



This policy is made available to all parents, prospective parents, staff and prospective employees of Burgh Wood Montessori School and The Orchard Pre-School on our websites, and a hard copy can also be viewed upon request.

Introduction to policy

While it is not our policy to care for sick children who should be at home until they are well enough to return to the nursery schools, Burgh Wood Montessori Nursery School and The Orchard School (*hereafter the "Nursery Schools"*) will agree to administer medication as part of maintaining the child's health and well-being or when they are recovering from an illness. The Nursery Schools also provide care for and promote health through identifying allergies and preventing contact with the allergenic substance and through preventing cross infection of viruses and bacterial infections. At the point of Registration, Parents/Guardian are asked if their child suffers from any known allergies, illness or require medication; this is recorded in the child's records.

In many cases, it is possible for a child's GP to prescribe medicine that can be taken at home in the morning and evening. If a child has not had a medication before, it is advised that the Parent/Guardian keeps the child at home for the first 48 hours to ensure no adverse effect as well as to give time for the medication to take effect.

These procedures are written in line with current guidance in 'Managing Medicines in Schools and Early Years Nursery (Early Years Foundation Stage – EYFS 2017, Paragraph 3.45) which states 'Providers must have and implement a policy, and procedures, for administering medicines. It must include systems for obtaining information about a child's needs for medicines, and for keeping this information up-to-date. Training must be provided for staff where the administration of medicine requires medical or technical knowledge.

Prescription medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor)'.

The Manager, or in her absence the Deputy Manager, is responsible for ensuring all staff understand and follow these procedures. Parent/Guardian consent forms must be completed, medicines stored securely and correctly and that records are kept according to procedures.

Summary of procedures

Children taking prescribed medication must be well enough to attend the nursery. Children's medicines are stored in their original containers in a locked cupboard, are clearly labelled and are inaccessible to the children.

Medicine spoons and oral syringes must be supplied by the Parent/Guardian if required.

Medications may only be used for the child whose name appears on the medicine. This includes emergency adrenaline injections (EpiPen).

Administering Medicines

In general medicines should be administered outside of Nursery School hours by a Parent/Guardian.

On those occasions when medication needs to be given at Nursery School, written instructions from a Parent/Guardian must be given; this may include inhalers or EpiPens. Where it may be necessary for a member of staff to administer an EpiPen during Nursery School time, training must be provided from a qualified health professional and should be specific to the individual child.

[Reviewed 2020-09-18](#)



First Aid and Medical Treatment Policy

The staff receiving the medication must ask the parent to sign a consent form stating the following information. No medication may be given without these details being provided:

- Full name of child and date of birth;
- Name of medication and strength;
- Who prescribed it;
- Dosage to be given in the setting;
- How the medication should be stored and expiry date;
- Any possible side effects that may be expected should be noted;
- Time/timings medication is to be administered; and
- Signature, printed name of Parent/Guardian and date.

The administration is recorded accurately each time it is given and is signed by two members of staff. Parents/Guardian sign the medication form to acknowledge the administration of a medicine at the end of the session. The administration of all medication will be recorded in the Medication Book.

Where staff feel unable to deal with a medical situation, the Nursery Schools reserve the right to seek medical aid or to remove the child to a suitable medical establishment. Parents/Guardian will be notified as soon as possible.

Storage of Medicines

All medication is stored safely in the marked medication box in the kitchen or refrigerated.

The Manager, or in her absence the Deputy Manager, is responsible for ensuring daily medicine is handed back at the end of the day to the Parent/Guardian.

For some conditions, medication may be kept in the setting. The Manager or Deputy Manager will check that any medication is in date and returns any out-of-date medication back to the Parent/Guardian. This will be done every half term.

When on a nursery school trip medication for a child is taken clearly labelled with the child's name, name of the medication, the consent form and is signed with two signatures.

Staff Training

If the administration of prescribed medication requires medical knowledge, individual training is provided by a health professional and a risk assessment is carried out if necessary.

No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell a member of staff what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

Managing children with allergies, or who are sick or infectious (including reporting notifiable diseases).

Procedures for children with allergies

If a child has an allergy the Parent/Guardian will complete a medication form giving precise details of the allergy and signs and symptoms. This information will be transferred to the "children at risk" list kept in the first aid box.

1. What to do in case of allergic reactions, any medication used and how it is to be used (e.g. Epipen).
2. Control measures such as how the child can be prevented from contact with the allergen.
3. The Parent/Guardian will arrange for a professional person to visit the setting to train staff in how to administer special medication in the event of an allergic reaction.
4. No nuts or nut products are used within the setting; staff organise food for any special occasions to ensure that any known allergies/dietary requirements are catered for

[Reviewed 2020-09-18](#)



Procedures for children who are sick or infectious

If children appear unwell during the session e.g. have a temperature, sickness, diarrhoea, the Manager or Deputy Manager will call the Parent/Carer and ask them to collect the child, or send a known carer to collect the child on their behalf.

1. If a child has a temperature, they are kept cool by removing top clothing or sponging their heads with tepid water.
2. In extreme cases of emergency, the child should be taken to the nearest hospital and the Parent/Guardian informed.
3. The Nursery Schools can refuse admittance to children who have a temperature, sickness and diarrhoea or a contagious infection or disease.
4. Where children have been prescribed antibiotics, Parents/Guardian are asked to keep the child at home for 48 hours before returning to the Nursery Schools.
5. After diarrhoea or sickness, Parents/Guardian are asked to keep children home for 48 hours after the last bout of sickness or diarrhoea.
6. After a temperature, the Nursery Schools ask that the child remains at home for 24 hours once the temperature has returned to normal.
7. The Nursery Schools have a list of excludable diseases and current exclusion times provided by the health protection agency.

Reporting of 'notifiable diseases'

If a child or adult is diagnosed suffering from a notifiable disease under the Health Protection (Notification) Regulations 2010, the GP will report this to the Health Protection Agency.

When the Nursery Schools become aware of, or is formally informed of the notifiable disease, the Manager or Deputy Manager will inform Ofsted and the Health Protection Agency within 14 days of the incident occurring and will act on any advice given by the Health Protection Agency. The Nursery Schools will also follow the guidance on the Public Health England website: www.gov.uk/government/organisations/public-health-england.

Ofsted phone number: 0300 123 1231

Local Health Protection Agency contact details:

PHE Surrey and Sussex Health Protection Team (South East),
County Hall, Chart Way,
Horsham,
RH12 1XA

PHE.sshpu@nhs.net

Phone: 0344 225 3861 (option 1 to 4 depending on area)

Coronavirus ("COVID-19")

What to do if children or staff become unwell and believe they have been exposed to COVID-19 (either through travel to a specified country or area or contact with a confirmed case)

Children and staff who are unwell in any way, not just with recognised COVID-19 symptoms i.e. cough or persistent high temperature, **should not** attend the setting.

If a child, becomes unwell with symptoms of COVID-19 while in their setting and needs direct personal care until they can return home, the Manager/Deputy Manager will, in the case of a child, wait with that child in the small kitchen (Burgh Wood Montessori Nursery School) and in the annex behind the stage

[Reviewed 2020-09-18](#)



First Aid and Medical Treatment Policy

(The Orchard). The staff member must wear PPE in this instance; a mask (Government compliant), apron and gloves.

If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection will be worn.

If a child, parent/guardian or member of staff becomes unwell and staff believe they have been exposed to COVID-19 (either through travel to a specified country or area or contact with a confirmed case) the Manager or, in their absence, the Deputy Manager will call NHS 111 (or 999 in an emergency if they are seriously ill or their life is at risk), and if appropriate, explain which country(s) they have returned from in the last 14 days.

In the case of an unwell adult, the adult will be isolated in the small kitchen which is at least two metres away from other persons in the school.

The unwell person will wear a mask and be advised not to touch other people, surfaces and objects and to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. The small kitchen/annex will be deep cleaned once they leave the building.

If the unwell person needs to use the toilets whilst waiting for medical assistance, they will be able to use a disabled toilet. The disabled toilet area will be deep cleaned once the unwell person had left the building.

What to do if a case of COVID-19 (children or staff) is suspected at the Nursery Schools

If a case of COVID-19 (child or staff) is suspected at the Nursery Schools, in the case of a child, their Parent/Guardian will be contacted to collect the child and will need to follow self-isolation rules in line with the NHS guidance. Children who have been sent home with suspected COVID-19 will not be allowed to come back to the Nursery School for 14 days, or after providing evidence of a negative COVID-19 result.

In the case of a member of staff with suspected COVID-19, that member of staff will be sent home and will be required to book a COVID-19 test with immediate effect. The member of staff will not be allowed to return to the Nursery Schools until a NEGATIVE result is confirmed and verified by the Manager.

It must be noted that the Surrey Local Resilience Forum have now set up a team to coordinate delivery of COVID-19 testing to all essential workers and their families across the county.

The Government have also announced that COVID-19 testing will be extended to children aged under five as of Thursday 28 May.

What to do if a case of COVID-19 (children or staff) is confirmed at the Nursery Schools

The Manager/Deputy Manager will contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. The Manager/Deputy Manager will be put through to a team of advisors who will inform the School what action is needed based on the latest public health advice. If, following triage, further expert advice is required the adviser will escalate the call to the local health protection team.

If there is a confirmed case, a risk assessment will be undertaken by the Nursery Schools with advice from the DfE. In most cases, closure of the childcare or education setting will be unnecessary, but this will be a local decision based on various factors and current guidance from government bodies.

Preventing spread of infection

There is currently no vaccine to prevent COVID-19. The best way to prevent infection is to avoid being exposed to the virus.

[Reviewed 2020-09-18](#)



First Aid and Medical Treatment Policy

There are general principles anyone can follow to help prevent the spread of respiratory viruses. In the Nursery Schools, we regularly supervise children with hand washing, and we introduce additional measures such as showing video clips in Circle Time to reinforce how to wash hands.

From 1 September, in line with current Surrey County Council guidance, we will be asking all Parents/Guardians to follow these rules:

- Observe the 2 metre social distancing rules at drop off. It may be necessary to stagger drop off times.
- Only one Parent/Guardian will be allowed to drop off and collect their child.
- Parents/Guardians **will not** be allowed to enter the Hall.
- All buggies and scooters must be left outside the premises; there is a covered bike shelter outside the garden to store buggies and scooters.
- Visitors (unless in case of an emergency or emergency maintenance work) will not be allowed to visit the Nursery School; prospective parents will be given a guided tour of the school by iPad.
- On arrival, all children will have their temperature taken and will be taken to the hand washing station; we will be ensuring that all children wash their hands after using the toilet, after breaks and garden activities, before food preparation and before eating any food.
- Please provide plastic labelled lunch boxes which will be wiped with antibacterial wipes on arrival.
- Regrettably, children will not be allowed to bring in any items from home.
- In addition, enhanced cleaning routines will be established across the Nursery School settings (for example, to disinfect surfaces with disposable antibacterial wipes).

HIV/AIDS/Hepatitis Procedure

HIV virus, like other viruses such as Hepatitis, (A, B and C) are spread through body fluids. Hygiene precautions for dealing with body fluids are the same for all children and adults.

Disposable vinyl gloves and aprons are worn when changing children's nappies, pants and clothing that are soiled with blood, urine, faeces or vomit. Soiled clothing will be bagged and given to the Parent/Guardian.

All spills of blood, urine, faeces or vomit are cleared using anti-bacterial disinfectant spray and mops; cloths used are disposed of.

Head Lice

Nits and head lice are not an excludable condition, although in exceptional cases a Parent/Guardian may be asked to keep the child away until the infestation has cleared.

On identifying cases of head lice, all Parents/Guardian are informed and asked to treat their child and all the family if they are found to have head lice.

It is advisable that children with long hair, keep their hair tied back (or up) to prevent the spread of head lice.

Conjunctivitis

Conjunctivitis is not an excludable condition but is highly contagious. In exceptional cases a Parent/Guardian may be asked to keep the child away until the condition has cleared.

On identifying a case of conjunctivitis, Parents/Guardian are informed and asked to treat their child.

Further reading/contacts

Health Protection Unit Guidance December 2006:

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www.hpa.org.uk

Mencap:

www.mencap.org.uk

Health and Safety Executive:

www.hse.gov.uk

Department of Health:

www.dh.gov.uk

Young People's Health and the Administration of Medicines

[Children's Schools and Families Guidance May 2012](#)

Advice for COVID-19

<https://www.gov.uk/coronavirus>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

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