



Forever Angels Baby Home **Policy on: Health and safety**

Protecting the children in the care of Forever Angels is a job that is paramount to the children's well-being and should be considered by all staff and volunteers at all times.

Life can't be risk-free, but most accidents **can** be prevented. This will help you identify and eliminate potential hazards in Forever Angels Baby Home.

FOOD

- Always wash hands with anti-bacterial soap and water before preparing or giving any food or drinks to children.
- Follow instructions for making bottles exactly.
- Throw uneaten food or milk away / or store in a sealed container in the fridge.
- Use filtered water **only** for drinking / cooking
- Babies should not be given solid food until they are 6 months old / and / or four months old and can sit up.
- Wash all bottles thoroughly and sterilise.
Ensure all children are fed at the correct times
- Make sure clean water is available to children to drink at all times.
- Ensure bottles and food are warm (not hot) when given to children
- Keep bottles tilted so milk is always in the teat so babies do not swallow air.
- Never leave children or babies alone whilst eating
- Wind babies (up to 6 months) after a feed
- Children should be kept away from all food preparation areas (knives, stoves, fire etc)
- Ensure that children do not share spoons / cups

- Sit children appropriately to eat
- Use bibs for children under 1 year
- Wash all fruits and vegetables properly
- Ensure cooked and raw meats are kept separate
- Children should wash hands before eating
- Vitamin supplements will be given to children each day.

SLEEPING

- Put a baby in a cot at night time. Ensure cot doors are secure.
- Children should have adequate sleep and nap/rest when needed
- Put babies feet at the bottom of the cot
- Ensure all mosquito nets are maintained and correctly fitted and used
- All children should have 1 sheet if the weather is cold
- All children should wear a baby grow or pyjamas at night
- Bed time is 7.00pm and children should be allowed to wake on their own in the morning
- Babies up to 6 months of age may be fed in the night with a bottle. Older children should be given water only if they wake. Very malnourished children can also feed at night.

ILLNESS

- If a child is unwell, report it to the Site Manager immediately as you see them. If they are seriously unwell – phone the Manager to report it.

Signs of Illness

- **Vomiting**
- **Diarrhoea**
- **Temperature (above 38 degrees)**
- **Cough**
- **Runny nose**
- **Runny eyes**
- **Unusual crying**
- **Irritable**
- **Refusing to eat/drink**
- **Drowsy**

In case of an emergency – the emergency telephone numbers are listed in the office.

All medicines will be locked away and only given to a child by the allocated 'nurse/carer'

All accidents should be written immediately in the accident book.

Children will be immunised following the recommended childhood schedule.

The First Aid Kit is kept in the Office. If any equipment is finished or running low, please report it to the Site Manager. Please record all accidents in this book – involving staff and children.

All bodily fluids (urine, faeces, vomit, blood) should be cleaned up with disinfectant (Dettol) immediately.

Toileting / Nappies

- Ensure hands are properly washed, (with antibacterial soap) after every nappy change.
- Do NOT touch or prepare food whilst handling dirty nappies
- All dirty nappies should be washed before putting in the laundry basket
- Never leave a child unattended on the changing table, toilet or potty.
- If a baby has nappy rash or a sore bottom – use Sonadern cream. If it is serious or getting worse – report it.
- Dirty or wet nappies (and bedding/clothes) should be changed immediately.

Washing and Bathing

- All children must be washed / bathed every day
- Never leave a child unattended in a bath or near to any water
- The cold water should be run in a bath first and then the hot water to prevent scalding
- Test the temperature of a bath before a child is put in it

- Dry and dress children as soon as they come out of the bath
- Use a child's own towel – these should be hung back on the correct pegs and washed once a week
- Hair should be washed with shampoo daily.

Teeth

- All children's teeth should be cleaned every morning and night – with their own toothbrush and a small amount of toothpaste.
- Filtered water should be used for teeth cleaning
- If babies are teething – a (clean) teething ring can be given and, if severe, teething gel will be administered.
- Do NOT mix up toothbrushes and keep them clearly labelled

Outside

- If sunny, children should be playing outside in the shade.
- Babies under 1 year should not be in the direct sunlight for more than 10 minutes
- If cold, children should have a cardigan or jumper on
- If raining heavily, children should play in the outside roofed area. If just light rain, they can still play in the garden. They should NOT be kept inside all day!
- Children need opportunities to exercise every day. Babies can be massaged, allowing time to free kick, crawling etc. Older children should be allowed to run, jump, dance etc.
- Ensure the play area is safe – broken glass, poisonous plants, snakes, kites etc.

Shoes

- If going outside of the Baby Home grounds, children should wear shoes from the basket. Ensure they fit properly and are on correctly and that they are put away properly.

Growth and Development

- All babies will be weighed and their height will be measured tri-monthly. This will be recorded in their personal files. Any malnourished or sick child will be weighed weekly.

- All children will be checked against developmental milestones frequently and medical advice will be requested if issues or problems become apparent.

Discipline

- No child shall be hit or physically punished in any way. Any employee or volunteer seen doing this will be dismissed immediately.
- Be consistent and firm in discipline – use the 'Naughty Chair' system.
- Reward good behaviour verbally and try to ignore bad behaviour where possible.
- Children who are consistently naughty can be sat in a 'naughty/time out area' but must still be supervised.
- Report serious bad behaviour to the on-site manager.

Malaria / Tropical Diseases

- All children should sleep under mosquito nets whenever in their cots.
- Any holes in nets should be fixed immediately.
- Windows and doors should be kept shut at all times to prevent mosquitoes entering the Baby Home.
- The bedrooms should be sprayed with Mosquito Repellent regularly
- If any child is suspected to have malaria – report it to the on site manager immediately.

Maintenance of Buildings

- All appliances – gas, electricity, water and sewage will be checked regularly by a trained 'fundu' and any problems will be fixed immediately.

Fire

- Smoke detectors will be fitted and checked regularly by a site manager.
- If the smoke alarm sounds – all adults and children should be vacated from the building as soon as possible and congregate in the area furthest from the Baby Home – at Amy and Ben's house.

- A fire extinguisher will be kept in the kitchen and corridor.

Visitors

- All visitors must be reported to the On-Site Manager before being allowed into Forever Angels Baby Home
- All visitors should fill in the Visitors Book
- No visitors should ever be left alone with any children – this includes the children's family who are visiting.

HIV / AIDS

Some children in our care will be HIV positive. This information is confidential and should not be discussed. No child should be discriminated against if they are believed to be HIV positive. If you follow simple procedure – you will **never** put yourself at any risk.

- Clean up all bodily fluids promptly and wipe with disinfectant (Dettol). Wash hands immediately.
- Wash hands with antibacterial soap after dealing with nappies, blood, vomit etc.
- If dealing with large amounts of blood – wear rubber gloves.
- Put all tissues/cloths with bodily fluids into a sealed plastic bag before putting into the bin
- If you have any open wounds or any of the children do – they should always be covered with a plaster or dressing.

REMEMBER – you can not catch HIV/AIDS from normal day-to-day contact with children. If you have any questions – please ask us. All our children deserve love and care whether they carry the HIV virus or not.

To prevent cuts:

It's normal for children to get scrapes and cuts on the playground, but they must be protected from sharp and dangerous items around and outside the house.

Kitchen and Bathroom

- * Keep knives, forks, scissors, and other sharp tools in a drawer behind a locked gate.
- * Keep glass objects, such as drinking glasses or bowls, in a high cabinet far from reach.
- * Store appliances with sharp blades (like blenders or food processors) far from reach or in a locked cabinet.
- * If possible, keep the bin behind a door with a safety latch.
- * Store all tools, including those used for gardening and lawn care, in the locked Askari Hut.

To prevent injury from falls:

Babies and infants can wriggle and roll around easily; toddlers and small children can climb their way into trouble. Protect children from falls by paying special attention to windows, cots and beds, different areas of the house, and outdoor playgrounds:

Windows

- * Keep furniture away from windows to prevent children from climbing.

Cots and beds

- * Keep doors closed on cots and bolt correctly. Report any broken ones to On Site Managers.
- * Never leave a baby unattended on a changing table or bed.

Around the house

- * Ensure safety gates / gates are kept closed.
- * Keep stairways and doorways clear.
- * Always secure safety belts on pushchairs and high chairs.

Outdoors

- Be sure out-door playground equipment is safe, with no loose parts or rust.
- Ensure the garden is free from rocks / sticks / god poo etc so it is safe for the children to play in.

To prevent poisoning:

Accidental poisoning can occur when a child ingests medications, cleaning products, alcohol, cosmetics, or other toxins. Many well-meaning adults fail to recognize how toxic certain substances can be and leave them in accessible places. Protect the children from the dangers of poisoning by following these rules:

Medications

- * Store all medications – away from children's reach.
- * Never leave vitamin bottles, aspirin bottles, or other medications on the kitchen table, countertops, bedside tables, or dresser tops. Small children may decide to emulate adults and help themselves.
- * Don't ever tell a child that medicine is "sweets." (Not even Vitamins which look like sweets!)
- * Always keep pills and liquids in their original containers.
- * Never administer medication to a child in the dark: you may give the wrong dosage or even the wrong medication.
- * After taking or administering medication, be sure to reattach the safety cap, and store the medication away safely.
- * Label ALL medication and double check before administering it.

Cleaning products

- * Store household cleaning products and aerosol sprays in a high cabinet far from reach.
- * Never put cleaning products in old soda bottles or containers that were once used for food so children are not misled and attempt to eat / drink it.
- * When you are cleaning or using household chemicals, never leave the bottles unattended (including cleaners bleach / Dettol).

To prevent burns:

Burns, especially hot water burns, are some of the most common childhood accidents. Babies and children may be more susceptible to burns than adults are: they're curious, they're small, and they have sensitive skin that needs extra protection.

Bathroom

- * Ensure cold water is put into a bath first and hot water is added afterwards to prevent it from getting too hot.

Kitchen/Dining room

- * Don't allow children to be in the kitchen area at any time.
- * When cooking, always turn pot handles toward the back of the stove.
- * Don't hold a baby or small child while cooking.
- * Don't walk around with hot liquids.
- * Don't drink hot drinks or soup with a child sitting on your lap or playing near to you.
- * Never leave hot drinks or food within a child's reach.
- * Ensure baby bottle of milk and children's food are tested every time they are heated to prevent scalding mouths.
- * Do not allow children to play outside in direct sunlight unless they have a hat and sun cream on.

To prevent choking:

Putting things in their mouths is one of the ways that babies and small children explore the world. Anything that fits can be a danger. Choking is usually caused by food, toys, and other small objects that can easily lodge in a child's small airway. Pay special attention to the following to prevent children at Forever Angels from choking:

Food

- * Don't give a child foods which they can easily choke on.
- * Some soft foods can also cause choking because they are the right shape for blocking a child's windpipe. These foods, including hot dogs, sausages, grapes, and caramels, can be served if they are chopped into small pieces.

- * When babies begin eating solids, beware of foods like raw apples and pears, which may be difficult to chew without teeth (or with just a few teeth).
- * Encourage children to sit when eating and to chew thoroughly. Teach them to chew and swallow their food before talking or laughing.
- * Never let children run, play sports, or ride in the car with food in their mouths.
- * Never leave children alone whilst eating.
- * If they do choke – tip the child forward and pat firmly on the back.

Toys

- * Check toys frequently for loose or broken parts - for example, a stuffed animal's loose eye or a broken plastic hinge. Throw broken toys away.
- * Warn older children not to leave loose game parts or toys with small pieces in easy reach of younger children.
- * Ensure toys have no sharp edges which could injure a child.
- * Never give balloons to a child unless under strict supervision and always pick up broken balloons as soon as they burst.
- * Encourage children not to put pencils, crayons, or erasers in their mouths when colouring or drawing.

To prevent drowning:

Infants and small children can drown in only a few inches of water. Protect them from danger by providing constant supervision whenever they are near water:

Bath/Bathroom

- * **Never** leave a baby/child unattended in the bath.
- * Always stand guard over a bathtub that is filling with water.
- * Never leave a small child unattended near a bucket filled with any amount of water or other liquid.
- * Never leave children in the paddling pool unsupervised – not even for one minute.

To prevent electric shock:

Many household outlets and cords are right at a toddler's eye level. Protect your child from electric shock by following these safety rules:

- * Cover all unused outlets with safety caps.
- * Unplug all kitchen appliances when not in use, and keep cords far from reach.
- * Position television and stereo equipment against walls, so small hands don't have access to the back surfaces.
- * To prevent injury from chewing on cords from lamps or other electrical equipment, cover wires with plastic piping.
- * Make sure all wires in the Baby Home are properly insulated.

To prevent strangulation:

Babies and children have been strangled by strings/ties/rope on clothing, cords, furniture and accessories.

- * Don't dress children in clothes with drawstrings, ribbons, or cords.
- * Don't put necklaces or headbands on a baby – especially in bed.
- * Never tie a dummy around a baby's neck or tether it to your baby's clothing with a ribbon or piece of string.
- * Never allow children to play with any rope or string of any sort.
- * If a child has anything they are wrapping around their necks – remove it from the child immediately and explain the danger.

To prevent suffocation:

- * Because babies are not yet able to raise their heads, they need special protection from suffocation. But small children are also at risk, primarily due to plastic bags of all sizes.
- * Be sure that a mattress fits snugly in the cot. This keeps a baby from slipping in between the mattress and the cot sides.

- * Never put an infant directly down on a mattress covered with plastic – always lie them on a sheet.
- * Never let children play with plastic bags – if put on their heads, they can suffocate a child.

Health and Safety of Employees

- Do not put yourselves or others at risk
- Keep yourself safe when dealing with injured children / staff.
- You should wear rubber gloves when dealing with injuries involving lots of blood
- Ensure you wash hands after using the toilet or dealing with children's nappies / potties.
- Keep yourself safe when travelling to work – try to only walk in daylight.
- Any cuts on your own body should be covered with a plaster or dressing.
- If you are unsure of anything – ask!

TRAINING

All staff and volunteers at Forever Angels Baby Home will receive regular training on the above Health and Safety Issues.

Forever Angels Baby Home NGO September 2011 – To be reviewed in 2015