



12 Courtenay Hill, Newry, Co Down, BT34 2EA  
Phone: (028) 3026 2175

# ST CLARE'S ABBEY NURSERY UNIT



## HEALTH & SAFETY POLICY

Principal: Mrs M Monaghan MEd (Educational Management) PQHNI  
E-mail: [mmonaghan771@c2kni.net](mailto:mmonaghan771@c2kni.net)

## **Principle Hazards**

### **Accessing the Nursery**

Parents of Nursery children are encouraged to park off the campus and walk with their children to the Nursery at the start of each session.

At home time, Parents again park off campus and collect their children from the Nursery in person.

Nursery children should not be dropped off from cars to make their own way to class nor should they be allowed to be unsupervised before the Nursery session begins.

Parents are given as much information as possible to protect their children and are asked to keep their children close at all times when entering and leaving the Nursery grounds and to always hold hands with the children.

The gates in the Nursery playground remain closed when the children are playing outside and an adult will always be present.

### **Doors**

The parents, carers or visitors to the Nursery can access by entering through the primary School gate on Courtenay Hill.

The Nursery door will remain securely closed during class time as a safety measure. In the event of needing to collect a child early, prior notice should be given to a member of staff and arrangements made.

In the event of an emergency, a parent can contact the school by telephone or use the buzzer at the front door of the Nursery.

### **Register and Emergency Procedure**

A class register is taken for both the morning and afternoon sessions and the total adjusted immediately to include any child who arrives late.

A list of the children's addresses and contact telephone numbers are kept inside the Nursery Teacher's office.

**In the event of a serious accident involving a Nursery pupil / parent in the Nursery:**

- On being notified of the accident the Nursery Teacher would telephone for an ambulance
- A Nursery assistant / first aider would take the emergency first aid kit and render whatever comfort / assistance possible to the child until the arrival of the emergency services
- In the event of the child having been accompanied by a child minder, the Nursery Teacher would contact the child's parent / guardian

**In the case of need to evacuate the building, e.g. Fire:**

The Nursery Unit operates in accordance with the emergency procedures of the main Primary School.

- The class teacher takes charge of the register
- The children, students and staff gather at the rear playground emergency exit and make their way to the Drop Off point for the main school (Our Assembly Area)
- As this is happening, the Nursery Classroom Assistant makes a final sweep of the Nursery classroom and toilet areas to ensure everyone has left the building
- At the Assembly Point children are all accounted for as per the registers

**Play Area and Equipment**

Before the children are allowed out to use the outdoor equipment, a member of staff will check to ensure that the

- Equipment is in good working order and fit for purpose
- There are no dangerous items in the playground, e.g. glass
- Toys are safety checked to ensure they are safe to play with

### **Electrical Equipment**

It is the policy of St Clare's Abbey Primary School and Nursery Unit that there will be regular testing of all portable electrical equipment.

#### **Nursery Unit appropriate procedures for using electrical equipment:**

- Socket covers used in sockets when not in use
- Users will check the plug is not damaged, cracked or pins bent
- The outer sheath of cable is effectively secured where it enters the plug or the equipment, i.e. the coloured insulation of the internal cable cores is not showing
- Staff will check all electrical equipment regularly to ensure there is no physical damage to external casing of the equipment or that no parts or screws have come loose
- The equipment has not been subjected to conditions for which it is not suitable, e.g. it is wet
- Check electrical equipment regularly to ensure there is no evidence of overheating

### **Medication and Allergies**

The Nursery Unit will work within the main school guidelines with regard to giving medication.

### **Allergies**

- Children with life threatening allergies will have an action plan provided by their Nurse
- Staff will be trained in the procedure to take in an emergency
- A First Aider will be available for the Nursery at all times

### **Illness**

It is the Policy of the Nursery Unit to ensure that all children and staff are working in as healthy an atmosphere as possible but we also recognise that anyone can become ill at any time.

If children do come to the Nursery Unit when they are ill with vomiting or diarrhoea, the parents or carers will be asked to care for the child at home for

at least the next 48 hours to ensure that the illness is not spread to the other children or staff.

In the case of other infectious conditions, the parent or carer will be asked to seek the advice of their GP.

If a child becomes ill during the session, the appropriate action plan will be taken.

- The child will be comforted as much as possible by the Nursery Staff
- Parents or carers of the child will be contacted to remove the child as soon as possible
- The child should remain at home until the condition improves.

### **Kitchen and Toilet Areas**

There is a small kitchen area within the Nursery Unit and it is the policy of the Nursery to ensure that all equipment, materials and appliances are out of reach of the children attending the Nursery Unit.

### **Chemicals and Material for Cleaning**

The Nursery Teacher and staff will ensure that all cleaning materials and chemicals used in the Nursery are stored appropriately out of the reach of the children.

All cleaning fluids e.g. bleach, toilet cleaning agents etc. are safely locked away by Caretaker / cleaners in a designated store.

### **Outdoor Store**

The Nursery Teacher and staff will ensure that the store is locked when not in use and that the equipment stored within it is stored in a tidy and appropriate manner.

### **Moving Outside of the Nursery Unit**

It is sometimes necessary to move from the Nursery Unit to the main school building, e.g. on a visit and the children will be accompanied at all times by the Nursery Teacher and classroom assistants and any other Nursery student.

The children will be reminded to walk slowly, staying close together and crossing on the zebra crossings to the main building.

### **Educational Visits outside of the Nursery and School Environment**

These visits are rare but on occasion we do go to the Dentist, Fire Station etc. Any of these visits will be preceded by the appropriate Risk Assessment.

Permission for the children to attend these visits will be gained from the parents and from the School Principal.

### **Accident Prevention**

It is the Policy of St Clare's Abbey Nursery Unit to ensure the Health and Safety of all persons on the premises at all times but we understand that sometimes accidents can and do happen and that a process is in place to ensure the swift action to resolve the situation.

### **Definition of Accident**

An accident is an unplanned event which may result in injury or ill-health, damage or loss of property or equipment.

### **Primary Causes within the Nursery Unit - Not an Exhaustive List**

- Slips, trips and falls
- Incorrect use of equipment
- Horseplay
- Incorrect lifting of heavy items

### **Prevention**

The Nursery Teacher and staff will at all times:

- Promote a safety conscious culture
- Ensure safety practices are included in classroom management and individual activities
- Work within the main school guidelines
- Carry out Risk Assessment of the Nursery Unit and activities
- Investigate accidents and take action to prevent recurrence

### **In the Event of an Accident**

- Carry out appropriate first aid
- Make all necessary phone calls to parents, carers, emergency services, School Principal etc.
- Complete all appropriate accidents reports

It is the Policy of this Nursery Unit that the following areas of fire safety measures are known to all staff and are adhered to:

- Alarm System
- Fire fighting equipment
- Fire drill and evacuation

### **First Aid**

It is the Policy of this Nursery Unit that:

- There will be the appropriate number of qualified first aid personnel at all times
- First aid personnel should receive regular approved training
- All first aid boxes should contain the minimum amount of prescribed material
- First aid personnel must keep records of any first aid administered

Within the Nursery Unit, the following minimum level of First Aider is required:

- The appointed person is someone who has completed a 1 day basic first aid training course and can deal with routine first aid matters

### **First Aid Box Check List**

- A Contents List
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 1 sterile eye pad
- 6 individually wrapped triangular bandages
- 6 safety pins
- 6 medium individually wrapped sterile wound dressings
- 2 large sterile dressings
- 1 extra large sterile dressing

- Disposable gloves
- 2 roller bandages

The First Aid Box will be replenished as and when necessary.