

Little Treasures Nursery Arrivals and Departures Policy

Rationale

It is the policy of the nursery to give a warm welcome to all service users on their arrival.

Aims and Objectives

- To ensure safe arrival/departure of children.
- To ensure correct medicine procedures.
- To ensure correct accident/incident procedures.

Implementation

- Parents/carers are requested to pass the care of their child to a member of staff who will ensure his/her safety.
- Parents/carers are required to record their child's attendance on the register.
- If a parent/carer requests their child be given medicine whilst at nursery then staff must ensure that the medicine consent procedure is followed.
- Parents/Carers of children on medication which is stored on nursery premises must complete the Long Term Medication Record every time the child is brought to nursery. Both staff and parents/carers must ensure this is done. The only exception to this is children on medication which must be given when they eat from certain food groups.
- If the child is not to be collected by the parent/carer at the end of the session, an agreed procedure must be followed to identify the nominated adult.
- All medicines should be recovered from the medicine cupboard/fridge only when the parent/carer has arrived and handed to him/her personally. Staff must ensure they follow all aspects of the medicine policy.
- The parent/carer should be informed of any accidents/incidents. Staff should ensure accident/incident procedure is followed.
- No child should be handed over to anyone other than the known parent/carer unless staff have been informed otherwise by the parent/carer.
- The child's departure must be recorded on the register by parents/carers before leaving the premises. This includes those children being removed for appointments and brought back to nursery. Children must be signed back into nursery upon their return.
- All staff must sign in when entering premises and sign out when departing premises. This includes staff leaving for appointments/meetings/courses, etc and coming back to nursery. Staff must sign back into nursery upon their return.
- All registers and staff sign in sheets must reflect those present on the premises.
- Staff must ensure that all visitors sign in and out of the visitor's log.

National Care Standards- Being welcomed and valued, Standard 1
 Health and wellbeing, Standard 3
 A caring environment, Standard 7

Signature	Position	Date of review

