

Safeguarding

Managing Health Care Needs

Intention

This policy sets out the measures Handsworth Pre-School puts in place to:

- Reduce the risk of infectious diseases spreading through Pre-School and manage outbreaks should they occur.
- Manage lifelong illnesses and conditions such as allergies, seizures, asthma etc.
- Manage temporary medical conditions such as broken bones.
- Manage the administration of medicines.

Legal Framework and Scope:

The Statutory Framework for the Early Years Foundation Stage (the EYFS) requires us to:

- Promote good health, including oral health;
- Have a procedure in place for responding to children who are ill or infections;
- Take necessary steps to prevent the spread of infection; and
- Take appropriate action if children are ill¹.

Settings must also:

- Have and implement a policy and procedures for administering medicines;
- Have a system for keeping, and keeping up to date, information about a child's need for medicines;
- Train staff, where the administration of medicines requires technical or medical knowledge².

This policy also reflects [Health protection in children and young people settings, including education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/health-protection-in-children-and-young-people-settings-including-education)

This policy should be read alongside the following Pre-School policies:

- Curriculum, Teaching and Learning
- Parental Involvement and Behaviour
- Data Protection
- Maintaining Health and Safety
- Supporting children with Special Educational Needs
- Parental Complaints Procedure

Implementation

Information and Information Sharing

Information will be sought on a child's health and medical needs on or before entry to Pre-School. The registration form asks parents to provide details of a child's

¹ EYFS 2021 Para 3.45

² EYFS 2021 Para 3.46

immunisations and health-care needs. These will be discussed on or in advance of your child's first session.

Parents are asked to keep this information up to date, and to inform the Pre-School promptly if/when:

- Their child receives a new or changed diagnosis;
- Their health professional updates the information about the management of their child's needs, including the administration of medicines or steps that must/should be taken to minimise the risks to their child.

Parents are asked to share with the Pre-School any care plans or information from their child's health professional about the management of their child's health needs, including the administration of medicines. The care plan will be discussed with parents so that staff are clear about the advice given. Care plans received from health professionals may also be used to inform risk assessments in Pre-School.

Parents are asked to telephone/text the Pre-School on the first day their child is absent due to illness. Parents are asked to provide general details about their child's illness, particularly if the illness is infectious or likely to be infectious. This is to enable the Pre-School to take steps to manage and respond to any likely spread of the illness.

All information shared with the Pre-School about a child's health care needs will be kept confidential. It may be shared after discussion with a parent and when a parent has given consent. Information may be shared without consent in an emergency or if the Pre-School is reporting a concern about a child's safety or wellbeing to a statutory agency.

Lifelong Conditions and Health Care Plans

Lifelong conditions include (but are not limited to): diagnosed allergies, asthma, diabetes, seizures and other conditions which require ongoing management within the home or the Pre-School setting. It includes conditions which may be suspected and are under ongoing medical investigation prior to diagnosis.

The Pre-School welcomes children with lifelong conditions, and we will work in partnership with parents to understand a child's care needs; to make reasonable adjustments where possible; and to manage the risks to the child's health.

The Pre-School will undertake all or some of the actions below, as appropriate. The Pre-School will:

- Discuss the child's needs with a parent and ask for copies of care plans provided by health professionals, as set out above
- Ask for prescribed and/or emergency medicines to be held for use at Pre-School (see below)
- Establish a Health Care Plan – this includes information about the symptoms and triggers of a condition; actions to be taken; and actions to be taken in an emergency. Health Care Plans are reviewed regularly with parents.

- Undertake a risk assessment – this will consider the reasonable adjustments that can be put in place; and what risks may remain. Risk assessments are discussed with parents and are reviewed regularly. Risk assessments may be shared with our insurers, on request.
- Inform our insurers – we are required by our insurers to inform them if a child on our register has a serious or lifelong condition. In general, this information is shared without individuals being identified. Parents are informed if individuals are named with our insurers. We may also request parents provide further information about a child's condition, if needed to meet the terms of our insurance.
- Identify on transition documentation that a child has had a Health Care Plan at Pre-School. Details of the plan will not be shared, subject to parental consent or request.

Subject to the information provided by parents and the risk assessment, the Pre-School will make reasonable adjustments to reduce the risk of triggering a medical condition such as an allergy, seizure, asthma attack etc. Reasonable adjustments may include (but not be limited to):

- Removing or reducing exposure to known allergens
- Providing reasonable alternatives
- Managing as far as possible exposure to environmental triggers eg: extreme heat, cold, over/under exercising etc

Allergies: If a child has a diagnosed food allergy, the Pre-School will discuss with parents the safe alternatives that can be provided. When an allergy is diagnosed, the Pre-School will ensure the safe alternatives are provided at snack time and in play.

Where possible, steps will be taken to manage cross-contamination with other children in play and at lunch time, if the child attends. Where the Pre-School may be limited in managing cross-contamination, or if an incident of possible cross-contamination has occurred, parents will be informed. Incidents of exposure to a known allergen at Pre-School will be recorded in the Incidents folder.

A dietary needs sheet is maintained and is available to all staff who prepare and supervise snacks.

Dietary preferences

Parents are asked to identify dietary preferences on the Registration form. This includes any food intolerances that do not require medication; religious or cultural food expectations; or family-based preferences.

Parents are asked to provide any specialist or alternative food they would like their child to have at Pre-School, based on their own preferences. This does not include dietary needs arising from a diagnosed medical needs (see above) or religious requirements, where the Pre-School will provide suitable alternatives.

The Pre-School will take steps to reduce the risk that your child comes into contact with food to which they are intolerant; or food that families would prefer them not to

consume. Parents will be informed if accidental exposure to unwanted food items occurs either at the snack table or in play.

Packed Lunches

From September 2023, children staying past 12.00 noon must bring in a packed lunch from home.

The Pre-School will:

- store the lunch bags in the storage room, which is out of sight of the children and is cool/has an even temperature
- ensure each child has their own lunch bag at lunch time
- ensure children do not share their food either on purpose or by mistake. This is to reduce the risk of cross-contamination of allergens and in support of food hygiene
- return un-eaten food to a child's lunch bag so that parents know what a child has had for lunch. Lunch bags will be returned at the end of each session.
- advise and support parents with information about healthy lunch boxes.

The Pre-School operates a **no nuts/nut products** policy. If a child's packed lunch includes nut or nut products, they will be removed by staff and returned to parents at the end of the session. Parents may be advised of other allergens to avoid from time to time.

If they choose to do so, staff may eat alongside the children at lunch time, to support social interaction and shared activities. Staff eating with the children must not share their food and must follow Pre-School policies on allergens and food hygiene.

The Pre-School will not:

- provide lunches if a child has forgotten their lunch bag. Staff will telephone a child's parent/carer and ask them to drop off a lunch bag in time. If lunches cannot be provided in time, parents/carers will be asked to collect their child and take them home.
- require children to eat everything in their lunch bag. If staff are concerned a child has not had sufficient to eat or drink at lunchtime, they will telephone the child's parent/carer to discuss.
- heat up or reheat food.

Parents must:

- provide lunches in a **named** lunch bag for each session their child attends after 12.00 noon. If there is doubt about ownership of a lunch bag, parents may be telephoned for confirmation and/or lunch will not be shared with a child until it is clear that the bag is meant for them.
- inform the Pre-School of any food allergies or intolerances.

Parents are encouraged to follow the healthy lunchbox advice on the NHS Healthier Families website: [Lunchbox ideas and recipes – Healthier Families - NHS \(www.nhs.uk\)](https://www.nhs.uk/healthier-families/healthy-lunchbox-ideas-and-recipes). Parents are encouraged to ensure that food included in a child's lunch is

fit to eat and, where use by dates are provided, in date. If staff have concerns about the edibility of items in a child's lunch box, they will remove the item and return it to parents at the end of the session. We also advise parents to include an ice pack in their child's lunch bag, whatever the time of year, as the Pre-School is unable to store lunch bags or individual food items in the fridge.

Birthdays and celebrations: if parents wish to bring in occasional treats to share to mark a child's birthday or another celebration, they may do so. In general, parents are asked to provide sufficient individually wrapped items that can be put in children's book bags to take home. There is no expectation that parents will provide birthday etc treats and many choose not to do so. If treats are provided, parents are also asked to be aware of allergies and intolerances and avoid nut/nut containing products.

Health Care Emergencies:

The Pre-School will follow emergency procedures if/when staff consider it necessary. Staff will

follow the emergency procedures as set out in a child's Health Care Plan; and/or follow general emergency procedures. These are, in summary:

- The needs of the individual will always come first.
- Individuals will be accompanied while we wait for emergency help. If individuals are taken to hospital by ambulance, and their parent/next of kin is not yet at the setting, two members of staff will go with a child; one member of staff will accompany an adult.
- Staff will endeavour to contact parents/next of kin as soon as possible and when it is safe to do so. This may be after the emergency services have been contacted and/or the child/adult is on the way to hospital.
- As soon as the emergency services have been contacted/arrive their advice and management of the condition will assume precedence.

The Pre-School may have to close at short notice if safe staff: child ratios cannot be maintained due to staff leaving the premises to accompany an individual to hospital.

Incidents in response to a medical emergency will be recorded in the Incidents file. Events involving the emergency services must also be reported to the Local Authority (local health protection, safeguarding and/or environmental health teams); OFSTED and/or the Health and Safety Executive (HSE).

Medicines

The Pre-School will only administer medicines that have been prescribed by a doctor, dentist, nurse or pharmacist. The Pre-School will not apply sunscreen, barrier creams or antiseptic to a child, unless this has been prescribed. Parents should apply such items at home before their child attends Pre-School. The Pre-School will not administer over-the-counter medications unless these have been prescribed.

All prescribed medicines should be given to the Pre-School in the original box/packaging with the dispensing label and your child's name clearly visible.

Medicines are stored at Pre-School in closed packaging, out of reach and sight of children.

Ideally, parents are asked to request from their GP³ duplicate medicines that can be held at Pre-School whilst their child attends. We understand that this is not always possible. Medicine that is brought in and taken home each session should be in the original box with the prescribing label attached and clearly visible. Medicines should be in a sealed outer bag or box and must be handed to a member of staff on the door. Medicines will be stored out of reach and sight of children.

Medicines held at Pre-School will be returned to parents when their child leaves the setting. If parents do not collect medicines, the items will be returned to a pharmacy for disposal.

Staff will check regularly that medicines held at Pre-School are in-date. Any medicines that go out of date will be returned to parents. Parents are asked to provide replacements. Medicines will not be administered if they are out of date.

Written permission to administer medicines is required. Parents will be asked to complete a Medicines Form, when they tell us their child has a prescription.

The Pre-School records when medicines are administered in the Medicines Book. Parents are asked to sign the Medicines Book when they collect their child.

Only medicines prescribed for that individual will be administered to the child. This includes any commonly prescribed or over-the-counter medicines such as antihistamine syrup or eczema creams that may be held for others in the setting.

Medicines will be administered in line with the information given by parents on the Medicines Form. Staff will only administer medicines if they are confident to do so, having discussed a child's needs with their parents and where dosage, timings etc are clear. Staff may request training, either from a child's parent or a relevant health professional, prior to administering a medicine.

Parents are asked to provide detailed information about medicines that require invasive, different or unusual methods of administration. Invasive administration includes medicines that are taken other than orally and/or which break the skin (e.g.: adrenaline injectors). The Pre-School may request further information or training before agreeing to administer medicines invasively; or to give medicines that have an unusual method of administration. The method of administering the medicine will be considered in the risk assessment for the management and control of the child's condition. Parents may be asked to come into the setting to administer such medicines themselves.

³ Or other relevant medical professional

Current paediatric First Aid training includes the use of adrenaline injectors. The Pre-School aims to ensure all staff have up-to-date First Aid certificates.

If there is any doubt about the dose to be given, staff will refer to the care plans provided by your child's health professional. If there is no care plan in place, and staff are unclear about dosage or advice is different to the Medicines Form, they will contact a parent. Staff will confirm by text the dosage advised by parents before administering the medicine. If parents cannot be contacted, or if staff remain unclear about dosage, staff will not administer medicines.

If medicines are not administered as requested/detailed, parents will be informed. If required, emergency services will be contacted. Staff will follow the advice of emergency services in administering medicines as appropriate.

If children are resistant or refuse to take medicines, staff will continue to try to administer the medicine unless the child becomes distressed. Staff will then telephone a parent to inform them that their child is refusing to take the medicine. Parents will be asked either to come and collect their child and administer the medicine at home; or come into the setting to administer the medicine. If parents advise that a dose may be missed or delayed, staff will note this in the Medicines Book and parents will be asked to sign on collection.

Children who are prescribed a medicine for the first time (they have not taken that medicine before) should remain at home for 48 hours after the first dose, to ensure there are no adverse side effects.

Children who are prescribed antibiotics should remain at home for 48 hours after the first dose to ensure there are no adverse side effects and to allow the medication time to begin to work.

Parents will be contacted if a child appears to be suffering side effects from medicines administered. Emergency procedures will be followed if a child appears to be having a severe or unusual reaction.

Managing Infectious Diseases

The Pre-School applies the advised exclusion periods for certain infectious diseases. Children and adults will not be admitted, or readmitted to Pre-School, within the exclusion periods set out in the table. The Government's exclusion table can be found here: [Managing specific infectious diseases: A to Z - GOV.UK \(www.gov.uk\)](http://www.gov.uk). For all other illnesses and childhood ailments, parents are asked to keep their children at home until they are well enough to attend Pre-School.

Children should only attend Pre-School if they are well enough to do so. The Pre-School may refuse entry on medical grounds to a child who is or may be infectious or unwell. If a child becomes unwell at Pre-School, parents will be telephoned and asked to collect their child. Staff will be sent home.

The Pre-School will inform local the local Health Protection Agency (HPA), and other relevant agencies, if a child or adult is diagnosed with a notifiable disease. Parents should inform the Pre-School as promptly as possible if their child is diagnosed with a notifiable disease as listed in the A-Z above. The Pre-School will pass on the information required by the HPA when reporting a notifiable disease.

Outbreak Management

The Pre-School will work with the local HPA, and other relevant agencies, to manage any outbreak of infectious diseases that may occur. Outbreaks are defined as:

- “2 or more people experiencing a similar illness linked in time or place; and/or
- A greater than expected rate of infection compared to the usual background rate for the place and time” (UKHSA)

If an outbreak is suspected, the Pre-School will:

- Follow the national and local guidance given;
- Step up cleaning procedures; and
- Increase hygiene, particularly hand and respiratory hygiene procedures.

Following guidance may include but not be limited to temporary closure; restricted opening hours; or restricted opening to specific groups of children. The Pre-School may also close temporarily at short notice if the outbreak means that safe staff : child ratios cannot be maintained.

Stepping up cleaning procedures may include but not be limited to reducing, restricting or rotating the type and range of toys and activities that are available to children each day. In particular, we may reduce, restrict or rotate soft toys, soft furnishings or toys that cannot easily be cleaned such as messy or malleable materials.

Increased hygiene may include additional requirements for staff and children to wash their hands; and for staff to wear Personal Protective Equipment (PPE) when carrying out certain duties. Some circumstances may require parents to wear PPE (eg: face coverings) when on the Pre-School site.

The Pre-School will implement other measures advised or required locally or nationally, eg: social distancing, limiting visitors on site etc to manage outbreaks or to reduce the risk of infection.

Preventing Infection

Parents are asked to provide information on their child’s immunisations on the Registration Form. Parents are encouraged to keep their child’s immunisations up to date. Staff are encouraged to maintain their own vaccinations.

Staff and parents will be advised if accidents on site may need medical treatment to reduce infection eg: open wounds and/or human bites that break the skin. In these

instances, parents and staff will be advised to see their GP or another medical professional.

Parents are asked to inform their Key Person if their child is, or becomes diagnosed as, additionally vulnerable to infectious disease e.g.: their child is immuno-compromised. If relevant, a risk assessment will be carried out and steps will be taken to understand and respond to risk to the child.

Children are taught about good hygiene practices such as catching coughs and sneezes, using tissues, cleaning their teeth, toilet hygiene etc. Children and staff wash their hands regularly. This includes, for children, routinely on arrival and before going home; and before and after snack.

Staff follow hygiene procedures for snack preparation, toileting children and nappy changing, as set out in the Pre-School's health and safety risk assessment. The Pre-School will provide staff with appropriate cleaning products and materials and PPE (disposable aprons, gloves and other PPE as required at the time). Staff training will be offered as relevant.

Parents and staff will be informed if there is an increased risk of an infectious illness if/when there are cases of COVID-19, and/or cases of the illnesses listed in the national exclusion table. Parents will be informed via email, text, Facebook or Tapestry (as appropriate) that case(s) have occurred and that they should be alert to symptoms in their own child. Individuals will not be named.

Pregnant staff will be informed if there are cases of chicken pox, rubella (German Measles), slapped cheek or COVID-19 in the setting. Pregnant staff should seek medical advice if they may have been in close contact.

Broken Bones and Other Temporary Medical Conditions

Parents are asked to keep a child with a broken bone at home until they have received their first check-up following initial treatment. This is usually about one week after the child's fracture has been treated at hospital. During this time, the Pre-School will assess reasonable risks that may arise.

Risk assessments for broken bones or another temporary medical condition will include (but not limited to):

- The risks to the child that may result in their condition worsening or healing being compromised
- The risks to other children and adults in the setting
- The risks to the Pre-School arising from constraints in insurance cover; pressures on staff time or ratios; additional costs arising

Risk assessments will consider:

- Information provided by parents

- Information provided by medical professionals to parents and separately to the Pre-School, as appropriate
- The nature of the temporary condition
- The Pre-School environment and curriculum

The Pre-School will consider whether reasonable adjustments can be put in place adequately to manage the risks identified. The Pre-School may conclude that:

- Reasonable adjustments can be put in place promptly and the child can attend as usual/planned;
- Time is required to put adjustments in place and the child is asked to stay at home until the modifications are in place;
- Risks outweigh the benefits of your child attending and/or the Pre-School is unable to put in place adjustments/management strategies within an appropriate timescale. You may be asked to keep your child at home until their temporary condition has healed.

Risk assessments may be shared with the Chair of the Committee and/or his/her named Members. Their view is final. Risk assessments will be discussed with parents. If there is a dispute about the outcome of the risk assessment, parents may follow the complaints procedure. Risk assessments may be shared with the Pre-School's insurers and/or legal advisors as appropriate and will take account of their advice.

Risk assessments relating to ongoing medical conditions will be discussed with parents and updated termly. Risk assessments relating to temporary medical conditions will close once the child is better. The Pre-School may ask for confirmation from a medical professional that the child is fit to attend/return to Pre-School.

Nappy Changing, Toileting and Intimate Care

Staff will follow the processes and procedures for safe nappy changing, toileting and intimate care as set out in the Protecting Children from Abuse and the setting's risk assessments and core procedures. In support of a child's health care needs, staff will:

- change a child's nappy when it is needed. For children attending until 12.00, if there is no need for a child's nappy to be changed, staff will not do so. In general, staff will check with a child whether a change is needed mid-way through the morning session (9.00-12.00).
- if a child is attending through to 1.45pm, their nappy will be changed at least once during the session.
- telephone parents/send a child home if their nappy or toileting habits suggest they have a tummy upset or are unwell.
- Staff will change a child's nappy when it becomes soiled. If there is no need for a child's nappy to be changed during session times, staff will not do so. If staff do change a nappy, they will inform another member of staff that they are doing so.

Staff will **not** apply medicated or other nappy creams unless these are prescribed.

As children progress towards toilet training, staff support and encourage their independence. Staff encourage children to manage their toileting needs by themselves. In general, staff will not wipe a child's bottom after a visit to the toilet. Staff will, however, help and guide a child through reassurance and instruction, to wipe themselves and to manage their own clothing. If children are very soiled or their clothing is dirty or wet, staff will ensure that they are clean. Parents will be told that their child has been cleaned and/or changed. Our cleaning will not be as thorough or as intimate as at home, but a child will be made clean and comfortable enough to return to play.

The Pre-School acknowledges that children have different emotional responses to toileting, and that these change over time as children progress from nappies to potty and toilet training. Staff aim to ensure that nappy changing/toileting is calm and comfortable for a child. Staff are happy to prompt a child to toilet, or when age appropriate, as about nappy changing. Staff listen and respond to the child, whilst encouraging them in good toileting habits. Staff will not change a child's nappy, or require them to use the toilet or the potty, if a child is not clearly in immediate need of toileting and doing so will cause the child significant distress.

If a child has wet or has a full nappy, and is very upset, the child's key person and/or another trusted member of staff will support the child through the process of becoming clean. Parents will be informed if children have been very upset during nappy changing/toileting.

Staff work closely with parents to support toilet training and are clear that it must progress at the child's pace and be a positive experience. Staff are happy to introduce positive reward systems such as sticker charts etc. to support toileting.

Parents are asked to provide a named change bag with spare clothes, nappies and wipes. This will be sent home when it needs topping up. Items from change bags will not be shared with other children with the exception of siblings. Children's clothing will be changed if the child is wet from toileting accidents, or has got wet or messy from play or general session activities. Dirty/wet clothing will be bagged and sent home. The Pre-School will provide a change of clothes and a clean nappy on occasions that a child's bag is not at Pre-School; not sufficiently stocked; or cannot be found. The Pre-School may also lend a child clothing if, for example, they are cold, too hot, or otherwise uncomfortable/very upset about clothing (eg: itchy labels etc). Parents are asked to wash and return Pre-School spare clothes.

The Pre-School keeps a supply of nappies/pull ups but does not keep every size. Your child will be made comfortable and kept clean and if a differently sized nappy is used, parents will be informed when they collect their child.

Parents are asked to inform the Pre-School if their child has allergies or skin sensitivities to everyday washing or hygiene products. If relevant, parents will be asked to ensure their child has sufficient clothing/items from home to meet their needs and – if the

child's condition requires it – children may be sent home if the Pre-School cannot provide a safe change of clothes.

Sunscreen/Sun Protection/Weather Conditions

Parents are asked to ensure their children are appropriately prepared and dressed for the weather by:

- applying a high factor all-day sunscreen before the child comes into Pre-School
- providing a sun hat, sun glasses etc for the child
- ensuring children have a warm coat, hat, gloves, sufficient layers and appropriate shoes for cold weather;
- providing waterproofs and appropriate shoes for wet weather.

Children are encouraged to manage their own clothing. Therefore, whilst all-in-one puddle suits are great for wet play, they are difficult for children to manage themselves and parents are encouraged to consider alternatives.

The Pre-School garden is generally shaded, particularly in the morning, and a canopy is available. Children will be asked to stay indoors if staff are concerned about sunburn, heat exhaustion or heat stroke. Children may also be asked to stay indoors, or to wear appropriate clothing to protect them from sunburn.

Events, Trips and Outings

Events, trips and outings will be risk assessed. Risk assessments include the possibility of:

- Infection through contact with animals or animal material
- Maintaining and managing good personal hygiene
- Maintaining and managing good food hygiene (if appropriate)

Risk assessments will also take into account the specialist needs of children with ongoing or temporary medical conditions; or who may be at additional risk of infection. In discussion with parents of children within these categories, the Pre-School may propose that:

- It is safe for the child to attend for all or part of the event in the care of staff; or
- It is safer for the child to attend for all or part of the event in the care of their parent.

On rare occasions the Pre-School may consider that the risks outweigh the benefits for a child to attend a trip and parents will be asked to keep their child at home for the duration of the event.

his policy was adopted at a meeting of	Handsworth Pre-school	name of setting
Held on	23 May 2023	(date)
Date to be reviewed	22 May 2022	(date)
Signed on behalf of the management committee		
Name of signatory	Jonny Cooper	
Role of signatory (e.g. chair/owner)	Chair	