee/wasp sting, animal or nut allergies and operate under the assumption that all allergies should be taken seriously and dealt with in a professional and appropriate way. The Statutory Framework states that the provider must obtain information about any dietary requirements/allergies of any child registering for a place at the setting. As such parents are asked to provide details of allergies and dietary requirements in the child's Application Form, which is submitted before starting Nursery.

The intent of this policy is to minimize the risk of any child suffering allergy induced anaphylaxis whilst at Nursery.

The underlying principles of this policy include:

- The establishment of effective risk management practices to minimise exposure to known trigger, including raising awareness that the Nursery operates as a nut-free zone.
- Staff training and education in allergy awareness to ensure effective emergency response to any allergic reaction situation.

This policy applies to all members of the Nursery community:

- Nursery Staff
- Parents / Guardians
- Volunteers/students/apprentices
- Supply staff
- Trustees

Any child with an allergy will be made known to all members of staff in person and via photo and allergy details will be clearly identified in the kitchen area;

- The involvement of parents/guardians and staff in establishing individual Health Care Plans.
- The establishment and maintenance of practices for effectively communicating a child's healthcare plan to all relevant staff.
- Staff training in anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency.

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Health and Safety Policy

- Age-appropriate education of food allergies.

Medical Information

- The Nursery will seek updated HealthCare Plan at least every term
- Any change in a child's medical condition during the year must be reported to the Nursery.
- For students with an allergic condition, the Nursery requires parents/guardians to provide written advice from a doctor (GP), which explains the condition, defines the allergy triggers and any required medication.
- The Nursery Manager will ensure that a Health Care Plan is established and updated for each child with a known allergy.
- All members of staff are required to review and familiarise themselves with the medical information of any child with a health care plan or reported allergies.
- Where students with known allergies are participating in Nursery excursions, the risk assessments must include this information.
- The wearing of a medic-alert bracelet is allowed by the Nursery.
- Parents/guardians are responsible for the provision and timely replacement of the Epipens.
- Epipens are located securely in the Nursery office

Parent's role:

Parents are responsible for providing, in writing, on-going accurate and current medical information to the Nursery.

Parents are to send a letter confirming and detailing the nature of the medical conditions or allergies including:

- The allergen (the substance the child is allergic to)
- The nature of the allergic reaction (from rash, breathing problems to anaphylactic shock)
- What to do in case of allergic reaction, including any medication to be used and how it is to be used.
- Control measures
- If a child has an allergy requiring an Epipen, or the risk assessment deems it necessary, a Health Care Plan must be completed and signed by the parents/guardians.
- It is the responsibility of the parent/guardian to provide the Nursery with up to date medication / equipment clearly labelled in a suitable container.
- In the case of life saving medication like EpiPens, the child will not be allowed to attend without it.
- Parents/guardians are also required to provide up to date addresses, contact information and emergency contact information and keep this updated as soon as there is any change
- Lunches are brought into Nursery as packed lunch provided by a child's Parent/guardian and it is their responsibility to ensure that the contents are safe for the child to consume and completely nut free.

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Health and Safety Policy

- Parents/guardians should liaise with Staff about appropriateness of snacks and any food-related activities (e.g. cooking)

Staff role:

Staff are responsible for familiarising themselves with the policy and to adhere to health & safety regulations regarding food and drink.

- If a child's Application Form states that they have an allergy, then a Health Care Plan is needed. It must be in place before the child starts attending sessions. A risk assessment should be completed and any actions identified to be put in place must be actioned prior to the child starting Nursery. The risk assessment should be stored with the child's Health Care Plan.
- Upon determining that a child attending Nursery has a severe allergy, a team meeting will be set up as soon as possible where all staff concerned attend, to update knowledge and awareness of child's needs.
- All staff who come into contact with the child will be made aware of what treatment/medication is required and where any medication is stored.
- All staff must actively promote hand washing before and after eating.
- Snack menus are monitored by staff and are always nut free, they will also be free of any other allergen that has been identified for any child in the setting. All staff should know the procedures at snack and lunch time to ensure the safety of children with allergies.
- All snack and lunch times will be supervised by an adult that has obtained a full and relevant paediatric first aid certificate.
- Lunch time supervisor staff must monitor all packed lunches of all children to ensure they are nut-free and free of any other allergens as shared with parents/guardians
- All tables are cleaned with an approved, food-safe solution.
- As part of the staff first aid course, Epipen use and storage has been discussed.
- The Nursery may ask parents/guardians for a list of food products and food derivatives the child must not come into contact with.
- Emergency medication should be easily accessible, especially at times of high risk.
- Staff should liaise with parents/guardians about snacks and any food-related activities.

Emergency Actions

In the event of a child suffering an allergic reaction:

- Immediately delegate someone to contact the child's parents/guardians.
- If a child becomes distressed or symptoms become more serious, immediately contact 999.
- Keep calm, make the child feel comfortable and give the child space.
- If medication is available, it will be administered as per training and in conjunction with the Administration of Medication Policy.

Health and Safety Policy

- If parents/guardians have not arrived by the time ambulance arrives, a member of staff will accompany the child to hospital.