



Holy Trinity Pre-School Health and Safety/Accidents Policy

Policy approved by Preschool Management Committee

Dated

Signed

Review Date

Holy Trinity Preschool Health and Safety/Accidents Policy

To minimise any risks, the staff will follow the following guidelines:

- Staff will review the Preschool room and the outdoor play area each day to ensure that all equipment is in good order. Any damage found should be reported to the Preschool Leader and equipment taken out of use until repaired or replaced. All this should be recorded on a daily risk assessment which is completed each day.
- Care should be taken to ensure that any cleaning of areas is done when the children are not present and where appropriate, warning signs used to indicate floor cleaning/wet/drying.
- All spills should be cleaned up as soon as possible by the staff on duty.
- Staff will use Environmental Health Visits/Reports to view all relevant procedures and all recommendations will be implemented as soon as practicable.
- Staff will ensure that they are aware of all Fire Safety arrangements and will have been provided with appropriate training from our Fire Officer. (Mr Pearse O'Neill)
- Preschool Leader/Staff will ensure that all off site activities are risk assessed and that appropriate staffing levels are in place per minimum standard.

Health & Safety Guidelines for Parents

- Please do not send your child to Preschool if he/she is unwell. If your child is absent for any reason the Leader should be informed by contacting the numbers provided or the Main Office in School.
- In event of your child becoming unwell while at Preschool the parent/career will be contacted as soon as possible. It will be our policy to provide a quiet place to lie down until parent/career can come to collect the child. The child will be observed for any worsening symptoms.
- Parents are requested when completing the child's Data Collection/Entry Profile forms on entry to share relevant information on the child, including his/her medical background, e.g.

allergies.

- Parents are made aware of child protection procedures and good practices used within the Preschool setting e.g. leaving and collecting children at the Preschool.
- Also parents are made aware after 9.15 a.m. that the main Preschool gates are locked for safety and if they wish to gain access after this they have to go through the main school entrance to the office. Preschool are informed by the office staff to meet parents at the gate with child.

The preschool has a Child Protection Policy which complies with our legal moral and professional obligations.

Emergencies and accidents will be handled in accordance with the following procedures

- Minor accidents (cuts, bruises etc.) are treated by staff in accordance with First Aid practices and recorded in Accident/Incident book and signed by parents/carers.
- If a child is injured the staff complete an accident report. A copy of this report is given to the parent/carer and other one is kept by the Preschool.
- The First Aid Kit is checked regularly and kept out of reach of children
- All staff will receive formal training in Emergency First Aid.
- All accidents resulting in injury of children/staff will be reported to the Leader who will determine what action should be taken to review practices/procedures to reduce any reoccurrence.