



Medicine, Health and Emergency Policy

At **Overbury Grasshoppers** we promote the good health of all children attending including oral health by:

- Asking parents to keep children at home if they are unwell. If a child is unwell, it is in their best interest to be in a home environment rather than at nursery with their peers.
- Asking staff and other visitors not to attend the setting if they are unwell.
- Helping children to keep healthy by providing balanced and nutritious snacks, meals and drinks.
- Minimising infection through our rigorous cleaning and hand washing processes.
- Ensuring children have regular access to the outdoors and having good ventilation inside.
- Sharing information with parents about the importance of the vaccination programme for young children to help protect them and the wider society from communicable diseases.
- Having areas for rest and sleep, where required and sharing information about the importance of sleep and how many hours young children should be having. We will speak to parents about time limits, but will not have a limit under 30 minutes.

Our procedures

In order to take appropriate action of children who become ill and to minimise the spread of infection we implement the following procedures:

- If a child becomes ill during the nursery day, we contact their parent(s) and ask them to pick up their child as soon as possible. During this time we care for the child in a quiet, calm area with their key person (wearing PPE), wherever possible.
- A child is classed as having a normal temperature if it is between 36.4-37.5. If a child develops a temperature above 38 degrees, which is sustained after a 30 minute period (staff will record the initial temperature and monitor every 10 minutes, noting the temperate down each time) we will we contact their parent(s) and ask them to pick up their child as soon as possible.
- We follow the guidance published by UK Health Security Agency for managing specific infectious diseases¹ and advice from our local health protection unit on exclusion times for specific illnesses, e.g. sickness and diarrhoea, measles and chicken pox, to protect other children in the nursery.
- Should a child have an infectious disease, such as sickness and diarrhoea, they must not return to nursery until they have been clear for at **least 48 hours from their last episode**.
- We inform all parents if there is a contagious infection identified in the nursery, to enable them to spot the early signs of this illness. We thoroughly clean and sterilise all

¹ <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/managing-specific-infectious-diseases-a-to-z>

equipment and resources that may have come into contact with a contagious child to reduce the spread of infection.

- We notify Ofsted as soon as is reasonably practical, but in any event within 14 days of the incident of any food poisoning affecting two or more children cared for on the premises.
- We have the right to refuse admission to a child who is unwell. This decision will be taken by the manager on duty and is non-negotiable.
- We make information and posters about head lice readily available (notice board and on EY Log) and all parents are requested to regularly check their children's hair. If a parent finds that their child has head lice, we would be grateful if they could inform the nursery so that other parents can be alerted to check their child's hair.

Meningitis procedure

If a parent informs the nursery that their child has meningitis, the nursery manager will contact Public Health Agency/England. We will follow all guidance given and notify any of the appropriate authorities including Ofsted where necessary.

Procedures for administration of medicines

As an early years setting we are not equipped to care for poorly children, if a child is taken ill whilst in our care we will contact you immediately and ask you to collect your child. We do not administer Calpol.

Wherever possible, children who are prescribed medication should receive their doses at home. Prescribed medication may be administered with parental authorisation at the discretion of the nursery manager. Asthma inhalers are considered by insurers to be oral medicine. In exceptional circumstances, when agreement is made to administer medication, the following conditions will apply:-

- We ask parents to keep children on antibiotics at home for the first 24 hours of the course, if it is the first time they are having it, in case of side effects developing.
- All medication must be prescribed by a GP or pharmacist and have clear instructions in how to administer such medication.
- All medication will be labelled with the child's name and in its original container.
- The parent/guardian must provide written consent.
- Information will be obtained from the parent, giving clear instructions about the dosage, administration of the medicine and permission for a member of staff to follow the instructions.
- All medication will either be kept in a locked container or the mini fridge (kept in the office) both of which are easily accessible for staff.
- Medication forms will be available to log the name of the child receiving medication, times that the medication should be administered, date and time when medication is administered, together with the signature of the person who has administered each dose and that of a second member of staff who witnesses said administration
- We will endeavour to give the medication at the exact time listed on the medicine form. If, however the child is sleeping, it will be administered upon waking.

Special Medical Circumstances

The following relates to the case of the administration of life saving medication such as insulin/adrenalin injections, use of nebulisers, epi-pens for anaphylactic shock reactions to nuts, eggs etc.

In such cases specialist advice will be sought in each case from the nursery's insurance company. If agreement is provided, the following conditions will apply: -

- All medication must be prescribed by a GP and have clear instructions in how to administer such medication.
- All medication will be labelled with the child's name and in its original container.
- The parent/guardian must provide prior written consent
- Written information will be obtained from the parent, giving clear instructions about the dosage, administration of the medicine and permission for a member of staff to follow the instructions.
- All medications will be kept in a locked container (or in the mini fridge if it requires refrigeration) in the staff office, apart from inhalers & epi-pens which will be stored in the office (not in a locked container). When children are away from the nursery the lifesaving medication will be carried in the out and about bag and recorded on the outings form.
- Specific health plans will be completed and posted in the staff office with the medication.
- If specialist knowledge is required, staff involved in administering medication will receive training from a qualified health professional. Proof of staff training will be made available in their individual files
- If an allergy requires specialist treatment e.g. an auto immune injector (for example, EpiPen) then both must be available at all times, in order for the child to attend nursery. This is in case one is broken or misfires, or a second injection is needed before emergency help arrives.
- If we suspect anaphylaxis 999 will be called immediately, whilst someone is administering the auto immune injector. If their condition deteriorates after making the initial call, a second call will be made to 999 to check whether an ambulance has been dispatched.

Teething Granules/Teething Gel

When administering teething granules/gel, this will be given as and when needed and parents will be informed on collection. If the instructions on the packaging indicate a dose to be given, a medication form must be completed.

Sun protection

Parents are required to provide a named bottle of suncream to either keep at nursery or in their child's bag for the staff to apply to their child. Parents must sign the permission section in the registration documents. All children will be encouraged to wear a hat and play in the shade during the hottest parts of the day. Water will be provided to drink at all times.

First Aid

First aid boxes will be available in all rooms and will be taken on all offsite visits or outings. Under the Health and safety (First Aid) Regulations 1981, employers must provide adequate and appropriate:

- First aid equipment
- First aid facilities
- First aid personnel

The first aid box will be regularly checked to ensure its contents are up to date, in good condition and in date.

As a minimum, the first aid box should contain:

- Large sterile dressing x 1
- Eye pad sterile dressing x 2
- Medium sterile dressing x 4
- Triangular bandage x 2
- Alcohol free wipes x 20
- Waterproof sterile plasters x 40
- Medium gloves x 6 pairs
- Safety pins x 6
- HSE guidance leaflet x 1
- Sterile finger dressing x 2
- Resuscitation face shield x 1
- Foil blanket x 1
- Blunt scissors x 1 pair
- 1.25cm x 5m micropore tape x 1
- Conforming bandage x 1

In the event of a major accident, incident or illness

The nursery requests that parents/carers complete and sign the emergency medical treatment section of the registration document, enabling the manager or any member of staff, to give permission for advice and/or emergency medical treatment for their child should the need arise.

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

A first aider will be notified and take responsibility for deciding on 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 a 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 the child. Whilst awaiting collection the child will be made as comfortable as possible and kept under close supervision.
- If the child requires medical attention, but does **not** need an ambulance, the parent/carer will be contacted to collect the child and seek medical attention (in the case of a choking incident parents are required to attend A and E with their child from collection).

If the child needs to go straight to hospital, the following procedure will apply.

- Inform a member of the management team immediately.
- Call 999 for an ambulance immediately if the illness is severe. DO NOT attempt to transport the unwell child in your own vehicle.
- Follow the instructions from the 999 call handler.
- Whilst waiting for the ambulance, a member of staff must contact the parent(s) and arrange to meet them at the hospital.
- Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together.
- Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter. They will consent to medical treatment being given (so long as the emergency medical section has been signed)

- Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the accident.

All accidents and incidents will be recorded and shared with and signed by the parents on the same day. The manager will consider whether the accident/incident highlights any potential weaknesses in policies and procedures, acting accordingly and making suitable adjustments where necessary. In the event of an injury to the head a head bump form must be completed and the parents contacted to advise before sending the accident form. If a child bites another child, both parents will receive an incident form with the situation explained. If the bite breaks the skin the parent will be advised to collect the child and take them to the doctors for the wound to be cleaned and seek further advice. The parent of the biter will be provided with the biting information sheet.

In the event of a minor accident, incident or illness

- A first aider will be notified and take responsibility for deciding on the appropriate action.
- If the child does **not** need hospital treatment and is judged to be able to safely remain at 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 better, they will be allowed to return to the activities, but be closely supervised.
- At the end of the session the first aider will fully inform the parent talking them through the accident/incident form and ensuring it is signed.

This policy will be reviewed at least annually in consultation with staff and parents and/or after a significant incident, e.g. serious illness and/or hospital visit required.

This policy was adopted on	Signed on behalf of the nursery	Date for review
September 2025	Laura Barwell	September 2026