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## **Health Procedures Policies – First Aid, illness and Medication**

We are committed to ensuring the health, safety and welfare of all children in our care. We take proactive measures to prevent the spread of illness and infection and ensure that any child who becomes unwell at nursery is treated with sensitivity, dignity, and care.

### **First Aid Policy**

#### **First Aid Training**

All members of staff working in pre-school have current paediatric first aid training. The certificates are for a full course as required by the EYFS and are renewed every three years and are relevant for people working with young children and babies.

#### **First Aid Equipment**

- Is stored in the pre-school kitchen.
- Also, in a grab bag for outdoor use, stored in the kitchen
- Is checked termly to ensure it is correctly stocked
- Are out of reach of children
- Complies with [The Health and Safety \(First-Aid\) Regulations 1981](#)

We administer hypoallergenic plaster should the need arise. Parents are asked on the registration forms to consent to the use of plasters for their child.

During registration to pre-school parents written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

#### **Recording Accidents**

- Accidents are recorded on Tapestry with a clear description of where the accident occurred, what happened and the treatment a child received. It is shared with the parents when they collect their child. If someone else collects the child a copy is downloaded and sent by Tapestry for them to view.
- All staff know how to access and complete accident forms
- Accident forms are reviewed regularly to identify any patterns which may indicate a hazard.
- If a child experiences a bump to the head, the parents will be called and the child monitored until they go home.

Should there be a serious accident, illness or injury or death while in our care we will notify OFSTED within 14 days with the accident and action taken.



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### **Illness, Infection and Exclusion Policy**

#### **Illness**

The pre-school will not admit any child who is unwell or suffering from any excludable condition.

If a child becomes unwell during the day, for example if they have a temperature, sickness or diarrhoea parents will be called and asked to collect the child or send a known carer on their behalf. The child will be supervised and kept comfortable while they wait to be collected.

If unwell a child's temperature will be taken and checked regularly using a forehead thermometer. If a child has a raised temperature of over 38C they will be kept cool by removing excess clothing and offered sips of water. They will be closely monitored while awaiting collection.

In an emergency an ambulance will be called and the parents informed.

#### **Exclusion**

If a child is suspected of having a contagious infection or illness, parents/carers must seek medical advice before the child returns to the setting.

If a child is prescribed antibiotics for a contagious infection or illness, they must remain at home for at least 48 hours after starting the antibiotic treatment and must only return when they are well enough to participate in normal activities.

If a child is unwell with diarrhoea or vomiting, parents are asked to keep their children home for 48 hours following the last episode. [Diarrhoea and vomiting - NHS](#)

Children must follow the exclusion period for excludable diseases. At Holtspur pre-school this is guided by the UK Health Security Agency guidance on public health exclusion periods in children and young people's settings. [Public health exclusion periods in children and young people's settings - GOV.UK](#)

#### **Outbreaks and Notifiable Diseases**

The Setting Manager will notify the headteacher if there is an outbreak affecting more than 3-4 children and keep records of duration and numbers of events.

The Setting Manager has a list of notifiable diseases and contacts the Thames Valley Health Protection Team (UKHSA/Public Health) and will notify Ofsted in the event of an outbreak. [Notifiable diseases and how to report them - GOV.UK](#)

If staff suspect that a child who becomes unwell whilst in their care may be suffering from a serious infectious disease contracted abroad, such as Ebola, immediate medical advice will



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be sought. The Setting Manager or Deputy will contact NHS 111 and inform the child's parents/carers.

#### **Infection Control and Bodily Fluids**

Staff will follow appropriate infection control procedures at all times. Disposable gloves and aprons will be worn when dealing with blood, vomit, bodily fluids or any other contaminated materials. Any soiled or bloodied items and waste will be disposed of safely in line with hygiene and infection control procedures. Surfaces and equipment will be cleaned and disinfected appropriately, and staff and children will wash hands thoroughly after contact with bodily fluids.

#### **Head Lice (Nits)**

Head lice are not a reason for exclusion. If head lice are identified, parents/carers will be informed and advised to treat their child. Regular hair checks and good hygiene practices are encouraged to reduce spread.

#### **Threadworms**

Threadworms do not require exclusion from the setting. Parents/carers will be informed if symptoms are noticed and advised to seek treatment. Good hygiene practices, including handwashing and keeping fingernails clean are encouraged to prevent reinfection.



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### **Medication Administration Policy**

#### **Prescribed medication**

Prescribed medication will only be administered once a medicine form is completed by a parent/carer and must be labelled clearly with the child's name and dosage instructions.

Medication will be stored securely and appropriately, in line with manufacturer's guidance.

A written record will be kept each time medication is administered, including the time, date, dosage, staff member administering and a witness. Only trained and authorised staff will administer medicine.

#### **Non- prescribed medicine**

Non-prescribed medicine will not be administered unless agreed in advance by the setting manager and in line with policy and safeguarding requirements.



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### **Medical Conditions Policy**

This policy outlines how the setting supports children with medical conditions, including asthma, allergies and risk of anaphylaxis, to ensure their safety, wellbeing and full participation in activities.

#### **Individual Care Plans**

Each child with a medical condition will have an individual care plan completed in partnership with parents/carers and where appropriate, health professionals.

Care plans will detail symptoms, triggers, medication and emergency procedures and will be reviewed regularly (At least once a term).

#### **Allergies**

Holtspur pre-school recognises that children may have allergies to food, medicines, insects or environmental factors. All known allergies will be recorded in individual care plans and shared with all staff and appropriate precautions will be taken to reduce exposure where possible.

All allergy information will be clearly displayed both inside the cupboard door in the main room and in the kitchen to ensure awareness while maintaining confidentiality. A copy is also kept in the medical folder.

Staff will be trained to recognise signs of allergic reactions and respond appropriately following the child's care plan.

Emergency medication, such as adrenaline autoinjectors, will be administered in line with the child's care plan and emergency services will be contacted if requires.

#### **Other Medical Conditions**

Holtspur pre-school recognises that children may have a range of medical conditions including (but not limited to) epilepsy, diabetes, eczema, and other long term or complex health needs.

Individual care plans will be developed for any child with a medical condition in partnership with parents/carers and relevant health professionals. These will outline specific needs, triggers, symptoms and emergency procedures.

Staff will be made aware of each child's needs and will receive appropriate training when required to ensure safe and effective care

#### **Asthma**

Children with asthma will have an individual care plan in place.



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Reliever inhalers must be provided by the parents/carers and clearly labelled with the child's name.

Inhalers will be stored in the kitchen in a named box and available to be taken out when leaving the pre-school.

A spare inhaler is kept, for emergencies.

In the event of an asthma attack, staff will follow the child's care plan and administer medication as prescribed. Emergency services will be contacted if symptoms do not improve or the attack is severe. Parents will be informed that their child has received medication.

#### **EpiPen (Adrenaline Auto-Injector)**

Children at risk of anaphylaxis will have an individual care plan in place.

EpiPen's will be provided by parents/careers, clearly labelled with the child's name and stored in the medical cabinet in the kitchen.

Expiry dates will be checked regularly.

All staff will receive training in recognising anaphylaxis and administering an EpiPen.

In the event of suspected anaphylaxis, the EpiPen will be administered immediately in line with the care plan. Emergency services (99) will be called and parents/carers informed as soon as possible.

#### **Emergency Procedures**

Staff will act quickly in all medical emergencies.

Emergency services (999) will be called when required.

Parents/carers will be informed immediately

All incidents will be recorded in detail and signed by staff involved.

#### **Staff Training and Responsibility**

Staff will receive appropriate training in managing medical conditions, including asthma and anaphylaxis.

The Health and Safety lead (Karen Monks) is responsible for ensuring care plans are in place and up to date.

All staff will be made aware of children's medical needs while maintaining confidentiality



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### **Oral Health Policy**

Holtspur pre-school is committed to promoting the health and wellbeing of all children in our care. This includes actively supporting children's oral health and hygiene practises from an early age. We aim to encourage positive habits that contribute to lifelong dental health.

Fresh drinking water is available at all times and is easily accessible to all children. Staff encourage children to drink water regularly to support hydration and oral health

We discourage squash or other fruit drinks in lunchboxes. Only water and milk are served with morning and afternoon snacks and children are offered healthy nutritious snacks with no added sugar. Parents and carers are encouraged to provide healthy lunchboxes, with chocolate and sweets not permitted.

Oral hygiene activities are included in the curriculum to help children understand the importance of caring for their teeth. Activities may include discussion, role play, stories and other age-appropriate learning experiences that promote good dental habits.

#### **Role of Staff**

Staff will act as positive role models by promoting healthy eating and drinking habits. They will encourage children to make healthy choices and reinforce key messages about oral health.

#### **Role of Parents and Carers**

Parents and carers are encouraged to support the pre-schools approach by providing healthy food and drink options and reinforce good oral hygiene practices at home.

#### **Reference**

[Help for early years providers : Oral health](#)

[The-Childrens-Toothbrushing-Guide.pdf](#)



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### **Sun Protection Policy**

At Holtspur pre-school, staff actively encourage children to enjoy outdoor play safely while learning how to protect themselves from the harmful effects of the sun. Sun safety is incorporated into daily practice, particularly during the summer months and periods of hot weather.

#### **Procedures**

##### **Education**

Staff will regularly discuss sun safety with the children, helping them to understand:

Why it is important to protect their skin from the sun.

The importance of wearing hats and suitable clothing

The need to drink plenty of water in warm weather

How sunscreen helps protect against harmful UV rays.

Sun safety messages will be reinforced throughout the summer term and during periods of increased UV exposure.

##### **Shade**

The outdoors area includes shaded space and covered play areas to provide additional protection from direct sunlight. During hot weather staff will encourage children to:

Play in shaded areas where possible

##### **Clothing**

Children are expected to wear a sun hat when playing outdoors in sunny weather. Spare hats are available for children who forget to bring one.

Children are encouraged to wear lightweight clothes that protect shoulders and other exposed areas of skin in sunny weather.

##### **Sunscreen**

Parents/carers are asked to apply a long-lasting, high factor (minimum SPF 30), water resistant sun cream to their child before arrival at pre-school during the summer months.

Parents/carers must complete and sign a consent form at registration, authorising staff to reapply sun cream.

Pre-school supply sun cream as part of the non-consumable charge [Gompels SPF 50+ Sunscreen 1 Litre - Gompels | Care & Education Supplies](#), which will be used to reapply sun cream for children attending for a full day after lunchtime.





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If parents would prefer their child to use different sun cream they must provide a bottle clearly labelled with the child's name to be kept at pre-school.

If a child arrives at pre-school without sun cream applied, parents will be asked to apply before their child enters using the pre-school sun-cream or one they provide.

Where possible, parents should inform staff of any known allergies or skin sensitivities relating to sunscreen products.

While staff take every reasonable precaution when applying sunscreen, the pre-school cannot accept liability for any allergic reaction or skin sensitivity resulting from the use of sunscreen supplied by either pre-school or parents.

Pre-school follows current NHS guidance on sun safety for children. Further information can be found at: [NHS – Sunscreen and Sun Safety](#)