

Statutory Framework for EYFS 2017 page 12 paragraphs 1 and 3

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Statutory Framework for EYFS 2017 page 16 (whole Section 3)

Working Together to Safeguard Children 2018 (Whole Document)

**PROCEDURE**

**NAPr4 – Passing on Messages Procedure**

**REFERENCE**

**NSR17 – Baby Zone**

**FORM**

**NSF12 – Nappy Checklist**

**NSF13 – Sleep Chart**

**NSF14 – Sleeping Baby**

**NSF15 –Daily Care Record Sheet**

**NHF25 –Long-term Medicine**

Langley Hall Primary Academy understands that it is essential to work in partnership with parents. Important messages such as those relating to practical welfare issues are passed on in accordance with Passing on Messages Procedure **NAPr4**. Any reasonable request from a parent to alter normal practices at Langley Hall Primary Academy will be considered. Discussions and any subsequent action taken will be recorded as necessary.

**Snack / mealtimes**

Snack and other mealtimes provide an opportunity for the development of social interaction and language skills. Children should be involved in the offering out and serving of milk and fruit / vegetables whenever possible.

If tables are to be used, they should be clear of activities and cleaned using an anti-bacterial spray (sprayed onto a cloth not directly onto the table, to prevent inhalation). Staff should remind the children that they will need to have clean hands before sitting together at tables.

Tablecloths may be used, and items of interest may be placed in the centre of the tables as a basis for discussion.

One member of staff should sit at each table to encourage good manners and eating habits in a positive way. Children should be encouraged to develop their skills in using cutlery and cups as their stage of development allows.

Staff preparing food must hold a food handling certificate and wear disposable gloves and an apron.



A green chopping board should be used for preparing fruit and vegetables in the kitchen area. Knives must not be taken to the tables where children are eating.

A record is kept of all food eaten and this information is recorded for parents on the child's individual Daily Care Record Sheet **NSF15**.

### **Access to drinking water**

Children aged 3 years upwards should have their own water bottle to help promote independence and encourage self-reliance. It has been proven that for children to have water available to them all day keeps the brain hydrated aiding the intake of information and enhancing their learning skills. Staff will encourage the children to drink whenever they wish and especially after physical exercise.

Water bottles can be ordered from Synergy ([www.synergy-group.co.uk](http://www.synergy-group.co.uk)), they cost around 70p plus VAT for a 300ml bottle. Alternatively, parents may be asked to provide a water bottle for their child.

Water bottles must be clearly labelled with each child's name. Children must be taught that they can only drink from their own bottle to prevent cross-contamination.

Water bottles must be freshly filled each morning with drinking water and topped up as and when needed throughout the day.

Water bottles must be emptied at the end of each session or day and left with the lids off to air dry.

### **Nappy changing**

Parents may request that cotton wool and boiled water is used for cleaning their child rather than wipes. Creams are not provided but should be supplied by the parents and clearly named for their child. Parents must complete a Long-term Medicine Authorisation **NHF25** authorising staff to use the cream during nappy changing.

Children's nappies are changed routinely, on average four times a day. However, staff ensure throughout the day that if a child's nappy is soiled or overly wet, the nappy is changed immediately. A record is kept of all nappy changes and the condition is monitored using the Nappy Checklist **NSF12**. This information is also recorded for parents on the child's individual Daily Care Record Sheet **NSF15**.

For safeguarding reasons, changing units will be located in the main playroom where possible and if not, the door to the changing area will be left open. A child's right to privacy will not be compromised by these arrangements.

Rooms where children are being changed should be well ventilated and care taken to ensure that the smell of a soiled nappy is eradicated effectively and quickly. This may involve investing in specialised equipment. Parents will be invited to tell staff if they feel that the room has an unpleasant smell as staff in the room all of the time may become desensitised to any odour.

Staff who are changing nappies will wear disposable gloves and disposable aprons provided for the purpose and, to prevent cross infection to other children or to themselves, will remove them before moving or otherwise interacting with any child. All items needed are collected **before** lifting the child onto the changing surface.



After each change the changing mat is cleaned using Antibacterial spray or other similar disinfectant solution, according to the manufacturer's instructions.

Nappies are placed into nappy disposal units e.g. Sengenic and these bins are emptied at least three times a day into yellow clinical waste bags which are immediately put into the yellow clinical waste bin.

Staff must wash their hands after each nappy change and also after emptying the nappy disposal units.

All children (of any age) should be encouraged to wash their hands or have them washed by staff after having their nappy changed.

Mobile telephones, cameras or other devices with similar functions are not permitted in nappy changing areas or toilets and bathrooms.

### **Cots and monitoring sleep**

At Langley Hall Primary Academy, each Group / Room uses a Sleep Chart **NSF13** to monitor the sleep pattern and safety of each child throughout the day.

The monitoring of sleep must be recorded on the Sleep Chart **NSF13** in pen every 10 minutes and should be initialled by a member of staff after checking each child. This information is also recorded for parents on the child's individual Daily Care Record Sheet **NSF15**.

All parents need to be made aware that it is the policy of Langley Hall Primary Academy that we lay babies on their back to sleep. If for any reason a parent requests that we put their baby on their front to sleep, a Sleeping Baby Disclaimer **NSF14** must be signed by the parents.

### **SLEEPING BABIES AND CHILDREN ARE NEVER LEFT UNSUPERVISED IN A ROOM**

Each child has their own bedding, and this is changed and washed each week and more often if needed. A non-biological powder/liquid is used as this is less likely to cause an allergic reaction in babies. We are happy to discuss this with parents of children with particular allergies.

Occasionally part-time children may share a cot; however, they still have their own set of bedding which is changed each time the child uses the cot.

Cots should be made up at the time of taking the baby out of the cot or as soon as possible to ensure it is ready for the next time the child needs to sleep and also to ensure a good standard of presentation.

### **Fresh Air**

Whenever possible staff will ensure that the playrooms are aired and that windows are open to allow the circulation of fresh air. Staff will ensure that open windows do not cause discomfort for children, staff or visitors through the introduction of draughts.