



Health Policy

Gainsborough Primary
School

PRIMARY
ADVANTAGE

SCHOOLS ACHIEVING
MORE TOGETHER

Primary Advantage



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Unwell Children

At Preschool we aim to ensure all of the children's wellbeing. Unwell children will not be admitted into Preschool. It is the responsibility of the preschool staff to ensure that children who are not well are not admitted into Preschool.

If a child becomes unwell throughout the day the following procedure will be followed:

- A member of the preschool staff team will, alongside a first aid trained member of staff, assess and monitor the child's needs.
- The staff member will inform the Preschool Room Leader or most senior manager on site if they consider that a child is too ill to remain in Preschool.
- The child's Parents/Carers will be contacted by telephone and informed of their child's condition. Staff will ensure that the best possible care is taken of the children whilst they are waiting for the Parents/Carers to arrive. Staff will carefully monitor and record the child's condition until they are collected. Upon their arrival staff will fully inform Parents/Carers of the child's condition.
- If Parents/Carers cannot be contacted the child's condition will be monitored closely by the Children's Centre Supervisor or Room Leader within the room. If it is felt the child has become seriously unwell the Headteacher will assume responsibility and an ambulance will be called. A member of staff will go to the hospital with the child; where possible, this should be the child's key person. The Preschool will continue to try and contact the child's Parents/Carers. Staff will remain at the hospital with the child until Parents/Carers or other contacts arrive.

Children's emergency contacts will be updated every six months to ensure that we have the best possible information to get hold of Parents/Carer.

Infectious Illnesses

Children who are suffering from an infectious illness must be kept away from Preschool until they are clear of the illness. This is for the protection of staff and children. It is Parents/Carers responsibility to report to the Preschool staff any infectious illness which their child has been suffering from.

- Staff must report any infectious illnesses which they have been suffering from to the Headteacher. This should be discussed on a case by case basis with the Headteacher with the children's best interests being paramount.

Below is some guidance on when children can return to Preschool after suffering from an infectious illness. If a child is suffering from another infectious illness medical advice will be sought and the child's Parents/Carers informed. In all cases we will follow the guidance given by the local Health Protection Unit.

Infectious Illness	When child can return to Preschool
Chicken Pox	When spots are completely scabbed over
Diarrhoea	48 hours after day of diarrhoea
Vomiting	48 hours after day of vomiting

If a child has a notifiable disease as defined by the Health Protection Agency (see appendix 3), Parents/Carers must inform the Preschool staff promptly. Any child who has a notifiable disease will require a certificate of health from their GP before they will be re-admitted back to Preschool.

Children with existing medical conditions

Any information regarding existing medical conditions will be collected at the pre-admissions meeting during their home visit. It is Parents/Carers responsibility to inform the Preschool staff of any medical needs their child has on their admission to Preschool and of any changes to or medical conditions developed during their child's time at Preschool. The Children's Centre Supervisor or

Pastoral Manager will arrange a meeting with the School Nurse and the child's care plan will be discussed. A package of support will be put into place to ensure that the Preschool is able to meet the needs of the child in the best possible way.

If a child requires medicine as part of their care, the procedure as described in point 2.0 of this document will be followed. If a child requires emergency medicine to be kept at Preschool, for example in case of an allergic reaction a completed medical form must be acquired and renewed one this medicine has been administered. It is the Parent/Carers responsibility to ensure that the Preschool has any medicine that their child might require.

Information on the child's medical condition must be recorded and kept in the child's individual file. The child's record will only be shared on a need to know basis.

This information should include:

- A brief history of the medical condition
- What to do in case of an emergency
- General day to day care
- Details of any additional care required

The administration of medicine at Preschool

The Preschool staff are not permitted to administer non-prescribed medicines to children. The only exception to this rule is for the administration of teething gels/powders, pain and fever relief medication and ointment

(Appendix 1 - Permission for administration of teething gels/powders, pain and fever relief medication and ointments, as well as Appendix 2 - Daily Parent/Guardian Authorisation for the administration of Non-prescribed Medications by Preschool staff).

Prescribed Medication

The following procedure should be taken when children at the Preschool require prescribed medicine:

- Parents/Carers must provide a letter from their child's doctor. Medical Care Plan form will be completed by the School Nurse and the Pastoral Manager or Children's Centre Supervisor.
- Parents/Carers are to ensure that all medication is clearly labelled. Prescribed medication should have the chemist label attached to it and be in the original container dispensed.
- Parents/Carers should hand medication over to the Pastoral Manager or Children's Centre Supervisor. Medicine will be sorted and labelled in a medicine box.
- Any medicines required to be refrigerated will be kept in a fridge. Any medicines requiring technical/ medical knowledge will only be given once staff have received training from a health professional.
- The child will enter the setting once all the above procedures have been completed.

It is the responsibility of the Preschool Room Leader to ensure that medication is administered properly. A witness must be present when administering medication. On administering medication, the medicine form must be completed.

Non-prescribed medications

The following procedure should be taken when children at the Preschool require non-prescribed medicine such as teething gels/powders, pain and fever relief medication and ointment:

- Parents/Carers must sign the 'Permission for administration of teething gels/powders, pain relief and fever medication and ointments' (Appendix 1).
- Parents/Carers must sign the 'Daily Parent/Guardian Authorisation for the Administration of Non-Prescribed Medications by Preschool staff' (Appendix 2), on a daily basis. The form

will be signed by the parent and staff at the end of each day. One copy will be given to parents and one stored in the child's individual folder.

- Non prescribed medications such as nappy cream without steroid in can be applied without prior consent, any preferences or allergy to nappy creams should be identified immediately.
- Parents/Carers must re-sign and date the medicine form at the end of the day when the medicine was administered.

Accidents

There will be sufficient staff who will have current first aid training, with the aim that there should be one qualified person on site at any one time. First aid pouches are kept around the school, in classrooms as well as with staff.

This Medical Room provides first aid support and maintains a central supply of first aid materials to supplement first aid pouches. The Blue room in the main school also holds a central supply of first aid materials.

Minor Accidents/Injuries

Minor accidents/injuries will be dealt with by Preschool staff. There is always a first aid trained member of staff on site who is available to advice and to assist in the treatment of minor accidents/injuries.

- An accident form should be completed for every accident. This form should be signed by the parents/carers on collection of the child. Parents/Carers should receive a photocopy of the completed accident form. The original accident form should be given to the office to be filed in the children's individual records.
- In the event of a head injury medical advice will be sought and the Parents/Carers will be contacted by telephone.

- First aid trained members of staff are named in the Preschool reception. First Aid kits are available in all of the day care rooms and are regularly restocked. Only first aid qualified members of staff will administer first aid.

There will be a review of all minor accidents and injuries once a term.

Serious Accidents/Injuries/Illnesses:

For any serious accident, injuries or illnesses the following procedure will take place:

- Headteacher should be immediately informed and will assume responsibility. The senior member of staff alongside a member of staff who is first aid trained will carry out an initial assessment. During this initial assessment it will be decided whether the child needs to go directly to hospital or whether he or she is well enough to remain at Preschool until their Parents/Carers arrive.
- An ambulance will be called and the child will be accompanied to the hospital by the Preschool Leader and if possible the child's Key Person. The parents will be contacted and informed of this action. Staff will remain with the child until the Parents/Carers arrive.
- Or the child will either remain in the care of the centre until the Parent/Carer's arrive.
- An accident form should be completed.

All serious accidents will be reviewed within forty-eight hours of their occurrence and OFSTED will be informed.

Allergies

On admission to Preschool all Parents are required to give information about any known allergies which their children have. It is the Parents/Carers responsibility to ensure that Preschool staff are kept up to date on any changes relating to their children's allergies and any additional care required.

- A record of all children's known allergies will be kept in their individual files and in their rooms.
- All staff will be informed of any known allergies of the children they work with.
- It may occur that a child has his or her first allergic reaction within the Centre. If this occurs then the procedure for serious accidents, injuries and illnesses as described above will come into action

Food and Drink

Preschool promotes a healthy eating philosophy that all staff and children take part in. The Preschool will provide each child with healthy and balanced meals each day. Staff will work in collaboration with the school chef to produce a weekly menu which will be rotated on a termly basis.

At Preschool we believe that meal times are a social experience. Children will have time to sit down together with staff to eat the main meals of the day in a relaxed manner. As a part of the daily routine children will be encouraged to make healthy choices by having the opportunity to wash their hands, lay tables and help serve the food.

Drinks are available for children to independently access at all times. Children have a healthy snack twice during the day; one in the morning and one in the afternoon. Preschool staff encourage children to drink plenty of water.

Sun Protection

Care should be taken to protect children from sun rays which can be harmful to their health.

- All Parents/Carers are expected to provide protective clothing for their children during the summer months. Ideally a hat should be provided for their use at Preschool which staff will ensure the child wears when outdoors.

- Sunscreen will be provided by the Preschool and will be SPF 50. Parents/Carers must agree that sunscreen can be applied to their children (Appendix 1)
- The Preschool Room Leader is responsible for deciding if sunscreen is required. He or she is to be mindful that on cloudy and breezy days when the temperature is hot the children will still require protection from the sun and that it may be necessary to reapply lotion more than once during the hours of the day.
- Notes of applications of sun cream to be recorded in the daily logs.
- On hot days children will be kept out of direct sunlight between the hours of 11.00am and 2.00pm.
- Staff will support the children in learning how to care for themselves in hot weather.

Space to Rest

All children will be provided with space and time conducive to rest. All children have different rest needs and these individual needs should be discussed with the child's Parents/Carers during the settling in period. This should be reviewed over time and any changes should be agreed between the child, Parents/Carers and key person.

Children are settled to sleep by a familiar adult, preferably their key person who will ensure that the child is comfortable and has everything they need for rest. Children are encouraged to be independent at settling themselves to sleep.

Babies under the age of six months are put to rest in a cot on their back at the bottom of the cot. Blankets should be tucked securely under the mattress. Duvets, pillows and cot bumpers should not be used.

The playrooms are set out in a manner that children have access to quiet restful space at all times of the day. Staff are to be sensitive towards children's need for rest although rest or sleep time will be agreed with parents.

Whilst asleep children will be regularly checked by a member of staff and monitored by baby monitor. All rooms are to be maintained between 18c-21c. Children's sleep times should be recorded within the children's daily diaries.

Nappies and Bodily Fluids

Care should be taken when changing nappies and dealing with any bodily fluids to reduce the risks of cross infection. To prevent cross infection the following procedure should be followed:

- A disposable apron should be worn for each nappy change.
- A pair of disposable gloves should be worn for each nappy change.
- Children should never be left unattended on a nappy changing table.
- Another adult should be in view whenever a nappy is being changed
- Children should be lifted appropriately onto the nappy changing table. Older children should be assisted to use the steps to climb onto the nappy changing table.
- The nappy changing mat should be wiped clean with antibacterial spray and disposable tissue at the end of every nappy change.
- All materials used during the nappy change should be placed in the nappy bin.

Bodily Fluids

When dealing with bodily fluids staff should ensure that they wear protective clothing. All bodily fluids should be cleaned up with antibacterial cleaning detergent and disposed of in the clinical waste bin.

Appendix 1

Permission for administration of sunscreen, teething gels/powders, pain and fever relief and ointments

I/we agree for Gainsborough Preschool to Administer Non-Prescription Medicines as ticked below as and when required.

I understand that I must supply the non-prescription medication in the original container labelled with the child's name, name of the medication, and the directions of the medication administration.

Child's Name:

Setting:

I would like the following **non-prescription** medications to be administered to my child when required for health reasons:

Parent/Carer's Name:

Parent/Carer's Signature:

Date:

Non-Prescribed Medication (please tick below)	Yes	No
Teething gel (please specify) _____		
Pain and fever relief (please specify) _____		
Sunscreen Lotion – Only that provided by parent to be used for my child.		
Sunscreen Lotion – Provided by parent and school can be used.		
Nappy and skin rash cream (please, specify) _____		

Appendix 2

Daily Parent/Guardian Authorization for the Administration of Non-Prescription Medications by Preschool staff

I hereby request that the following **non-prescription medications** be administered to my child by a member of the Preschool team.

Name: _____

Date:					
Non-prescribed medication	Time of administration	Dose	Reasons for administration	Staff signature	Parent/Carer Initials

Parents/Carers must sign and date the medicine form at the end of the day when the medicine was administered.

Parent/Carer's Name:

Parent/Carer's Signature:

Date:

Appendix 3

List of Notifiable Diseases

Diseases notifiable to local authority proper officers under the Health Protection (Notification) Regulations 2010:

<ul style="list-style-type: none"> • Acute encephalitis • Acute infectious hepatitis • Acute meningitis • Acute poliomyelitis • Anthrax • Botulism • Brucellosis • Cholera • COVID-19 • Diphtheria • Enteric fever (typhoid or paratyphoid fever) • Food poisoning • Haemolytic uraemic syndrome (HUS) • Infectious bloody diarrhoea • Invasive group A streptococcal disease • Legionnaires' disease • Leprosy 	<ul style="list-style-type: none"> • Malaria • Measles • Meningococcal septicaemia • Mumps • Plague • Rabies • Rubella • Severe Acute Respiratory Syndrome (SARS) • Scarlet fever • Smallpox • Tetanus • Tuberculosis • Typhus • Viral haemorrhagic fever (VHF) • Whooping cough • Yellow fever
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Policy written:	April 2020
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The Federated Governing Body have reviewed this policy with careful consideration of our approach to equalities as outlined in the Equalities Policy, January 2020.

We would like to acknowledge the work of other colleagues in drafting this policy. We have drawn on a range of sources including policies from other schools, good practice guides, published schemes and LA and Statutory guidelines where appropriate.

