



## **Health, Illness and Medication Policy**

Please refer to the generic Giggleswick School Medical & First Aid Policy that is published in the Junior School Parents' Handbook. This policy is in addition to that policy detailing policy and procedure specific to Pre-school in accordance with the Statutory Framework for the Early Years Foundation Stage Sep 2014. Pre-school specific policies and procedures are also outlined in the Mill House Pre-school Parents' Handbook.

### **Health & Illness**

It is our policy to promote and encourage good health and hygiene. This includes monitoring the children for signs and symptoms of contagious illnesses such as chicken pox, sickness and diarrhoea, conjunctivitis etc.

With the welfare of the sick child in mind and in the interest of other children attending Giggleswick Junior School, children who are ill should not attend. If a child develops an illness whilst attending the Pre-school the parent will be contacted and requested to collect him/her.

If it is necessary to isolate a child a classroom will be vacated. Staff will ensure that other children do not access this area. Parents will be informed and requested to collect the child as soon as possible.

Any child who has a contagious illness should be excluded from Pre-school until he/she is no longer infectious. Parents are requested to contact school informing us of the nature of the illness, so we can monitor any infections. A child with sickness and/or diarrhoea must be excluded for 48 hours from the last episode before returning to School.

All parents will be notified that their child may have been in contact with a contagious disease as necessary.

Confidentiality will be maintained at all times.

### **Medicines**

If a child needs prescribed medicine whilst at school the parent/carer must fill in the medicine book, giving the following details:

- Name of child
- Date
- Name of medicine
- Time to be administered
- Quantity to be given
- Time of last dose given
- Parent's signature

Prescribed medicines **only** (by a doctor, dentist, nurse or pharmacist) will be carefully administered by a member of staff with a witness present and the medicine book will then be filled in with all details and signatures of staff.

Non-prescribed medicines, such as Calpol, is not to be administered to any pupil in the Pre-school setting.

All medicines will be kept in the locked medical box situated in the kitchen area in the Pre-school or fridge with child safe lock.

All prescribed medicines **MUST** be labelled with the pharmacist dispensing label. Staff should check the dispensing label, checking child's name and date of dispensing.

Where the administration of medicine requires medical or technical knowledge training will be sourced and provided. The training may be obtained from Nursing staff from Giggleswick School Medical Centre / GP's / Specialist NHS Nurses / Health Centre.

## **Accidents**

In the event of an accident, the child will be seen by a member of staff and if necessary, a First Aider.

First Aid boxes are accessible in the Pre-school classroom alongside the medical box. They are stocked with appropriate items for use with children. A smaller First Aid kit is also available to take when out and about around the campus (stored in the cupboard in the kitchen area).

The name of the person responsible for the upkeep of the First Aid boxes is Miss Rachel Follows, and will be monitored by Mr Carl Shuttleworth.

The following staff hold a valid First Aid certificate;

### Qualified First Aid Officers - Giggleswick Junior School:

Carl Shuttleworth	2 day full paediatric First Aid training, 2017 (valid until 2020)
Rachel Follows	2 day full paediatric First Aid training, 2017 (valid until 2020)
Maureen Byrne	2 day Paediatric First Aid (valid until 2021)

Samantha Harrison	2 day Paediatric First Aid (FAIB) and Emergency First Aid in Work (valid until September 2020)
Fiona Davison	2 day Paediatric First Aid & Emergency First Aid in Work (valid until January 2019)
Sian Driver	2 day Paediatric First Aid (valid until 2021)

First Aid boxes are situated in the Pre-school Kitchen area, Junior School Visitors toilet and a 'mobile' first aid kit to be taken when children are out and about.

All accidents are recorded on an Accident Form (Nursery) which must be signed when the child is collected.

If a child is collected by someone other than their parents/carers e.g. childminder/another provider, they will be informed of the accident and a photocopy will be taken of the accident form to pass onto parents.

In the event that a parents/carer has not been informed of an accident at collection time practitioners must make a phone call to the parents/carers informing them of the accident. The call must be recorded on the form and signed by the parent/carer at the next given opportunity.

If there is any concern every effort will be made to contact parents and advice may be sought from the School's medical centre (01729 893084).

For those children who are not collected by parents, e.g. another child care setting, the accident will be signed by the member of staff from the setting and a copy made of the form which will be put in the child's reading bag for the parents to view.

**Pre-Existing Injuries** – injuries that are sustained out of school should be logged in the Pre-Existing Injuries log book. Parents are informed of this procedure in the Pre-school Parents' Handbook.

### **Staff taking medication**

Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If practitioners are taking any medication which may affect their ability to care for children, those practitioners should seek medical advice. If their work may be affected **IN ANY WAY** by medication – it is their obligation to inform the Nursery Manager or Head of the Junior School. The setting will ensure that those practitioners only work directly with children if medical advice confirms that medication is unlikely to impair that staff members ability to look after children properly. Staff medication must be stored securely e.g. in the medicine box/fridge or staff lockers. A risk assessment will be completed if applicable.

References:

- Junior School Parents' Handbook
- Pre-school Parents' Handbook – ACCIDENTS/ILLNESS
- Pre-school Outings Policy
- Forest School Handbook

**Reviewed by:** C B Shuttleworth, Nursery Manager  
**Review period:** Annual  
**Updated:** April 2019  
**Next review date:** April 2020