



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

ST CLARE'S ABBEY NURSERY UNIT



HEALTH & SAFETY POLICY

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Principal: Mrs M Monaghan MEd (Educational Management) PQHNI
E-mail: 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 should 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.

The gates of the Nursery are closed after pupils have arrived and remain closed throughout the Nursery session, unless opened by a member of staff. Parents are advised that they should not open the Nursery gates at any time.

Doors

The Nursery doors 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.

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. However, we understand that sometimes accidents can and do happen.

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 *

- Slips, trips and falls;
- Incorrect use of equipment;
- Playing with other children;
- Incorrect lifting of heavy items.

*This is not an exhaustive list.

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 regular safety checks;
- Investigate accidents and take action to prevent recurrence.

In the Event of a Accident

- Carry out appropriate first aid;
- Send a note home to parents in the event of minor accidents - e.g. a child getting sand in their eyes;
- In the event of a more serious accident, contact parents/carer to advise of accident.
- Bumps to the head, however slight, should always be reported to parents. If deemed severe, parents will be contacted immediately and asked to collect their child.
- Accidents **must be** reported to the appointed person in charge of first aid (Mrs Dineen and Miss Brazionyte) who will record them in the School Accident file (kept in the Nursery First Aid Room) and, if appropriate, fill in an accident form in consultation with the first adult to have seen the child at the time of accident. In some cases accidents will be reported to EA through the EA Accident Reporting Portal. This will be carried out by Mrs Donnelly, Vice Principal in conjunction with nursery staff.

Only items listed in the Health & Safety Manual will be used for administering first aid. Mrs Dineen and Miss Brazionyte have responsibility for ensuring First Aid kits are adequately stocked.

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.

Emergency Procedure

In the event of a serious accident involving a Nursery pupil:

- On being notified of the accident, the Nursery Teacher would telephone for an ambulance. They will then seek support from Principal, Mrs Monaghan or Vice Principal, Mrs Donnelly.
- A Nursery first aide would take the emergency first aid kit and render whatever comfort / assistance possible to the child, until the arrival of the emergency services.
- After phoning the emergency services, the child's parents would then be contacted.

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.

- Staff lead children out of the Nursery to the Drop Off point for the main school (our Assembly Point);
- 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 register.

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 Nursery parents' contact telephone numbers are kept inside the Nursery Teacher's office.

Play Area and Equipment

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

- 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.

Safety checks of our outdoor area are carried out once per term by Mrs Donnelly, Mrs Monaghan, Mr Murphy and Mr Heaney.

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.

- 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;

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 procedures to take in an emergency;
- There is at least one first aide working in 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 a child experiencing vomiting or diarrhoea, either at home or in Nursery, parents or carers are asked to care for the child at home for at least the next 48 hours. This is 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 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 take the child home;
- 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 cannot be accessed by children in the Nursery.

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 reach of children.

All cleaning fluids e.g. bleach, toilet cleaning agents etc. are safely locked away by Caretaker 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. In this instance, children will be accompanied at all times by the Nursery Teacher and/or classroom assistants.

The children will be reminded to walk slowly, staying as close to the fence as possible. They will follow the pedestrian path to the main door and return to nursery either by the same route or via our designated crossing points.

Educational Visits outside of the Nursery and School Environment

These visits are rare but on occasion we do go to the local park. Any visit to the park 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.

Arrangements for monitoring and reviewing policy:

This Policy will be monitored on an ongoing basis and formally reviewed at the start of each new SDP cycle or when an incident arises or when new relevant guidance is issued.