



Safeguarding and Welfare

Health

- Accident and First Aid Policy and Procedure
- Medications Policy
- Emergency Medical Treatment and Consent
- Medication Consent Form
- Illness and Exclusion Policy
- List of Notifiable Diseases
- Accident Record Form
- Healthy Eating Policy



Accident and First Aid Policy and Procedure

At Pillarwood Farm Pre-school and Children's Woodland Adventures safety is paramount and every measure will be taken to ensure children are protected from hurting themselves, however accidents do occasionally happen, and the following information sets out how accidents will be dealt with.

At least one member of staff with current Paediatric First Aid will be on the premises and/or on an outing at any one time.

Paediatric First Aid qualifications will be appropriate to caring for infants and young children and approved by the Local Authority (as listed in the Lincolnshire Early Years Training directory).

Pillarwood Farm Pre-school and Children's Woodland Adventures has valid Public and Employer's Liability Insurance cover.

In order to deal with accidents and incidents we will ensure that:

- The first aid kit complies with the Health and Safety (First Aid) Regulations 1981
- The first aid kit is regularly checked by a designated person
- The designated person is David Hawes
- The first aid kit is clearly marked and is easily accessible to adults and out of reach of the children
- The first aid kit is located on the green equipment mat.
- An accident record form (to record any accident, injuries and first aid treatment) is on the premises at all times and is easily accessible to enable a written record to be completed
- All accidents no matter how minor even if no wound shows will be recorded on the accident record form
- The accident record form is completed as required with the date, time, details about the accident/incident, details of the first aid treatment administered and by whom and signed by



staff and a witness. Parents will be informed as soon as possible of the accident/incident and asked to sign the accident record form on the day the accident occurred to acknowledge that they have been told about the accident and any first aid treatment administered

- Staff members are aware of; the location of the first aid kit, the named first aiders on duty and procedures for reporting and recording of accidents
- Parents/carers have signed the appropriate emergency medical treatment consent form upon registering their child to the setting
- Medical advice/assistance is sought (GP or Hospital) where necessary
- All staff are aware of their responsibility to ensure a safe environment and the reporting of any health and safety issues in line with the setting health and safety policy
- The accident record form will be stored appropriately and will be reviewed regularly by the setting Manager to monitor trends and identify any areas within the environment that needs to be subjected to further risk assessments

Accident and First Aid Procedures

In the event of an accident in the setting staff will:

- Reassure and comfort the child
- Assess the extent of the child's injuries and administer first aid treatment, if necessary medical assistance will be obtained (doctor or ambulance)
- Inform parent's either by ringing at the time of accident or as soon as practically possible



Working in Partnership with

- Complete the accident record form with all required information, including names of any witnesses
- Parents/Carers upon collecting their child, will be asked to read the information detailed and sign the accident record form

If the incident requires any emergency medical treatment the setting will:

- Complete a full incident record
- Inform Ofsted (*EYFS 3.49 notify of any serious accident, illness, injury to or death of any child in their care and of any action taken*)
- Inform local child protection agencies (*EYFS 3.49 notify of any serious accident or injury to, or death of any child and must act on any advice from those agencies*)
- Inform the Insurance Company
- Report to the Health and Safety executive (RIDDOR)

Useful Publication: Serious accidents, injuries and deaths that registered providers must notify to Ofsted and local child protection agencies. Ofsted Childcare Factsheet October 2011-reference number 110009

It is important that parents keep the setting informed regarding their child's condition following an accident and if parent's sought additional medical advice or care

In the event of an accident in the home:

- Parents must inform staff of any accident at home so that staff can ask parents to complete and sign the pre-existing injuries form



□ If staff see evidence of injury on a child, that has not occurred in the setting and has not been reported to any member of staff, parents will be asked for information on the incident and asked to complete and sign the pre-existing injuries form

Duty to Safeguard Children

□ If staff are concerned that injuries sustained at home are not consistent with parental explanations, they will seek advice from Children's Services, Customer Service Centre in accordance with requirements to safeguard children (see the settings safeguarding policy and procedure)

This policy and procedure have been adopted by Pillarwood Farm Pre-School

Signed on behalf of the setting by:

.....Manager/Owner

Date: April 2018

Reviewed date: April 2019

Reviewed date: April 2020

Reviewed date: April 2021

Review due: April 2022



Medications Policy

We recognise that there may be times when children require medication to be administered during their time in the setting. In order that this is regulated we will ensure that:

- Pillarwood Farm Pre-school and Children's Woodland Adventures will only administer medication that has been prescribed for that individual child. (With regard to non-pre-scribed medication, it is up to individual settings. As it is stated in EYFS page 26 of statutory guidance that Non - prescription medication e.g. pain and fever relief, teething gel may be administered only with prior written consent of the parent and only when there is a health reason to do so).
- Staff will ensure that a new medication form is completed by parent/carer for each session that the medication is expected to be administered.
- On the medication form parents will give signed permission for administration of medication including
 - The name of the child,
 - The name of the parent,
 - Date,
 - Name of medication,
 - The dose and time that medication was last given,
 - The dose and times to be administered,
 - How the medication is to be administered.
- The medication is clearly marked with the child's name and is in date, in the original container with prescriber instructions for administration.
- No medication will be given to the child unless provided by the parents.
- Aspirin or medication containing Aspirin will not be administered to any children unless it is prescribed by a doctor for a specific medical condition.
- The medication is stored in accordance with the products instructions and out of reach of children at all times.
- The administration of medication is recorded in the medications book and includes the signature (the administrator of the medication) and counter-signature (witness to medication being given),



- date, time, dosage. Parents must sign this before they leave the premises, to acknowledge they know the medication has been administered.

Administration of Specialist Medication

We recognise that there may be times when children require specialist medication to be administered for, long term medical needs during their time in the setting.

In order that this is regulated we will ensure that:

Specific permission, instruction and training will be obtained before an agreement is reached with a parent to administer specialist medications (e.g. nebuliser), and lifesaving / emergency medications (such as adrenaline injections) and a health plan is established. This will include:

- A letter from the child's G.P./consultant stating that the child is fit enough to attend the provision and sufficient information about the child's condition.
- We will discuss with parents the medication that their child needs to take, and support required,

Instructions on how and when the drug/medicine is to be administered and what training is required.

- Training on the administration of the prescription medication that requires technical/medical knowledge will be arranged for staff from a qualified health professional to ensure medication is administered safely.
- Written proof of training, if required, in the administration of the medication by the child's G.P., a district nurse, specialist or community paediatric nurse.
- A health plan will be developed in partnership with parents and any health professional and will be regularly reviewed to detail the needs and support or any changes.
- Prior written consent from the parent/guardian for each and every medicine will be obtained before any medication will be administered.
- The medications consent form filled in appropriately and signed by parents/carers on the day the medicine is expected to be given before they leave the child in the care of the setting. On the medication form parents will give signed permission for administration of medication including the name of the child, the name of the parent, date, name of medication, the dose and time



- medication last given, the dose and times to be administered and how the medication is to be administered.
- The medication is clearly marked with the child's name and is in date, in the original container with prescriber instructions for administration. No medication will be given to the child unless provided by the parents.
- The medication is stored in accordance with the product instructions and out of reach of children at all times.
- The administration of medication is recorded in the medications book and includes the signature (the administrator of the medication) and counter-signature (witness to medication being given), date, time, dosage. Parents must sign this before they leave the premises, to acknowledge they know the medication has been administered.

This policy has been adopted by Pillarwood Farm Pre-School

Signed on behalf of the setting by:

.....owner/manager

Date: April 2018

Reviewed Date: April 2019

Reviewed date: April 2020

Reviewed date: April 2021

Review due: April 2022



Emergency Medical Treatment Declaration and Consent

Name of Child:

I agree to the person in charge of the setting (manager or deputy) taking the necessary steps to ensure that my child receives the best and most appropriate care, attention and treatment should there be an emergency or accident in the setting or whilst my child is on an authorised outing.

I understand the person in charge (manager or deputy) will make every effort to inform me of any emergency or accident as soon as possible after the event but accept that in my absence they may have to seek emergency medical treatment, which may include taking the child to their GP, the hospital or calling an ambulance and an appropriate adult accompanying my child to the hospital in the case of a serious accident or emergency.

In the event that I can still not be contacted, and my child requires emergency treatment, I give my permission for the appropriate adult to authorise medical staff to administer essential treatment until my arrival.

Signed:

Date:

Print:

Relationship to child:

If you do not agree with any or all of the above declaration, please do not sign it but make your views known in the space below. The Manager/Owner will then discuss this with you and do their best to accommodate your particular wishes.

I do not agree with the above declaration and would prefer the following procedure to be followed for my child in the event of an accident or emergency.

Signed:

Date:

Print:

Relationship to child



Medication Consent Form

Name of Child:	Date:
Details of Medication:	
Date and time of last dosage:	

Amount given at last dosage:			
Name of medication to be given:			
Time due Dosage due:	Time One	Time Two	Time Three
How to be administered:			

PATENTAL / CARER CONSENT

I sign to confirm the information given as last dosage to be correct and consent to the above medication to be administered in accordance with the above instructions.

Print

Signature.....Date.....

Contact details in case of an emergency

Telephone.....Alternative contact number

Details of administration of medication			
Date			
Name of medication			
Time	Time One:	Time Two:	Time Three:

Dosage Signature of staff member administrating medication

Staff witness signature Parent/Carer signature

Print and Sign

THE MEDICATION RECORD MUST BE SIGNED BY THE PARENT OR CARER AT THE END OF EACH SESSION



Illness and Exclusion Policy

Pillarwood Farm Pre-school and Children's Woodland Adventures aim to promote a healthy environment, good health and take the necessary steps to prevent the spread of infection for the children in our care and we seek the co-operation of parents to help us to implement this policy.

- If parents/carers notice their child becoming ill or infectious they must inform the setting and they must have regard to the exclusion list below
- If your child becomes ill at the setting his/her condition is brought to the attention of one of the senior members of staff or the Manager
- A decision is then taken based upon the symptoms including any visible signs and the child's body temperature as to whether you are immediately informed or whether continued monitoring of the child should occur
- Should a child's condition deteriorate you will be contacted by a member of the team and actions will be agreed. This could include administering medicines or requesting collection of the child to reduce the risk of cross infection for example in the case of vomiting or diarrhoea
- If a child becomes ill or infectious at the setting, every effort will be made to contact the parents/carers. It is essential therefore that the setting has up to date information to be able to contact the parents/carers during the settings hours. If the parent/carer cannot be contacted, setting staff will endeavour to contact the other named contacts on the child's record
- If the setting is unable to contact a parent/carer or other named contact, Pillarwood Farm Pre-school and Children's Woodland Adventures reserves the right to take the child to a general practitioner or hospital in an emergency. Parents/carers will be required to give signed consent for this procedure on registering their child at the setting

Illness or Infectious Diseases Period of Exclusion

- Chicken pox/shingles 5-7 days after the onset of the rash.
- Conjunctivitis None.
- Diarrhoea and/or vomiting Children and staff should be excluded from the setting until their symptoms have settled and until 48 hours after the last episode of diarrhoea or vomiting.
- Glandular fever There is no benefit in keeping children or staff off once they feel well enough to attend.
- Hand, foot and mouth None, however, whilst the child is unwell he/she should be kept away from the setting.



- Head lice None. Treatment is only required if live lice are seen in the hair (not nits (eggs)).
- Hepatitis Hep A- Until the child feels well or until 7 days after the onset of jaundice, whichever is the later.
- Hep B-Children who develop symptoms will be too ill to be at the setting.
- Hep C-Usually no symptoms but care must be taken with bodily fluids if person is known to have Hep C.
- HIV / Aids Should not be restricted or excluded.
- Impetigo Until 24 hours after the start of treatment. If there is an outbreak, stop the use of sand, water, play dough and cooking activities.
- Measles, mumps and rubella Measles- yes, until 5 days after the onset of the rash.
- Mumps-the child should be excluded for 5 days after the onset of swelling.
- Rubella- for 4 days after onset of the rash, and whilst unwell.
- Meningitis Children will be too ill to attend and there is no need to exclude siblings or other close contacts.
- Molluscum contagiosum None.
- Pharyngitis/tonsillitis If the disease is known to be caused by streptococcal (bacterial) infection the child or member of staff should be kept away from the setting until 24 hours after the start of treatment. Otherwise they should stay at home while they feel unwell. Rashes A child who is unwell and has a rash should visit their GP to establish the reason for it.
- Ringworm (Tinea) Children need not be excluded but spread can be prevented by good personal hygiene, regular hand washing and use of separate towels and toilet articles. Parents should be encouraged to seek treatment.
- Scarlet fever / Scarletina Once a patient has been on antibiotic treatment for 24 hours they can return provided they feel well enough.
- Slapped cheek syndrome (Erythema Infectious/fifth disease) An affected child need not be excluded because they are no longer infectious by the time the rash occurs.
- Scabies Not necessary, but treatment should be commenced.
- Typhoid, paratyphoid (enteric fever) Yes, an infected child is likely to be very ill and whilst infectious unable to attend the setting.



- Tuberculosis (TB) "Open" cases- until 2 weeks after treatment started. "Open" cases of drug resistant TB when the hospital physician advises. ("open" is determined by sputum samples).
- Whooping cough (Pertussis) An affected child and unvaccinated contacts under 7 years should be excluded until they have 5 days of antibiotics.

Working in Partnership with

We will actively promote the use of the 'Catch it, bin it, and Kill it' initiative to teach children about good hygiene practices by promoting:

- The use of tissues for cough's and colds
- Access to bins to dispose of used tissues
- Hand washing in warm soapy water as soon as possible, before eating, preparing food and after toileting.

Notification of exposure to infectious diseases

If a child contracts any of the above infectious diseases, other parents will be informed by an emergency newsletter and information on the notice board. If we have reason to believe that any child is suffering from a notifiable disease identified as such in the Public Health (Infection Diseases) Regulations 2010, we will inform the East Midlands North Health Protection Team and Ofsted (EYFS requirement 3.49). We will act on any advice given by them.

A list of notifiable diseases can be found at www.hpa.org.uk and is displayed on our parent's notice board alongside the HPA poster 'Guidance on Infection Control in Schools and other Child Care Settings'.

The East Midlands North Health Protection Team can be contacted at:

Institute of Population Health

City Hospital

Hucknall Road

Nottingham

NG5 1PB

Telephone number: 0844 225 4524

Fax: 01159 693523



Providers should note that from 1st April 2013 the Health Protection Agency (HPA) became part of Public Health England their website is still evolving but further guidance on infection control in schools and childcare settings can still be currently found at www.hpa.org.uk.

This policy has been adopted by Pillarwood Farm Pre-School

Signed on behalf of the setting by:

..... Manager/Owner

Date: April 2018

Reviewed Date: April 2019

Reviewed date: April 2020

Reviewed date: April 2021

Review due: April 2022



List of Notifiable Diseases

List of Notifiable Disease

Diseases notifiable (to Local Authority Proper Officers) under the Health Protection (Notification)

Regulations 2010:

- Acute encephalitis
- Acute infectious hepatitis
- Acute meningitis
- Acute poliomyelitis
- Anthrax
- Botulism
- Brucellosis
- Cholera
- Diphtheria
- Enteric fever (typhoid or paratyphoid fever)
- Food poisoning
- Haemolytic uraemic syndrome (HUS)
- Infectious bloody diarrhoea
- Invasive group A streptococcal disease
- Legionnaires' Disease
- Leprosy
- Malaria
- Measles
- Meningococcal septicaemia

- Mumps
- Plague
- Rabies
- Rubella
- SARS
- Scarlet fever
- Smallpox
- Tetanus
- Tuberculosis
- Typhus
- Viral haemorrhagic fever (VHF)
- Whooping cough
- Yellow fever

These and other diseases that may present significant risk to human health may be reported under the 'other significant disease' category.

Please use this list in conjunction with the Public Health England's - Health Protection Agency advice and guidance on the HPA website <http://www.hpa.org.uk/Topics/InfectiousDiseases/InfectionsAZ/NotificationsOfInfectiousDiseases/ListOf>



Healthy Eating Policy

Pillarwood Farm Pre-school and Children's Woodland Adventures are committed to meeting the EYFS Safeguarding and Welfare Requirements and the individual needs of children attending. We aim to do this by:

- Discussing with parents on their child's entry to the setting their individual dietary needs, any allergies or intolerances and any religious requirements
- Recording information about individual children and ensuring that all staff are aware of those needs
- Providing nutritious meals and snacks using fresh produce
- Providing fresh drinking water that is always available
- Ensuring that where children bring packed lunches parents are aware of the need to provide healthy foods
- Discussing with parents on a regular basis their child's needs and updating records accordingly
- Planning our meal and snack menus in accordance with the Children's Food Trust's Voluntary Food & Drink guidelines for early year's settings in England; 'Eat Better, Start Better'.
- Ensuring that menus are varied, that children and parents are consulted and that menus are displayed
- Ensuring that children are offered food and snacks according to parents' wishes, cultural and medical requirements and individual needs
- Displaying information about meal and snack times
- Informing parents of the storage facilities for food and drinks
- Providing parents of children under the age of (*insert as appropriate*) with written daily information regarding food and drink intake
- Ensuring that children are offered age appropriate utensils
- Providing meal times that are a social time where children feel comfortable, staff participate, and independence is encouraged
- By recognising that "Children start learning about food at a very early age. The messages they receive during this time lay the foundations for the choices they make about food as they move up to school and beyond." (quote from the Children Food Trust)



- Making every effort to help educate the children and parents about the importance of a healthy balanced diet, and the importance of a healthy lifestyle through a variety of opportunities and activities
- Working with required agencies to ensure all requirements are met with regard to the handling and preparation of food
- Taking into consideration; cultural, religious and other dietary requirements when planning our menus, and by working in close partnership with parent/carers we will ensure that we meet their child's particular needs. This will also provide us with a valuable opportunity to introduce all of the children that attend our setting to different cultural food types.

Food and Drink Preparation

All Staff at Pillarwood Farm Pre-school and Children's Woodland Adventures have a duty and responsibility for the correct maintenance of food and drink preparation areas;

- All staff involved in preparing and handling food will receive training in food hygiene (EYFS 3.46)
- The management team will be confident that those responsible for preparing and handling food are competent to do so
- Surfaces will be cleaned before and after any food/drink preparation
- Suitable sterilisation equipment will be provided to support the needs of safe food preparation for babies
- Food and drink preparation areas will be used solely for that purpose
- Faults and breakages will be reported to the Manager
- Equipment will be checked regularly as per regulatory requirements
- The setting will be registered with and hold the required Environmental Health Certificate and follow the Safer Food Better Business guidance
- Fridge and Freezer will be recorded on a daily basis
- food will be probed, and temperatures recorded on a daily basis

If in the unlikely event, that food poisoning occurs affecting two or more children looked after on the premises we will notify Ofsted as soon as practically possible but in any event within 14 days of the incident.



This policy has been adopted by Pillarwood Farm Pre-school and Children's Woodland Adventures

Signed on behalf of the setting by:

.....Manager/Owner

Date: April 2018

Reviewed Date: April 2019

Reviewed date: April 2020

Reviewed date: April 2021

Review due: April 2022