

This unit is about children 's welfare; ensuring that they remain in good health, not harmed and are safe at all times from any risk of danger.

The Health and Safety at Work Act (1974) requires employers and employees to take responsibilities to keep themselves and others in the premises safe from any harm or risk of danger. Every educational and child care setting are responsible for creating a safe and healthy indoor and outdoor environment for all children, staff, parents and visitors.

How is this achieved? First and foremost, policies and procedures are introduced and have to be implemented in every child care setting. The table below shows some of the policies and procedures that have to be practised in the work setting.

Before you view the table, get familiar with the jargon used and learn the meaning of words such as legislations, policies and procedures.

- Act refers to a Law or Legislation that has to be followed by every organisation or businesses in the country.
- Policy refers to rules or guidelines that people have to follow.
- Procedures refer to the steps carried out to ensure health and safety of the people in work.

In other words policy refers to '**what**' the rule is and procedure refers to '**how**' the rules are carried out at work.

- Risk means the chance of harm occurring.
- Hazard means something that can cause harm.
- Assessment means checking if there is a possible risk.

### Example:

Hazard – door unlocked

Risk – children might open the door and run into the road

Stopping risk happening – check doors are locked beginning and throughout the day.

## MU 2.4 : Health and Safety

Policy	Example	Procedure	Give other example
<b>Risk Assessments</b>	<p>Checking doors are locked.</p> <p>Checking toys are not broken or dirty.</p> <p>Checking floors are clean and not wet or slippery.</p>	<ol style="list-style-type: none"> <li>1. Before nursery opens, use the check list to carry out the risk assessment of premises, equipment and toys.</li> <li>2. Once each item is checked then sign off. If there is a risk of harm then record on paper and report to the supervisor or manager</li> </ol> <ul style="list-style-type: none"> <li>• If doors are open, then lock them</li> <li>• If floors are wet, then wipe it.</li> <li>• If toys are dirty then clean them.</li> <li>• If toys are broken then discard them, and order new ones.</li> </ul>	?
<b>Accidents</b>	<p>A fall with grazed knees.</p> <p>A fall leaving child unconscious</p>	<ol style="list-style-type: none"> <li>1. Wipe the area clean, put plaster if needed</li> <li>2. Comfort child</li> <li>3. Record in accident book: date, time, accident, action taken, sign by you and the manager.</li> <li>4. Give the accident slip to parents at the end of the day.</li> </ol> <ol style="list-style-type: none"> <li>1. Call for the First Aider who will give first aid</li> <li>2. Phone for an ambulance</li> <li>3. Contact Parents and give details of accident, action taken and provide name and address of hospital where child may be taken.</li> <li>4. Record in accident book: date, time and action taken</li> </ol>	?
<b>Incidents</b>	<p>Burst pipe causing flooding.</p> <p>Missing child.</p>	<ol style="list-style-type: none"> <li>1. Inform the manager</li> <li>2. Manager contacts Environmental Agency</li> <li>3. Children taken to a safer room</li> <li>4. Contact parents to collect their child.</li> <li>5. Incident recorded: date, time and action taken</li> </ol> <ol style="list-style-type: none"> <li>1. Check the garden, front and all connecting rooms</li> <li>2. Bring other children inside and lock the doors</li> <li>3. Inform the manager</li> <li>4. Manager will phone the police</li> <li>5. Contact parents</li> <li>6. Incident recorded: date, time, incident and action taken</li> </ol>	?
<b>Emergencies</b>	<p>Fire</p>	<ol style="list-style-type: none"> <li>1. Evacuate the children from the building through the fire exits into the garden.</li> <li>2. Gather the children at an assembly point.</li> <li>3. Take the register to check all the children are present. If anyone is missing, then tell the manager.</li> <li>4. Manager to call the fire brigade</li> <li>5. Children taken to a safer environment</li> <li>6. Contact parents</li> <li>7. Record incident: date, time and action taken</li> </ol>	?

## Childhood Illnesses

Illness	Signs	Symptoms
<b>Meningitis</b>	Purple rash that does not fade under pressure, high temperature (fever)	Severe headache, vomiting, stiff neck, dislike of bright lights and drowsiness,
<b>Measles</b>	Rashes and red spots which are not itchy	Cold and cough with sore throat, water eyes and a fever. After few days, slightly raised rashes behind the ears and spreads to the face, neck and rest of the body.
<b>Diphtheria</b>	High body temperature (fever)	Sore throat, breathing difficulty, cough, headache and difficulty swallowing
<b>Fever</b>	High body temperature of 38.6 <sup>0</sup> C (101.4 <sup>0</sup> F	Feeling hot and unwell
<b>Chicken pox</b>	Red itchy rash which form blisters and then after couple of day it forms scabs	Fever, abdominal pain, sore throat and headache
<b>Mumps</b>	Swelling on side of the face, front of the ear and under the chin.	Feeling unwell, fever and pain around the ear. Chewing is uncomfortable
<b>Whooping cough</b>	Breathing difficulty, whooping noise after coughing	Cold and cough which gets worse and causes breathing difficulty.
<b>Asthma</b>	Shortness of breath, wheezing, persistent cough, throat clearing and runny nose	Coughing, fatigue, restless sleep, runny nose, itchy eyes
Can you identify another childhood illness	?	?

# **Policies and Procedures for receipt, storage and administration of medicine to children in childcare setting**

## **Medication policy**

- Only medicine prescribed by a GP (doctor) can be given to children.
- A consent form must be completed and signed by parents.
- A witness should be present when giving medicine.

## **Receiving instructions and consent from parents**

### **Consent form includes:**

- Child's name,
- Name of medication
- Dosage
- Agreed time of administration
- Signed by parents

## **Administration of medicine**

- Wash hands
- Check medicine is in date
- Check medicine is labelled with the right name
- Check how much has to be given and when
- Check route of administering medication: by mouth, into ear/eye or rubbed on skin.
- Once given , record in a book: date, time and dosage.

## **Storage of medicine**

- Store medicine safely: antibiotics should be stored in the fridge and other medicines should be stored in a locked cupboard.
- Asthma inhalers and adrenalin pens should not be locked away and be quickly and easily accessible.

## Legislations

Legislation	Main point	Linked to policy at work setting	Give other examples
<b>Health and Safety at Work Act 1974</b>	Employer responsible for provide a safe work condition. Make provision for securing the health, safety and welfare of persons at work, for protecting others against risks to health or safety. Employers must identify and reduce any possible hazards.	Carry out daily risk assessment in the setting. Examine the place to ensure that cables are not loose or hanging. Electric socket covers are in place. Wet floors are wiped. Toys are clean.	?
<b>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995).  RIDDOR</b>	Employers, the-self-employed and those in control of premises must report specified workplace incidents such as unconsciousness, fracture, burns, contact with dangerous chemicals, loss of sight, electric shock etc.	Record any accidents, injuries or incidents in the accident book.  Risk assessment should also be carried out. Proper medical/ first aid and care should be in place.	?
<b>Manual Handling Operations Regulations 1992</b>	Individuals should consider the weight of the equipment and how it should be used, carried or moved in a manner that does not put strain on the body. Learn the principle of moving and carrying object to prevent back injuries and accidents. Individuals should consider how to operate devices in a safe manner. Also consider how to reduce danger by the use of protective garments etc.	Lifting children and heavy boxes. Picking up toys.	?
<b>Fire Precautions (Workplace) Regulations 1997</b>	All staff should have knowledge of the evacuation procedures and practice regular fire drills. Fire exits must be unlocked and free from obstruction. Premises must have fire extinguishers and fire blankets for the kitchen.	Regularly practice fire evacuation at different times and using all available exits. Exit doors normally closed for the safety of children are opened in the case of emergency. Carry out regular checks on the fire extinguishers and ensure that fire blankets are in place.	?
<b>Food Handling Regulations 1995</b>	When handling food, staff must wash hands before preparing food. Work surfaces and all utensils used must be clean. <a href="#">Store food safely at correct temperature.</a> All waste must be discarded hygienically	Separate chopping board used for vegetable, fruits and meat products. Gloves and apron are worn when handling and serving food. Work surface are cleaned before and after preparing food. Separate sinks used for hand washing and preparing food.	?

**Non-medical incidents:**

- Gas leak
- Power cut
- No electric / heating or hot water
- Damage to the premises
- Bomb threat
- Floods / bad weather
- Shortage of staff

**What procedures would you follow if the above were to happen in your work setting?**

