**MUNTERCONNAUGHT COMMUNITY DEVELOPMENT**

**ASSOCIATION CLG**

**SUPERKIDS**

**HEALTH, HYGIENE, SAFETY & ACCIDENT POLICIES & PROCEDURES**

**January 2024**

**Illness Policy and Procedures – Children**

SuperKids Illness Policy and Procedures is a separate paper – please refer to it for full information regarding SuperKIds policy and procedures in respect of illness/sickness of children and adults.

**Hygiene/Cleanliness Policy and Procedures**

All new staff, volunteers and students are informed of hygiene procedures as part of their induction programme. These procedures are as below:

* hand washing must be carried out after using the toilet, after outdoor play and before and after handling food;
* cuts and sores must be covered with suitable dressings;
* disposable gloves must always be used when cleaning up spills of body fluids;
* disposable towels/cloths must always be used when cleaning up spills of body fluids;
* the area of the spill/accident is treated with suitable disinfectant;
* all toilets must be in a clean and satisfactory state;
* floors, tables and other equipment, where necessary, must be cleaned daily; and
* any left-over food must be properly disposed of.

**Nappy Changing Policy and Procedures**

It is the policy of Superkids and in the interest of the children’s health and safety, that staff follow the nappy changing procedures correctly and that a high standard of hygiene is evident at all times. The procedures are as follows:

* children’s nappies and other items are stored in individual compartments/packaging and labelled accordingly;
* disposable paper towels are used to cover the mat and for hand-drying purposes;
* disposable gloves are provided and worn during nappy changing but it should be noted that this does not negate the need for hand washing;
* soiled nappies are disposed of hygienically;
* the nappy changing mat is disinfected after every use;
* anti-bacterial soap is provided for hand washing;
* children are never left unattended when having their nappy changed;
* a cleaning schedule is in place to ensure that the nappy changing area is clean and hygienic at all times; and
* to ensure that nappy changing time is a pleasant experience for the child, staff members use this opportunity to interact with child and provide one-to-one attention.

**Toilet Policy and Procedures**

It is the policy of SuperKids and in the interest of the children’s health and safety that a high standard of hygiene is promoted at all times, when children are learning to use or are using the toilet. Superkids’ procedures are as below;

* to create an awareness of and understanding of good hygiene practice, staff members do a project with children about the importance of self-care and personal hygiene;
* staff should treat accidents sensitively;
* praise and recognition are used when children are being toilet-trained to encourage self-esteem and a sense of achievement;
* the child’s privacy is always respected;
* anti-bacterial soap and disposable paper towels are used for washing and drying hands; and;
* a cleaning schedule is in place to ensure that children’s toilets are kept in a clean and hygienic condition at all times.

**Head Lice Policy and Procedures**

Unfortunately, it is always possible to catch head lice, no matter how careful people are. Children can pick up head lice just by coming into close contact with someone who is infected. It is important to know how to recognise the problem early and how to cope with it. SuperKids’ procedures are set out below:

* staff will inform other parents verbally or in writing in the event of an outbreak of head lice. Staff should be tactful and ensure confidentiality is maintained;
* staff should inform parents to check their child’s hair carefully and regularly and to use treatment recommended by a chemist, doctor, local health clinic or public health nurse;
* the importance of not sharing other people’s combs, hats, etc. is stressed to parents and children; and
* if further advice is needed SuperKids will contact the public health nurse.

**Accident Policy and Procedures**

It is the policy of SuperKids to actively promote the health, well-being and personal safety of all children and adults in SuperKids through developing and regularly reviewing accident procedures.

In terms of accident prevention:

* a Safety Statement has been prepared and is reviewed on a regular basis;
* all new staff, students and volunteers must be familiar with the Safety Statement;
* there are at least two staff on the premises at all times;
* children are supervised by qualified staff at all times;
* care is taken to ensure that no chid can leave the premises undetected;
* when the main entrance is “locked”, all adults must have immediate access to the means of opening it;
* staff must know which children are present at any one time;
* furniture and equipment are laid out to minimise safety risks; and
* only suitable and age-appropriate objects are available to children

In the unfortunate situation of an accident:

* the First Aid Box is always fully equipped, readily identifiable and in a location which is known to all staff;
* at least one staff member who holds an up-to-date First Aid Certificate is on the premises at all times;
* records are accessible to all relevant staff in case of an emergency;
* minor accidents will be treated on the premises and parents/guardians will be advised of the injury and the action taken, when the child is collected;
* all accidents, even minor ones, are recorded in the Accident Book;
* in the case of a serious accident the senior staff member present will phone the doctor/ambulance/emergency services and the child’s parents/guardians;
* if the child has to go to hospital before the parent/guardian arrives, an adult known to the child must accompany him/her to the hospital and stay until the parents/guardians arrive;
* the child’s record card must be brought for reference; and
* all serious accidents must be immediately reported to the insurance company.

**Fire Safety Policy**

SuperKids treats fire safety very seriously to ensure the safety and security of staff, children and others who may be on the premises from time to time. SuperKids has put in place the following fire precautions:

* SuperKids has all the relevant fire safety equipment as required/recommended by relevant legislation, guidelines and agencies;
* fire safety equipment is checked annually;
* fire and evacuation notices are clearly posted in the entrance hall;
* fire drill is carried out with staff and children every month; and
* a record is kept of all fire drills.

**Equipment Policy**

SuperKids policy is that the equipment available is suitable, safe and age appropriate, while providing new challenges and experience for the developmental needs of each child. To ensure this the following procedures have been adopted:

* all equipment must be kept clean and hygienic at all times;
* staff members are responsible for the equipment in their rooms;
* equipment is checked regularly for broken parts;
* all equipment purchased is based on the children’s developmental needs and interests;
* all staff must have a thorough understanding of the developmental benefits children gain from the equipment;
* all equipment must be age appropriate and suitable to the different stages of a child’s development; and
* the layout of each room must ensure that the equipment is accessible, as far as is possible, to the children to promote choice and a sense of independence.