



# Health & Safety

## Crèche

Play Service

### **Illnesses/medication**

Please be aware that if your child is infectious they will not be able to use the crèche until the infection has cleared. If your child requires medication you will be asked to sign the medication form giving consent for this, we will only administer prescribed medication from your doctor, hospital or nurse; this must be in the original container with your child's name on it.

### **Risk Assessment**

The crèche will carry out and review regular risk assessments. Risk assessments will also be conducted as and when hazards arise. Any member of the team can complete these assessments and the findings must be reported to the crèche leader and filed in the relevant folder.

### **Crèche policies/procedures**

The crèche has a variety of relevant policies and procedures to support members of staff. These Policies/procedures are made available to parents and carers.

### **Fire Safety**

The fire evacuation procedures are on display. The crèche completes regular Fire Drills to ensure children and staff are aware of their responsibilities. These are recorded on the fire drill log. Fire exits are clearly identifiable and always kept clear. Fire fighting detection and equipment is checked in line with the school.

### **Security**

The entrance and exits to the crèche are safe and secure. All visitors are required to report to a member of staff and sign the visitor's book. Children and staff are signed in and out of the premises on a daily basis.

### **First Aid**

We will ensure that there is at least one member of staff on site at all times who is first aid trained. Named first aiders will be prominently displayed in the crèche. A well stocked first aid box will be easily accessible on site at all times and the contents reviewed regularly.

### **Accident/incident Record**

Any accidents/incidents must be recorded on the relevant accident/incident form and signed by a parent and manager.

Whilst every effort has been made to ensure the accuracy of the information provided, The Childcare Development Officer cannot accept responsibility or liability for any errors, which may have occurred. This has been created as a **Sample only**. Providers must write their own specific to their setting.