



# Smalley Pre-school Health Policy

(Registered Charity No. 1033193)

Church Hall, Main Road, Smalley, Ilkeston, Derbyshire DE7 6EF

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## Aim

Our provision is a suitable, clean and safe place for children to be cared for, where they can grow and learn. We meet all statutory requirements for promoting health and hygiene and fulfil the criteria for meeting the relevant EYFS safeguarding and welfare requirements.

## Objectives

We promote health through:

- ensuring emergency and first aid treatment is given where necessary;
- ensuring that medicine necessary to maintain health is given correctly and in accordance with legal requirements;
- identifying allergies and preventing contact with the allergenic substance;
- having ongoing discussions with parents/carers to develop allergy action plans for managing individual children's known allergies and intolerances;
- ensuring that all staff are aware of the symptoms and treatments for allergies and anaphylaxis and that children can develop these at any time, especially during weaning;
- ensuring that all staff know the difference between allergies and intolerances;
- identifying food ingredients that contain recognised allergens and displaying this information for parents;
- ensuring that ongoing discussions with parents take place regarding the stage their child is at in relation to introducing solid foods, including the textures the child is familiar with;
- ensuring that food prepared is in line with the child's individual developmental needs;
- ensuring that food is prepared for children in a way that prevents choking;
- ensuring young children are sat safely in a suitable low and appropriately sized chair when eating;
- ensuring that children are always in sight and hearing of a staff member who is a paediatric first aider whilst eating and that the staff member is sat facing the children;
- recording all choking incidents that require intervention;

- promoting health through taking necessary steps to prevent the spread of infection and taking appropriate action when children are ill;
- promoting healthy lifestyle choices through diet and exercise;
- supporting parents' right to choose complementary therapies;
- recognising the benefits of baby and child massage, by parents/carers or staff carrying out massage under conditions that maintain the personal safety of children; and
- implementing pandemic flu planning or illness outbreak management procedures as per DfE and World Health Organization (WHO) guidance.

### **Legal references**

Medicines Act 1968

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Control of Substances Hazardous to Health (COSHH) Regulations 2002

Health and Safety (First Aid) Regulations 1981

Food Information Regulations 2014

### **Further guidance**

[Accident Record](#) (Early Years Alliance)

[Allergy Action Plan](#) (British Society for Allergy & Clinical Immunology, 2018)

## **Accidents and emergency treatment**

**Person(s) responsible for checking and stocking first aid box: Jenny Rowland or Nicola Sadler**

The setting provides care for children and promotes health by ensuring emergency and first aid treatment is given as required. There are also procedures for managing food allergies.

- Parents/carers' consent to emergency medical treatment is gained on registration.
- At least one person who has a current paediatric first aid (PFA) certificate must always be on the premises and available when children are on the premises and must accompany children on outings. We take into account the number of children, staff, staff breaks and the layout of our setting to ensure that a paediatric first aider is always available and can respond to emergencies. We ensure that the training provider who delivers PFA training to our staff is competent.

- Students and trainees who have PFA training may be included in ratios at the level below their level of study if we are satisfied that they are competent and responsible.
- PFA certificates are renewed at least every three years. In line with the EYFS, all staff who obtained a level 2 and/or level 3 qualification since 30 June 2016 must obtain a PFA qualification within three months of starting work to be counted in ratios.
- All members of staff know the locations of first aid boxes, the contents of which are in line with St John's Ambulance recommendations as follows:
  - 20 individually wrapped sterile plasters (assorted sizes);
  - 2 sterile eye pads;
  - 4 individually wrapped triangular bandages (preferably sterile);
  - 6 safety pins;
  - 2 large, individually wrapped, sterile, unmedicated wound dressings;
  - 6 medium, individually wrapped, sterile, unmedicated wound dressings;
  - a pair of disposable gloves;
  - adhesive tape; and
  - a plastic face shield (optional).
- No other item is stored in a first aid box.
- Vinyl single-use gloves are also kept near to (not in) the box, as well as a thermometer.
- There is a named person in the setting who is responsible for checking and replenishing the first aid box contents.
- A supply of ice is kept in the main kitchen fridge.
- For minor injuries and accidents, first aid treatment is given by a qualified first aider; the event is recorded in the setting's Accident Record book or digital recording system. Parents/carers may have a photocopy of the accident form on request.
- In the event of minor injuries or accidents, parents/carers are normally informed when they collect their child, unless the child is unduly upset or members of staff have any concerns about the injury. In this case, they will contact the parent/carer for clarification of what they would like to do (i.e. collect the child and take them home or seek further advice from NHS 111).

### **Serious accidents or injuries**

- An ambulance is called for children requiring emergency treatment.

- First aid is given until the ambulance arrives on scene. If at any point it is suspected that the child has died, the procedure for the death of a child on site is implemented and the police are called immediately.
- The registration form is taken to the hospital with the child.
- Parents/carers are contacted and informed of what has happened and where their child is being taken to.
- If the parents/carers do not arrive at the setting before the ambulance sets off for the hospital, a member of staff accompanies the child and remains with them until the parent/carer arrives.
- The setting manager arranges for a taxi to take the child and carer to hospital for further checks, if deemed necessary.

### **Recording and reporting**

- In the event of a serious accident, injury or illness, the setting manager notifies the owner/trustees/directors using the Confidential Safeguarding Incident report form, or other agreed reporting format, as soon as possible.
- If required, a RIDDOR form is completed; one copy is sent to the parent/carer, one for the child's file and one for the local authority Health and Safety Officer.
- The owners/trustees/directors are notified by the setting manager of any serious accident or injury to, or serious illness of, or the death of, any child whilst in their care to be able to notify Ofsted, and any advice given will be acted upon. Notification to Ofsted is made as soon as is reasonably practicable and always within 14 days of the incident occurring. The designated person will, after consultation with the owners/directors/trustees, inform local child protection agencies of these events.

### **Further guidance**

[Accident Record](#) (Early Years Alliance)

[Selecting a First-Aid Training Provider](#) (HSE, 2024)

### **Administration of medicine**

Key persons are responsible for administering medication to their key children and for ensuring consent forms are completed, medicines are stored correctly and records are kept.

Administering medicines during the child's session will only be done if necessary.

If a child has not been given a prescription medicine before, it is advised that parents keep them at home for 48 hours to ensure no adverse effect and to give it time to take effect. The

setting manager must check the insurance policy document to be clear about what conditions must be reported to the insurance provider.

### **Consent for administering medication**

- Only a person with parental responsibility (PR) or a foster carer may give consent. A childminder, grandparent or parent/carer's partner who does not have PR cannot give consent.
- When bringing in medicine, the parent informs their child's key person or the backup key person if the key person is not available. The setting manager should also be informed.
- Staff who receive the medication check it is in date and prescribed specifically for the current condition. It must be in the original container (not decanted into a separate bottle). It must be labelled with the child's name and original pharmacist's label if prescribed.
- Medication dispensed by a hospital pharmacy will not have the child's details on the label but should have a dispensing label. Staff must check with parents/carers and record the circumstances of the events and hospital instructions as relayed to them by the parents/carers.
- Members of staff who receive the medication ask the parent/carer to sign a consent form stating the following information. No medication is given without these details:
  - full name of child and date of birth;
  - name of medication and strength;
  - who prescribed it (if applicable);
  - dosage to be given;
  - how the medication should be stored and the expiry date;
  - a note of any side effects that may be expected; and
  - signature and printed name of parent/carer and date.

### **Storage of medicines**

All medicines are stored safely. Refrigerated medication is stored in a marked box in the main kitchen fridge. Medicine not needing to be refrigerated is stored in the small room filing cabinet. All refrigerated medicines are sent home daily; all others are locked away in the filing cabinet.

- The key person is responsible for ensuring medicine is handed back at the end of the day to the parent/carer.
- For some conditions, medication for an individual child may be kept at the setting. A healthcare plan form must be completed. Key persons check that it is in date and return any out-of-date medication to the parent/carer.
- Parents/carers do not access where medication is stored, to reduce the possibility of a mix-up with medication for another child, or staff not knowing there has been a change.

### **Record of administering medicines**

A record of medicines administered is kept in the registration box, which is located easily for all staff members to access. All staff are given a demonstration and guided on how to fill out records.

The medicine record book records:

- name of child;
- name and strength of medication;
- the date and time of dose;
- dose given and method;
- signed by key person / setting manager; and
- verified by parent/carer signature at the end of the day.

A witness signs the medicine record book to verify that they have witnessed medication being given correctly according to the procedures here.

No child may self-administer. If children are capable of understanding when they need medication (e.g. for asthma), they are encouraged to tell their key person what they need. This does not replace staff vigilance in knowing and responding.

The medication records are monitored to look at the frequency of medication being given. For example, a high incidence of antibiotics being prescribed for several children at similar times may indicate a need for better infection control.

### **Children with long-term medical conditions requiring ongoing medication**

- Risk assessment is carried out for children who require ongoing medication. This is the responsibility of the setting manager and key person. Other medical or social care personnel may be involved in the risk assessment.
- Parents/carers contribute to risk assessment. They are shown around the setting, understand routines and activities, and discuss any risk factor for their child.

- For some medical conditions, key staff will require basic training to understand it and know how medication is administered. Training needs is part of the risk assessment.
- Risk assessment includes any activity that may give cause for concern regarding an individual child's health needs.
- Risk assessment also includes arrangements for medicines on outings; advice from the child's GP's is sought, if necessary, where there are concerns.
- A healthcare plan form is completed fully with the parent/carer, outlining the key person's role and what information is shared with other staff who care for the child.
- The plan is reviewed every six months (more often if needed). This includes reviewing the medication, for example changes to the medication or the dosage, any side effects noted, etc.

### **Managing medicines on trips and outings**

- Children are accompanied by their key person or another staff member who is fully informed about their needs and medication.
- Medication is taken in a plastic box labelled with the child's name, the name of the medication, a copy of the consent form and a card to record administration, with details as above.
- The card is later stapled to the medicine record book and the parent signs it.
- If a child on medication must be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled as above.

### **Staff taking medication**

Staff taking medication must inform their manager. The medication must be stored securely in staff lockers or a secure area away from the children. The manager must be made aware of any contraindications for the medicine so that they can risk assess and take appropriate action as required.

### **Further guidance**

[Medication Administration Record](#) (Early Years Alliance)

### **Life-saving medication and invasive treatments**

Life-saving medication and invasive treatments may include adrenaline injections (EpiPens) for anaphylactic shock reactions (caused by allergies to nuts, eggs, etc.) or invasive treatment such as rectal administration of diazepam (for epilepsy).

- The key person responsible for the intimate care of children who require life-saving medication or invasive treatment will undertake their duties in a professional manner, having due regard to the procedures listed above.
- The child's welfare is paramount, and their experience of intimate and personal care should be positive. Every child is treated as an individual and care is given gently and sensitively; no child should be attended to in a way that causes distress or pain.
- The key person works in close partnership with parents/carers and other professionals to share information and provide continuity of care.
- Children with complex and/or long-term health conditions have a healthcare plan in place that considers the principles and best practice guidance given here.
- Key persons have appropriate training for the administration of treatment and are aware of infection control best practice, for example using personal protective equipment (PPE).
- Key persons speak directly to the child, explaining what they are doing as appropriate to the child's age and level of comprehension.
- Children's privacy is considered and balanced with safeguarding and support needs when changing clothing/nappies and toileting.
- Treatments such as inhalers or EpiPens must be immediately accessible in an emergency.

### **Recordkeeping**

For a child who requires invasive treatment, the following must be in place from the outset:

- a letter from the child's GP/consultant stating the child's condition and what medication if any is to be administered;
- written consent from parents/carers allowing members of staff to administer medication;
- proof of training in the administration of such medication by the child's GP, a district nurse, a children's nurse specialist or a community paediatric nurse; and
- a healthcare plan.

Copies of all letters relating to these children must be sent to the insurance provider for appraisal. Confirmation will then be issued in writing, confirming that the insurance has been extended. A record is made in the medication record book of the intimate/invasive treatment each time it is given.

### **Physiotherapy**

- Children who require physiotherapy whilst attending the setting should have this

carried out by a trained physiotherapist.

- If it is agreed in the healthcare plan that the key person should undertake part of the physiotherapy regime, then the required technique must be demonstrated by the physiotherapist personally; written guidance must also be given and reviewed regularly. The physiotherapist should observe the educator applying the technique in the first instance.

### **Safeguarding / child protection**

- Educators recognise that children with SEND are particularly vulnerable to all types of abuse; therefore, the safeguarding procedures are followed rigorously.
- If an educator has any concerns about physical changes noted during a procedure, for example unexplained marks or bruising, then the concerns are discussed with the designated safeguarding lead and the relevant procedure is followed.

### **Allergies and food intolerances**

Before a child starts at Smalley Pre-school, parents/carers are asked if their child has any known allergies or food intolerances. This information is recorded on the registration form. Ongoing discussions must take place with parents/carers and, where appropriate, health professionals to develop allergy action plans for managing any known allergies and food intolerances. This information must be kept up to date on a child's registration form and shared with all staff.

- All staff must be aware of the symptoms and treatments for allergies and anaphylaxis and the difference between allergies and food intolerances.
- If a child has an allergy or food intolerance, a generic risk assessment form is completed with the following information:
  - the risk identified – the allergen (i.e. the substance, material or living creature the child is allergic to, such as nuts, eggs, bee stings, cats, etc.);
  - the level of risk, taking into consideration the likelihood of the child coming into contact with the allergen;
  - control measures, such as prevention of contact with the allergen; and
  - review measures.
- A healthcare plan form must be completed with:

- the nature of the reaction (e.g. anaphylactic shock reaction, including rash, reddening of skin, swelling, breathing problems, etc.); and
  - how to manage allergic reactions, including the medication used and method (e.g. EpiPen).
- The child's name is added to the Dietary Requirements list.
  - A copy of the risk assessment and healthcare plan is kept in the child's personal file and is shared with all staff and is also kept in the Food Allergy and Dietary Needs file.
  - Parents/carers show staff how to administer medication in the event of an allergic reaction.
  - Generally, no nuts or nut products are used within the setting. Parents/carers are made aware of this, so that no nut or nut products are accidentally brought in.
  - Any foods containing food allergens are identified on children's menus.

### **Oral medication**

- Oral medication must be prescribed or have manufacturer's instructions written on them.
- Staff must be provided with clear written instructions for administering such medication.
- All risk assessment procedures are adhered to for the correct storage and administration of the medication.
- The setting must have the parent/carer's prior written consent. Consent is kept on file.

For other life-saving medication and invasive treatments, please refer to the procedures for the administration of medicine.

### **Poorly children**

- If a child appears unwell during the day, for example has a raised temperature, sickness, diarrhoea\* and/or pains, particularly in the head or stomach, then the setting manager calls the parents/carers and asks them to collect the child or send a known carer to collect on their behalf.
- If a child has a raised temperature, top clothing may be removed to make them more comfortable, but children are not undressed or sponged down to cool their temperature. A high temperature should never be ignored, but it is a natural response to infection.

- A child's temperature is taken and checked regularly, using fever scans or other means (e.g. an ear thermometer).
- If a child's temperature does not go down and is worryingly high, then Calpol may be given after gaining verbal consent from the parent/carer where possible. This is to reduce the risk of febrile convulsions. Parents/carers sign the medication record when they collect their child.\*\*
- In an emergency, an ambulance is called, and the parents/carers are informed.
- Parents/carers are advised to seek medical advice before returning them to the setting; the setting can refuse admittance to children who have a raised temperature, sickness and diarrhoea, or a contagious infection or disease.
- Where children have been prescribed antibiotics for an infectious illness or complaint, parents/carers are asked to keep them at home for 48 hours.
- After diarrhoea or vomiting, parents/carers are asked to keep children home for 48 hours following the last episode.
- Some activities, such as sand and water play and self-serve snacks, will be suspended for the duration of any outbreak.
- The setting has information about excludable diseases and exclusion times.
- The setting manager notifies the owner/trustees/directors if there is an outbreak of an infection (affects more than 3–4 children) and keeps a record of the numbers and duration of each event.
- The setting manager has a list of notifiable diseases and contacts the UK Health Security Agency (UKHSA) and Ofsted in the event of an outbreak.

\*Diarrhoea is defined as three or more liquid or semi-liquid stools in a 24-hour period.

\*\*Calpol is a paracetamol-based medicine. Whilst the brand name Calpol is referenced, there are other products that are paracetamol or ibuprofen based and provide pain and fever relief, such as Nurofen for children over three months.

The use of paracetamol-based medicine may not be agreed in all cases. A setting cannot take bottles of non-prescription medicine from parents to hold on a 'just in case' basis unless there is an immediate reason for doing so. Settings do not normally keep such medicine on the premises, as they are not allowed to 'prescribe'. However, given the risks to very young children of high temperatures, insurers may allow minor infringement of the regulations, as the risk of not administering may be greater. Ofsted is normally in agreement with this. In all cases, parents of children under two years must sign to say they agree to the setting administering paracetamol-based medicine in the case of high temperature on the basis that they are on their way to collect. Such medicine should never be used to reduce temperature

so that a child can stay in the care of the setting for a normal day. A child over two who is not well and has a temperature must be kept cool and the parents asked to collect straight away.

### **Notifiable diseases and infection control**

If educators suspect a child who falls ill whilst in their care is suffering from a serious disease that may have been contracted in the UK or abroad, immediate medical assessment is required. The setting manager or deputy will call 111 and inform parents/carers.

Preventative measures are taken to reduce the risk of an outbreak returning. When an individual shows signs of an infectious illness, they are advised not to attend the setting. If a child is already at the setting, they will be made comfortable in a space away from the other children to rest until they are able to be collected. The importance of thorough handwashing will be reiterated, and the educators will promote the 'catch it, bin it, kill it' approach with children.

In the case of an outbreak of a notifiable disease that has been confirmed by a medical professional, the setting manager will seek further advice from the UKHSA, if not already contacted by them.

The setting manager has a list of notifiable diseases and contacts the UKHSA and Ofsted in the event of an outbreak.

### **Unwell children upon arrival**

On arrival, it is vital that parents/carers inform a member of staff if they notice their child may be showing signs of being unwell. It is the responsibility of the parents/carers to ensure their child does not attend the setting if they are not fit to; this is a precautionary measure to prevent other children or staff from becoming ill. If a child is brought into the setting with a non-prescription medication to treat a temporary illness or appears to show signs of being unwell, the setting manager will use their discretion to decide whether a child is fit to remain in the setting.

### **Infection control for bodily fluids – transmissible viruses**

- Viruses such as hepatitis (A, B and C) are spread through bodily fluids. Hygiene precautions for dealing with bodily fluids are the same for all children and adults. These include single-use vinyl gloves and aprons being worn when changing children's nappies, pants and clothing that are soiled with blood, urine, faeces or vomit.
- Protective rubber gloves are used for cleaning/slucing clothing after changing.
- Soiled clothing is rinsed and bagged for parents/carers to collect.

- Spills of blood, urine, faeces or vomit are cleared using a mild disinfectant solution and designated area mops; cloths used are disposed of with clinical waste.
- Tables, other furniture or toys/resources affected by blood, urine, faeces or vomit are removed where possible and cleaned using disinfectant. For larger items, such as furniture, these must be cleaned immediately with disinfectant.
- Mouthing toys must be cleaned prior to another child using them.
- All toys/resources are cleaned regularly. As a minimum, this should be carried out weekly, using sterilising solution for plastic toys/resources.

## **Handwashing**

Handwashing is a crucial infection control measure that reduces the spread of illness. Adults, children and young people should regularly wash their hands and increase this where there is an infection outbreak.

This should be carried out by all:

- after outside breaks;
- before meals and snack times;
- before preparation of snack and meals;
- after using the toilet;
- after nappy or clothing changes;
- after the removal of PPE, including gloves;
- after blowing noses; and
- before and after administering medication.

Public Health England advises that children and staff should be encouraged to catch sneezes with a tissue, bin the tissue and wash their hands ('catch it, kill it, bin it').

## **Nits and head lice**

- Nits and head lice are not an excludable condition, although in exceptional cases parents may be asked to keep the child away from the setting until the infestation has cleared.
- On identifying cases of head lice, all parents are informed and asked to treat their child and all the family, using current recommended treatments methods if they are found.

## **Further guidance**

[Medication Administration Record](#) (Early Years Alliance)

[Guidance on Infection Control in Schools and other Childcare Settings](#) (Public Health Agency)

[High Temperature \(Fever\) In Children](#) (NHS, 2024)

## **Infection control**

Good practice infection control is paramount in early years settings. Young children's immune systems are still developing, and they are therefore more susceptible to illness.

### **Prevention**

- Minimise contact with individuals who are unwell by ensuring that those who have symptoms of an infectious illness do not attend settings and stay at home for the recommended exclusion time (see below UKHSA link).
- Always clean hands thoroughly, and more often than usual where there is an infection outbreak.
- Ensure good respiratory hygiene amongst children and staff by promoting the 'catch it, bin it, kill it' approach.
- Where necessary, for instance where there is an infection outbreak, wear appropriate PPE.

### **Response to an infection outbreak**

- Manage confirmed cases of a contagious illness by following the guidance from the [UKHSA](#).

### **Informing others**

Early years providers have a duty to inform Ofsted of any serious accidents, illnesses or injuries as follows:

- anything that requires resuscitation;
- admittance to hospital for more than 24 hours;
- a broken bone or fracture;
- dislocation of any major joint, such as the shoulder, knee, hip or elbow;
- any loss of consciousness;
- severe breathing difficulties, including asphyxia; and
- anything leading to hypothermia or heat-induced illness.

In some circumstances, this may include a confirmed case of a notifiable disease in their setting, if it meets the criteria defined by Ofsted above. Please note that it is not the

responsibility of the setting to diagnose a notifiable disease. This can only be done by a clinician (GP or doctor). If a child is displaying symptoms that indicate they may be suffering from a notifiable disease, parents must be advised to seek a medical diagnosis, which will then be 'notified' to the relevant body. Once a diagnosis is confirmed, the setting may be contacted by the UKHSA or may wish to contact them for further advice.

### Further guidance

[Good Practice in Early Years Infection Control](#) (Early Years Alliance)

## Oral health

The setting provides care for children and promotes health through promoting oral health and hygiene, encouraging healthy eating, healthy snacks and tooth brushing.

- Fresh drinking water is always available and easily accessible.
- Sugary drinks are not served.
- Only water and milk are served with morning and afternoon snacks.
- Children are offered healthy nutritious snacks with no added sugar.
- Parents/carers are discouraged from sending in confectionary as a snack or treat.
- Staff follow the Infant & Toddler Forum's [Ten Steps for Healthy Toddlers](#).

### Pacifiers/dummies

- Parents/carers are *advised* to stop using dummies/pacifiers once their child is 12 months old.
- Dummies that are damaged are disposed of, and parents/carers are told that this has happened.

### Further guidance

[Ten Steps for Healthy Toddlers](#) (Infant & Toddler Forum)

This policy was adopted by Smalley Pre-school

On 23.12.25

Date to be reviewed 23.12.26

Signed on behalf of the provider



Name of signatory

Joanne Rothwell

Role of signatory (e.g. chair, director or owner)

Chair of the Committee