

Health and safety policy

Health Policies and Procedures.

Blue Bird nursery is committed to provide maximum care in regards to health and safety as per the legislative order and policies in the Emirates of Dubai (Local Order No. (11) of 2003). Children have a right to healthy and safe environments that includes the safety in toys, surface areas, fittings and play areas. Children will also have the highest quality of food and beverages lacking harmful additives as mentioned in the act.

Reason for the Health and Safety Policy:

Blue Bird Nursery is fully committed in providing quality services in child care and safety. The policy is meant for parents and Nursery personnel.

Children in Blue Bird Nursery will be constantly reminded about the types of foods they need to consume that will facilitate their growth and sustain a healthy diet, daily activities planned will include eating and other related healthy habits like :

- washing hands before eating
- washing hands after visiting latrines
- washing hands after an activity
- Avoiding dirty surfaces when eating
- Placing back their food in the containers after eating.

Our support and teaching staff are provided with regular updates on health matters concerning:

- Children cleanliness-
 - a) Changing diapers immediately after soiling
 - b) Cleaning all children surfaces and toys using DHA approved products
 - c) Supervising hand wash
 - d) Feeding children with clean utensils after washing their hands.
- Storage of food and beverages: Staff will ensure that care is given when storing and re-heating food stuff or beverages.
- Controlling the spread of infectious diseases.
- Symptoms of infectious diseases.

- Administering Medicines- Our support and teaching staff have been instructed NOT to administer any medication; this needs to be handled by the residence nurse ONLY after written instructions from the parents.
- Maintaining health and safety regulations as per the Dubai Municipality requirements.

Parental involvement and support is fundamental in facilitating the health and safety regulations. Kindly ensure:

- To understand the importance of a well-balanced diet and positive choices for both children and their parents (*healthy table below*)
- We will assist families who face the biggest challenges in providing a healthy diet for their children. **Our Nurse is available for consultation from 8:00- 4:00, Sun - Thu.**
- Highlight the importance of food as a tool for social development and learning" How the policy is implemented Mealtimes should be social, learning times when we can sit down with our friends quietly to enjoy our food. A good example of table manners and behavior is given by a member of staff sitting with small groups of children. Children are encouraged to try new things and learn about healthy eating.
- All food needs to be freshly prepared daily. Snacks need to include Fresh fruit and vegetables. Salt, sugar and additives are kept to a bare minimum. Ensure that at least three portions of fruit and vegetables are packed in their lunch boxes.
- We encourage children to drink water throughout the day. They have milk at snack times and water with meals. We also encourage them to bring a water bottle each day which they can access whenever they want to, we also have a water dispenser situated in the kitchen from a reliable service provider.
- Feeding bottles should NOT contain milk, Please send the powder in a packed portion with instruction to feeding times; preparation can ONLY be made at the time of feeding.
- Allergies / Dietary requirements- If you are aware that your child has an allergy / dietary requirement to certain foods or food products please ensure that you inform staff and the information is added onto your child's individual care plan. It is important that you tell us no matter how minor or severe the allergy is. All classes have their own allergy charts for snack / lunch times detailing any allergy, dietary requirements so that all staff are fully aware.

- Any products which are taken in to share with the children (such as a birthday cake) must be shop bought, in the original packaging which clearly states the list of ingredients.
- All products brought in the Nursery for sharing or otherwise need to be gluten and nut free.

How to Choose Healthy

Don't Eat This!

Eat This!

Palm of Hand
Amount of Lean Meat

A Fist
Amount of Rice, Cooked Pasta or Cereal

A Thumb
Amount of Cheese

Thumb Tip
Amount of Peanut Butter

Your hand can help you measure the right amount of food to eat.

Note to adults preparing meals for children: Use your child's hand to measure portion sizes.

Assessing your child's well-being:

The guidelines below will help you in deciding when not to send your child to the nursery:

- A Runny nose- green discharge, continuous sneezing accompanied by fever.
- A fever of 37.1 degrees Celsius or above is considered an initial sign of an infectious disease.
- Diarrhea/Vomiting- Runny tummy causes a lot of discomfort and can be a cause of several reasons:
 - a. Rota virus - a highly infectious tummy bug
 - b. Teething- can lead to dehydration and nappy rash.
 - c. Response to antiviral or antibacterial medication.
 - d. Clearing of mucus congestion due to coughs.
- Sore Throat- these can be an infection of the throat and can lead to fever and discomfort.
- Conjunctivitis- red or swollen eyes- highly infectious
- Chicken pox- fever, itchiness, and body blisters
- Hand and foot disease- Fever, itchiness, blisters or rash on hands, bottom and feet.
- Head lice- continuous itchiness in the head, small white substance attached to the hair follicle, live moving head lice.

A kind reminder to keep children at home as symptoms or infections can be a cause of severe discomfort. To avoid the spread of such infections the Blue bird Nursery Management reserves the right to isolate the child and contact the parents immediately for collection. Children can only attend Nursery after symptoms are cleared. Children who become unwell during the course of the session will be made comfortable and will be cared for by a member of staff until their parent or guardian can collect them. The child will be made comfortable in the clinic all care and support will be given by the nurse. Procedures will be put in place to ensure that the risk of the illness spreading is minimized.

In instances where any medication is administered as a form of treatment, such medication will be administered in accordance with the administration of medication policy and will only be administered with the express permission of the child's parent. Any and all administration of medications will be recorded in the medicine administration form.

Medication:

- Kindly avoid placing medication in children's bags- medication should immediately be handed over to the Nursery Manager and/or the residence nurse with clear instruction which will include but not limited to:
 - a) Time of medication
 - b) Frequency of medication (how many times)
 - c) Mode of administering (to be mixed in food or beverage, with a medical syringe etc.)

Storage:

- All medication will **ONLY** be stored in the Nursery Clinic's refrigerator.
- Medication will be placed away in the clinic refrigerator after administering and will only be handed over to the child's parent/guardian.
- Medication **WILL NOT** be kept in the classes or children's bags, any medication found should be handed immediately to the Nursery Manager and/or the residence nurse.

Accident and Injury

Purpose of Policy

The policy has been made to carefully examine and implement accident procedures in Blue Bird Nursery. The policy also contains the necessary actions taken towards the injured child.

Who is Responsible?

Every member of the Blue Bird personnel is responsible for the safety of child and maximum care and training has been provided to ensure that our nursery environment is free from harmful objects, material used in class do not contain sharp objects, play room equipment is safe and age-appropriate.

It is the responsibility of the Nursery staff to perform daily morning and afternoon checks in and around the nursery premises. The residence nurse is responsible for the first aid care that is provided to the injured child with a follow up call to parents however trivial.

The teaching and support staff are responsible in ensuring that all activities planned are assessed for any potential danger in terms of allergic reaction or harmful objects that can cause injuries. Teachers and support staff are always reminded to be vigilant when children are working in class or playing outside.

The bus supervisor is responsible in accounting for all listed bus students when arriving and departing, checks are made that no child has been left behind. The bus supervisor is also responsible in reminding the allocated support staff in the bus about supervision during the journey and the fastening of seat belts at all times until arrival to the students destinations. Support staff are responsible in ensuring that the child is handed over only to the parents or guardian listed in the parental consent form.

How the Policy is implemented

The Nursery manager and the residence nurse are first aid certified and provide training for the support and teaching staff. The Nursery classes are each allocated a teacher and two assistants. Teachers and assistants accompany children in all areas at all times.

Injuries are immediately reported to the residence nurse by the teacher, the injured child is taken to the nursery clinic where the necessary first aid care is administered. Any medication provided will only be given as per the parental consent and in compliance to the allergy list and as per DHA policies. All records are kept in the child individual file, the Managers file and a call is made to the parents informing them of the extent of injury and the first aid given.

Minor Injuries

If the injury is minor and does not require medical assistance the nurse should address the injury and complete an accident record, this record will be signed by the nurse. If the injury is minor but requires medical assistance the nurse will call a taxi and take the child to the nearest health center, the child's medical information and registration forms should be taken with them; a member of staff at the nursery should contact the parent to inform them of the accident and the actions that have been taken. Upon returning to the setting the nurse should complete the accident report and have it ready for the parent to sign.

Serious Accidents and Injuries

If the injury is serious and hospital treatment is required a member of staff should call an ambulance immediately and a member of staff should accompany the child to the hospital. The child's registration form containing medical information should accompany them to the hospital. The nursery manager will inform the parent of the child's parent/guardian (or an emergency contact) immediately and inform them of the accident and what hospital the child has been taken to.

Recording Accidents

All accidents and injuries, however minor must be recorded in the accident book. Each child has their own page in the book and parents have access to their child's records and those alone. The accident record should include the following:

- Name of the child
- Date and time of accident
- How the accident occurred
- The extent of the injury
- What treatment if any was given
- Regular monitoring

The child's parent must sign the accident record and any incidents which required hospital treatment will be reported to the settings in within 24 hours.

Safety:

Safety is paramount matter in Blue Bird Nursery, we have involved and consulted with Dubai civil defense and a local service provider (Fire link) in mapping the key safety areas, these include but are not limited to:

- Fire and lock down procedures.
- Fire evacuation plans
- Planned and unplanned fire drills involving Dubai civil defense.

Blue Bird Nursery has been carefully designed to provide a safe environment; our magnetic doors will ensure that doors are closed before and after entry or exit. Corridors include mini gates that have locks on either side to enhance the safety procedures, while understanding the children adventurous side in exploring different areas. Class room doors also follow the same concept. Parents are therefore requested to adhere to the signage indicating the opening and closing of these gates.

Pick up and Drop off: (Private cars)

Blue Bird Nursery has a sufficient and easily accessible parking area. Kindly ensure that:

- You hold hands with your child on the way to the car.
- Children are carefully fastened in their seats.
- Cars do not block the main entry gate.
- Kindly wait in the reception for pick up while our Nursery personnel prepare your child for pick up.

To help us to maximize care parents are requested to inform the Nursery Manager of any changes in regards to pick up and drop off routine. Please notify us immediately of the person dropping/picking up your child with their names and ID number. Kindly note the Nursery WILL NOT release the child under any circumstances to any persons without parental consent.

Pick up and Drop off: (Nursery Bus)

Blue Bird Nursery uses reliable service provider keeping up with the RTA regulations; our buses are fully air-conditioned with professional well-trained bus drivers and support staff, a bus supervisor is also available to ensure student safe departure and arrival. Buses also include regularly checked car seats for the toddlers. Our buses will soon include cameras and students ID in maximizing safety.

Blue Bird nursery maintains a high importance and is committed to punctuality, Nursery personnel will inform you of the pick- up and drop off time when you register your child, to help us serve you better kindly ensure that:

- You are present and on time at the pick-up/drop off point as mentioned in the bus registration form.
- No changes in location can be accommodated.

Thank you for choosing Blue Bird Nursery,

We look forward to providing and maintaining quality services.



Policy Done by:

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Reviewed by:

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Atticus Education.

1st Review on: 17th Oct 2016