



St. George's Central CE Nursery (Lancaster Avenue)

Health Policy

St. George's Central CE Nursery (Lancaster Avenue) is committed to encouraging and promoting good health and to dealing efficiently and effectively with illnesses and emergencies that may arise while children are in our care.

First Aid

Under duties set out in the Health and Safety (First Aid) Regulations 1981, the nursery recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable First Aid to be given at the Setting.

We have 2 designated members of staff responsible for First Aid. These people have an up to date First Aid certificate. They are responsible for maintaining the correct contents of all First Aid boxes and administering basic First Aid when necessary and appropriate. The designated members of staff are: Miss Booth and Miss Gaskell.

The manager and the designated members of staff will ensure that there is a fully trained First Aider available at all times during sessions at our nursery. The manager, will be responsible for enabling the members of staff concerned to receive adequate First Aid training.

The First Aid Box will be regularly checked to ensure its contents are up to date, in good condition and fulfil the criteria set out in the Health and Safety (First Aid) Regulations 1981. The person responsible for the monthly check is Miss Booth.

The location of the First Aid box, and the certificates of the qualified first-aiders, will be clearly displayed in the setting. A First Aid box will be taken on all off site visits or outings. This is the responsibility of the designated First Aiders, or where this is not possible, the manager.

In the Event of a Major Accident, Incident or Illness

We request that parents/carers complete and sign the Emergency Medical Treatment Form (see nursery office) enabling the manager or any member of staff so empowered, to give permission for emergency medical treatment for their child in the event of a major accident, incident or illness occurring at our nursery.

In the event of such an incident, the following procedures will apply:

- In the first instance, the First Aider will be notified and take responsibility for deciding upon the appropriate action.
- The First Aider will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parent/carer to arrive.
- If the child needs to go straight to hospital, an ambulance will be called. The parent/carer will also be contacted. A member of staff will accompany the child to the hospital and will consent to medical treatment being given, as long as the Emergency Medical Treatment Form has been completed and signed.
- If the child does not need to go straight to hospital but their condition means they should go home, the parent/carer will be contacted and asked to collect their child. In the meantime, the child will be made as comfortable as possible and be kept under close supervision (from this point on, the provisions of the nursery's Infectious and Communicable Diseases policy will govern the child's return to our nursery).

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- Parents/carers will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by our staff.
- All such accidents or incidents will be recorded in detail and logged on an Incident Record Book or the Accident Record Book. Parents/carers will be asked to sign in the relevant section to acknowledge the incident or accident and any action taken by our staff.
- The manager and other relevant members of staff should consider whether the accident or incident highlights any actual or potential weakness in the nursery's policies or procedures, and act accordingly, making suitable adjustments where necessary.
- Ofsted will be informed as soon as possible in the event of a major incident or death.

In the Event of a Minor Accident, Incident or Illness

- In the first instance, the designated First Aider will be notified and take responsibility for deciding upon any appropriate action.
- If the child does not need hospital treatment and is judged to be able to safely remain in the nursery, the First Aider will remove the child from the activities and, if appropriate, treat the injury/illness themselves.
- If and when the child is feeling sufficiently better, they will be resettled back into the activities, but will be kept under close supervision for the remainder of the session.
- At the end of the session, the First Aider will fully inform the parents/carers of the incident or accident and any treatment given.
- The injury or illness incurred is such that treatment by the First Aider is deemed inappropriate, but does not warrant hospitalisation, the parent/carer will be contacted immediately and asked to collect their child. Until the parent/carer arrives, the child will be kept under close supervision and as comfortable as possible (from this point on, the provisions of the nursery's Infectious and Communicable Diseases policy will govern the child's return to the Setting).
- All such accidents and incidents will be recorded in detail and logged on an Incident Record Book or the Accident Record Book and parents/carers should sign to acknowledge the incident and any action taken.
- The manager and any other relevant staff should consider whether the accident or incident highlighted any actual or potential weaknesses in the Setting's policies or procedures, and make suitable adjustments if necessary.

Medication:

In circumstances where the designated First-Aider is absent, the manager, will assume all responsibilities, or nominate an appropriately trained replacement.

- Staff may only administer medication to the child if it is prescribed by a G.P. and if the request to do so is from the child's parent or carer and is given in writing at the start of a session, stating frequency and dosage. Parents/carers can make such a request by completing and signing the Adminstrating Medication Form (see nursery office).
- Staff have the right to decline such a request from parents/carers if they are in any way uncomfortable with this. The nursery is likely to decline a request from parents/carers to administer medication where this involves technical knowledge or training, until the staff members have received the relevant training.

The procedure for administering medication at the nursery is as follows:

Medication will never be given without prior request of the parent/carer and a written and signed instruction from the child's GP including frequency, dosage; any potential side effects and any other pertinent information.

A member of staff will be assigned to administer medication for each individual child concerned. They will also be responsible for ensuring that:

- Prior consent is arranged.
- All necessary details are recorded.
- That the medication is properly labelled and safely stored during the session.
- Another member of staff acts as a witness to ensure that the correct dosage is given.
- Parents/carers sign in the Medication Record Book to acknowledge that the medication has been given.

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If for any reason a child refuses to take their medication, staff will not attempt to force them to do so against their wishes. If and when such a situation occurs, the manager and the child's parent/carer will be notified, and the incident recorded in the Medication Record Section at the back of the accident file.

Staff will not administer 'over the counter' medication, only that prescribed by the child's GP.

Where children carry their own medication (asthma pumps or insulin for example) and have long term medical requirements, the nursery recommends that staff hold on to the medication until it is required. This is to minimise possible loss of medication and to ensure the safety of other children. All medications should always be labelled with the child's name. Staff will need to discuss with parents/carers when developing any Health Care Plans.

If there is any change in the type of medication – whether regarding dosage or other changes to the information given on the Administering Medication Form – a new form must be completed.

Full details of all medication administered at the Setting, along with all Administering Medication Forms, will be recorded and stored in the Medication Record Book.

Sun Protection

As children will be outside for a relatively short period of the day we advise that they should come to nursery with a water bottle, a sun hat and sun glasses and that any sun cream should be applied at home before children come to nursery so that re-application in nursery will not be necessary. We will adapt any outdoor activities within our sessions and children will be encouraged to drink from their water bottles on a regular basis throughout the day. Staff should also ensure that shady areas out of the sun are always available to children when playing outside.

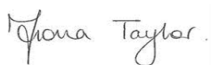
Closing the nursery in an emergency

In very exceptional circumstances, the nursery may need to be closed at very short notice due to an unexpected emergency. Such incidents could include:

- Serious weather conditions (combined with heating system failure).
- Burst water pipes.
- Discovery of dangerous structural damage.
- Fire or bomb scare/explosion.
- Death of a member of staff.
- Serious assault on a staff member by the public.
- Serious accident or illness.

In such circumstances, the manager and staff will ensure that all steps are taken to keep both the children and themselves safe. All staff and children will assemble at the pre-arranged venue at Shakerley Community Centre if nursery has to close immediately), where a register will be taken. Steps will then be taken to inform parents/carers and to take the necessary actions in relation to the cause of the closure. All children will be supervised until they are safely collected.

Developed by: Mr M Grogan/Ms S Naughton



Chair of Governors

Date: September 2017



Headteacher

Date: September 2017



Nursery Manager

Date: September 2017

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