



## Happy Bunnies Nursery

### Babies and Toddler Policy (including Dummies)

September 2017

Sign.....

Print.....

Position.....

Date.....

Internal use only

Date of review	Author	Date of next review
September 2019	Gemma Linton	September 2020

## Babies and Toddler Policy

At Happy Bunnies we care for children under the age of two years old. We ensure their health, safety and well-being through the following:

- Children under the age of two will have a separate classroom and will not be cared for in groups larger than 6.
- We ensure that the younger children have opportunities to have contact with the older children while at nursery.
- Care will be taken to ensure that babies and toddlers do not have access to activities containing small pieces that may be hazardous or could injure a small child
- All equipment will be checked daily before the children access the area. This will include the checking the suitability of the cots and high chairs and ensuring all safety aspects of the furniture are intact and in full working order.
- All doors are fitted door finger guards to ensure the safety of the children.
- Babies and toddlers will have their nappies changed according to their individual needs and requirements by their key-worker wherever possible. Information will be shared between Parents and keyworkers about nappy changing and toileting in a way that is most suited for the parents.
- Potties will be washed and disinfected after each use. Changing mats are wiped with antibacterial cleanser before and after each nappy change
- Cot mattresses must meet safety standards
- Children under two years will not be given pillows, cot bumpers or any soft furnishings in order to prevent risk of suffocation
- We follow all guidelines on sudden infant death and advise parents of this information. Babies will always be laid to sleep on their back, with their feet touching the foot of the cot.
- All bedding is removed after a child has in the cot and clean bedding will be applied.
- Children's beds will be cleaned before and after use with antibacterial spray.
- Sheets or thin blankets will come no higher than the baby's shoulder, to prevent them wriggling under the covers. We make sure the covers are securely tucked into the sides of the mattress so they cannot slip over the baby's head.
- Cots will be checked before use to ensure no items are within reach hanging over the cot or beside the cot (e.g. mobiles, cables, nets)
- Children will never be left unattended in high chairs.
- Sleeping children will be supervised at all times
- Checks on sleeping babies/toddlers will take place every 10 minutes. These are to be documented with the time, method of movement (eg, RC = rising chest) and staff initial on the sleep check form.
- Staff should not change nappies whilst pregnant until a risk assessment has been discussed and conducted.
- Bottles of formula milk will only be made as and when the child needs them and the procedure for making bottles of milk will follow the latest Department of health guidelines.
- Bottles of formula will be disposed of after one hour.
- Bottles and teats will be cleaned using hot soapy water before being sterilised. Bottles and teats will NOT be cleaned in the dishwasher.
- If dummies are used they will be cleaned, sterilised and kept in an individual container, labelled with the child's name to prevent cross contamination.
- Dummies are only to be used as comforter for each child and will be removed if the child is clearly comfortable and happy. Dummies will be removed if a child is speaking and we will encourage children to put their dummy away.
- A designated area is provided for breastfeeding Mothers should they wish to use it
- Labelled Mothers breast milk will be stored in the refrigerator labelled with the child's name, date and expiry.

- Sterilisers will be washed out and cleaned daily.
- Children will be transferred to the older age group when it is felt they are age/stage appropriate following the transition and settling in procedures.
- Nappy and sleep charts/records will be kept for a period of 6 months after such time these will be discarded by the nursery manager.