

# Policy and Procedures

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## Medical Support

This document sets out the policies and procedures that Little Pixies Nursery operates by and gives clear guidance to parents/guardians.



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## Medical Support

## **Accident & First Aid**

In the case of an accident or a child requiring first aid attention whilst at Little Pixies we would adhere to the following procedure.

### **Risk Assessment**

Our rooms and outdoor space will be risk assessed in line with Health & Safety guidelines. These will be kept within a file in the main office and reviewed with all members of staff. Where a problem is identified safe guards will be put in place to reduce and where possible remove the risk. Following any major accident our risk assessment will be revisited and updated accordingly.

### **First Aid**

The appointed person responsible for first aid is Debra Lovell.

It is the policy of Little Pixies Nursery that at least 1 member of staff with the Early Years First Aid (Paediatric) certificate is on the premises at all times and on any organised trips from the Nursery. It is the policy of Little Pixies Nursery that all staff are required to undertake this qualification as part of their ongoing training requirements. Certificates are displayed in the nursery and will be updated in accordance with Ofsted guidelines.

### **Administering first aid.**

Members of staff with the certification will administer first aid for children with minor injuries or in the event of serious incidents whilst awaiting medical assistance.

### **Consent to first aid**

Parental/Guardian consent is required to authorise first aid and medical attention. This consent along with the child's medical details will be taken upon registration.

### **Accident forms and records**

The person responsible for reporting accidents, incidents or near misses is the member of staff who witnesses the incident. They must record it in the Accident File and report it to the nursery manager. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered. Parents will be shown the accident report and asked to sign it as soon as they collect their child. The Accident File will be kept for at least 21 years and three months. Where medical attention is required the nursery manager will also inform the insurance company in writing.

### **Procedures for minor injury**

'Cuts and bumps' can be dealt by any of the staff at Little Pixies Nursery and we believe that providing comfort and reassurance is as important as treating minor injuries.

Cuts will be cleaned with water and impact injuries (bumps and bruises) treated with a cold compress.

Nose Bleeds will be treated with a cold compress, with the head held steady.

Sprain injuries will be checked and assessed to determine severity.

### **Procedures for major injury and illness**

At Little Pixies Nursery the most senior member on site will be responsible for assessing and co-ordinating the plan of action. This may include calling for immediate medical assistance and/or calling the parent/guardian of the child.

We would treat the following as a major injury however this list is not exhaustive and trained staff will assess each incident on an individual basis. At Little Pixies Nursery the key is the safety and well being of the child.

- Loss of consciousness
- Sustained a head injury
- Suspected break
- Burn
- Allergic reaction
- Difficulties with breathing

### **Transporting children to hospital**

If the injury is severe, the senior member of staff at Little Pixies will co-ordinate calling an ambulance immediately. We will not attempt to transport the child in our own vehicles. After this we will contact the parent/guardian and arrange to meet them at the hospital. A senior member of staff will accompany the child and take with them the child's file which will include registration forms, relevant medication sheets and medication. If the child has a comforter this will also be taken.

### **First Aid Box**

Little Pixies will have 2 first aid boxes – one downstairs and one upstairs. They will be visible and accessible for staff and checked weekly. The weekly record for checking will be kept in the office. The contents will be suitable for treating both adults and children.

### **Reporting of Incidents to the authorities**

In the event of a serious accident/injury or the death of any child at Little Pixies Nursery we would notify Ofsted and the Initial Contact Team of Shropshire's Assessment & support service and act on any advice given. A record of this call and advice will be kept as part of the incident form.

### **Insurance**

Little Pixies Nursery will carry the appropriate Public Liability insurance and the certificate will be on display in the reception area.

### **Personal protective equipment (PPE)**

Little Pixies nursery provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids. PPE is also provided for the handling of chemicals and other tasks. This is chosen according to need and will be regularly reviewed to ensure it is suitable and effective. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported.

### **Medicines**

Little Pixies Nursery believes that medicines should normally be given to children at home. Nevertheless, children with medical needs have the same rights of admission as other children and we will support any child who has medical needs or requires on-going medication whenever he or she is in our care. When children have been away because of illness, it is our policy to re-admit them as soon as they are well enough to attend, and we recognise that these children may still be receiving a course of treatment. We will therefore administer medicines in certain circumstances, with prior parental consent.

If a child is brought to the nursery in a condition in which he/she may require medication sometime during the day, the manager will decide if the child is fit to be left at the nursery.

## Medication

Medication should only be accepted at Little Pixies Nursery when this is essential and should not be administered unless prescribed by a doctor, nurse, dentist or pharmacist. Prescription medicine can only be given to the person named on the item for the dosage stated, including times to be administered and will only be accepted in their original containers. Written permission will be required from the parent/ guardian for the administration of each and every medication.

Non-prescription medication e.g. pain and fever relief, or teething gel may be only accepted with prior written consent of the parent/ guardian where there is a health reason to do so, and this will be for a period of three days, dependant on the medication or the condition of the child. After this time medical attention should be sought. For any non-prescription cream for skin conditions e.g. sudocreme, prior written permission must be obtained from the parent and this cream must be clearly labelled with the child's name.

On registration, parents/ guardians will be asked if they would like to fill out a medication form for a specific type of liquid paracetamol, which can be given in the case of an increase in the child's temperature. This form will state the dose to be given, the circumstances in which this can be given e.g. the temperature increase in their child, and a signed statement to say that this may be administered in an emergency if the staff at Little Pixies cannot contact the parent. If the child's parents cannot be contacted, the nursery manager will take the decision as to whether the child is safe to have this medication based on the time the child has been in the nursery, the circumstances surrounding the need for this medication and the medical history of the child.

Your child's key person will administer any medication where possible. This will be witnessed and documented. Debra Lovell is responsible for the medication policy, and will ensure that all staff are fully aware of this policy, including providing relevant training regarding specific medical needs and the administration of medication. Where a child requires medication, the method of administration will be discussed with parents/ guardian, involving all staff members, giving support and guidance as required. Prior to administration of any medicine, checks will be made to ensure there is documented written consent, that the write medicine is being administered at the correct dose, and that the medicine is in date. Refusals of medicine will be documented and reported to the parent/guardian. Staff will observe for reactions after the administration of medicines, and record and respond accordingly.

All medicines should be inaccessible to children, however, medication for children that require emergency medication such as inhalers or auto-injectors used to reverse anaphylactic shock e.g. EpiPen, must be easily and readily accessible, but will remain out of children's reach and under supervision at all times. All medication will be stored in a box, and will be out of reach of all children. Some medicines do require refrigeration- these will also be stored securely in a box in the fridge, in an area inaccessible to the children.

Medication records will be collected from each child receiving both prescription and non-prescription medicines details of the medication being administered, which will include accurate details of the medicine being administered, dosage, expiry date, batch number, time medication is to be given, time it was given last and confirmation of given dose by a witness.

Your child's key worker is responsible for obtaining the signed consent from parents/ guardians prior to any medication being administered and counter signatory on collection of the child. These records will be stored in a secure file in the office.

Where a child is prescribed medication for a medical need such as eczema or asthma the Nursery Manager will develop a Health Care Plan with the parent. The Nursery Manager will agree with the parent how to recognise when the condition is getting worse and when to administer medication. The parent must also complete the Parental Agreement Form so that the staff can administer medication.

## **Long Term Medical Conditions**

Where the child has a long term medical condition; such as diabetes, epilepsy or anaphylaxis a Health Care Plan must be put in place with the parent, Nursery Manager and relevant Health Care Professional. The parent must also complete the Parental Agreement Form so that the staff can administer medication. Advice from the relevant Health Care professional will be sought to determine whether the administration of the medication requires training.

## **Allergies and Allergic Reactions**

At Little Pixies Nursery, we are aware that children can have allergies which may cause allergic reactions. We will follow this policy to ensure allergic reactions are prevented and that staff are fully aware of how to support a child who may be having an allergic reaction.

- Information will be passed on by parents from the registration form regarding allergic reactions, allergies and sensitivities and must be shared with all staff in the nursery.
- A individual care management plan will be compiled for any child with allergies and intolerances, including those related to food and drink.
- An allergy register will be kept in both the kitchen and the office
- The nursery manager must carry out a full Allergy Risk Assessment Procedure with the parent prior to the child starting the nursery. The information must then be shared with all staff
- All food prepared for a child with a specific allergy will be prepared in an area where there is no chance of contamination and served on equipment that has not been in contact with this specific food type, e.g. nuts
- The manager, nursery cook and parents will work together to ensure a child with specific food allergies receives no food at nursery that may harm them. This may include designing an appropriate menu or substituting specific meals on the current nursery menu
- If a child has an allergic reaction to food, a bee sting, plant etc. a first aid trained member of staff will administer the appropriate treatment and parents must be informed and it must be recorded in the incident book
- If this treatment requires specialist treatment, e.g. an epipen, then at least two members of staff working directly with the child and the manager will receive specific medical training to be able to administer the treatment to each individual child
- A sick child above all needs their family; therefore every effort should be made to contact a family member as soon as possible
- If the allergic reaction is severe a member of staff will summon an ambulance immediately. We WILL NOT attempt to transport the sick/injured child in our own vehicles
- Whilst waiting for the ambulance, we will contact the emergency contact and arrange to meet them at the hospital
- A senior member of staff must accompany the child and collect together registration forms, relevant medication sheets, medication and child's comforter
- Staff must remain calm at all times; children who witness an allergic reaction may well be affected by it and may need lots of cuddles and reassurance

All incidents will be recorded, shared and signed by parents at the earliest opportunity.

## **Infection Control**

Viruses and infections can be easily passed from person to person by breathing in air containing the virus which is produced when an infected person talks, coughs or sneezes. It can also spread through hand/face contact after touching a person or surface contaminated with viruses.

The best way to prevent a virus or infection from moving around the nursery environment is to maintain high hygiene standards in the nursery. To do this we will follow the guidance below:

- Ensure all children use tissues when coughing and sneezing to catch all germs
- Ensure all tissues are disposed of in a hygienic way and all children and staff wash their hands once the tissue is disposed of
- Encourage all children to do the above by discussing the need for good hygiene procedures in helping them to stay healthy
- Staff will all wear the appropriate Personal Protective Equipment (PPE) when changing nappies, toileting children and dealing with any other bodily fluids. Staff are requested to dispose of these in the appropriate manner and wash hands immediately
- All potties and changing mats are cleaned and sterilised before and after each use
- Toilets are cleaned at least daily
- Staff are to remind children to wash their hands before eating, after visiting the toilet, playing outside or being in contact with any animal and explain the reasons for this
- All toys, equipment and resources will be cleaned on a regular basis by following a comprehensive cleaning rota and using antibacterial cleanser or through washing in the washing machine
- All equipment used by babies and toddlers will be washed or cleaned as and when they need it – this includes when the children have placed it in their mouth
- Dummies will be stored in individual hygienic dummy boxes with the child's name to prevent cross-contamination with other children
- If a dummy or bottle falls on the floor or is picked up by another child, this is cleaned immediately and sterilised where necessary
- Individual bedding will be used by children and labelled. This will be washed at least once a week and not used for any other child
- Parents and visitors will be required to remove all outdoor footwear or use shoe covers when entering rooms where children may be crawling or sitting on the floor
- All staff and children will be required to wear specific indoor shoes or slippers whilst inside the rooms
- When children are ill we will follow the sickness and illness policy to prevent the spread of any infection in the nursery. Staff are also requested to stay at home if they are contagious
- The nursery manager retains the right of refusal of all children, parents, staff and visitors who are deemed contagious and may impact on the welfare of the rest of the nursery
- Parents will be made aware of the need for these procedures in order for them to follow these guidelines whilst in the nursery
- Periodically each room in the nursery will be deep cleaned including carpets and soft furnishings to ensure the spread of infection is limited. This will be implemented earlier if the need arises
- The nursery will ensure stocks of tissues, hand washing equipment, cleaning materials and sterilising fluid are maintained at all times and increased during the winter months or when flu and cold germs are circulating.

## **Sickness and Illness Policy**

The parents/ guardians will be asked to provide details of the child's medical history. This will include childhood illnesses that the child has already had immunisations / vaccinations, allergies, sensitivities and any information that would be relevant in the case of an emergency.

Little Pixies Nursery staff will receive specialist training as part of their induction in the following:

- Common diseases and medical conditions, how they may be prevented, and what measures can be taken in the event of an outbreak.
- Allergies and sensitivities, and what measures should be taken in the event of an allergic reaction.
- Asthma attacks and epileptic fits, and what measures should be taken in the event of an attack.



All such training will be recorded in the appropriate staff Training Records.

Children should not be left at Little Pixies Nursery if they are unwell. If a child is unwell then they will prefer to be at home with their parent/ guardian rather than at nursery with their peers. We will follow these procedures to ensure the welfare of all children within the nursery:

- If a child becomes ill during the nursery day, their parent/ guardian will be contacted and asked to pick their child up as soon as possible. During this time the child will be cared for in a quiet, calm area with their key person
- Should a child have an infectious disease, such as an eye/ear infection or sickness and diarrhoea, they should not return to nursery until they have been clear for at least 48 hours
- It is vital that we follow the advice given to us by our registering authority and exclude specific contagious conditions, e.g. sickness and diarrhoea, conjunctivitis and chicken pox to protect other children in the nursery. Illnesses of this nature are very contagious and it is exceedingly unfair to expose other children to the risk of an infection
- Ofsted must be notified of any food poisoning affecting two or more children looked after on the premises. Notification should be made as soon as is reasonably practicable, but in event within 14 days of the incident occurring and act on any advice given.
- If a contagious infection is identified in the nursery, parents/ guardians will be informed to enable them to spot the early signs of this illness. All equipment and resources that may have come into contact with a contagious child will be cleaned and sterilised thoroughly to reduce the spread of infection
- It is important that children are not subjected to the rigours of the nursery day, which requires socialising with other children and being part of a group setting, when they have first become ill and require a course of antibiotics. Our policy, therefore, is to exclude children on antibiotics for the first 48 hours of the course
- The nursery has the right to refuse admission to a child who is unwell. This decision will be taken by the nursery manager and is non-negotiable
- Information/posters about head lice are readily available and all parents/ guardians are requested to regularly check their children's hair. If a parent/ guardian find that their child has head lice we would be grateful if they could inform the nursery so that other parents can be alerted to check their child's hair.

### **Meningitis procedure**

If a parent informs the nursery that their child has meningitis, the nursery manager should contact the Infection Control (IC) Nurse for our area and Ofsted. The IC Nurse will give guidance and support in each individual case. If parents/ guardians do not inform the nursery, we will be contacted directly by the IC Nurse and the appropriate support will be given.

### **Transporting children to hospital procedure**

- If the sickness is severe, call for an ambulance immediately. DO NOT attempt to transport the sick child in your own vehicle
- Whilst waiting for the ambulance, contact the parent/ guardian and arrange to meet them at the hospital
- A senior member of staff must accompany the child and collect together registration forms, relevant medication sheets, medication and the child's comforter. A member of the management team must also be informed immediately
- Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance.

## **Immunisation Policy**

### **Children's vaccinations policy**

We recognise, where possible, that children are vaccinated in accordance with their age. If children are not vaccinated, it is the responsibility of the parents to inform the nursery to ensure that children/staff/parents are not exposed to any unnecessary risks of any sort. The nursery manager must be aware of any children who are not vaccinated within the nursery in accordance with their age.

Parents need to be aware that some children will not be vaccinated in the nursery. This may be due to their age, medical reasons or parental choice. Our nursery does not discriminate against children who have not received their immunisations and will not disclose individual details to other parents.

Information regarding immunisations should be recorded on children's registration documents and updated as and when necessary, including when the child reaches the age for the appropriate immunisations.

### **Staff vaccinations policy**

It is the responsibility of all staff to ensure they keep up-to-date with their vaccinations for:

- Tetanus
- Tuberculosis
- Rubella
- Hepatitis
- Polio.

If a member of staff is unsure as to whether they are up-to-date, then we recommend that they visit their GP or practice nurse for their own good health.

### **Emergency information**

Emergency information must be kept for every child and should be updated every six months with regular reminders to parents in newsletters, at parents' evenings and a reminder notice on the Parent Information Board.

### **Sun Care Policy**

Little Pixies Nursery is committed to ensuring that all children are fully protected from the dangers of too much sun. Severe sunburn in childhood can lead to the development of malignant melanoma (the most dangerous type of skin cancer) in later life.

We use the following procedures to keep children safe and healthy in the sun.

- Children must have a clearly named sun hat which will be worn at all times whilst outside in sunny weather. This hat will preferably be of legionnaires design (i.e. with an extended back and side to shield children's neck and ears from the sun) to provide additional protection.
- Children must have their own sun cream named and dated with prior written consent for staff to apply. This enables children to have sun cream suitable for their own individual needs.
- Children need light weight clothing suitable for the sun, with long sleeves and long legs if prone to sunburn.
- Children's safety outside in the sun is the nursery's prime objective so staff will work closely with parents to ensure all appropriate cream and clothing is provided
- Children will not be out in the sun between 11.15am – 2.15pm on hot days
- Children will always have sun cream applied before going outside in the sun and at frequent intervals during the day
- Children are offered cooled water more frequently throughout sunny or warm days

- Children are made aware of the need for sun hats, sun cream and the need to drink more fluids during their time in the sun
- Staff will make day-to-day decisions about the length of time spent outside dependant on the strength of the sun
- Shade will be provided in the form of a canopied sail to ensure children are able to cool down or escape the sun should they wish or need to
- Parents of children should be aware that certain skin types can be very tolerant to sunshine. However it is important to remember that burning can still occur.