*We play, we laugh, we learn*

# Sickness, Medication and First Aid Policy

May 2023

Approved by Governors: September 2023

Review due:  Autumn 2026

At the Royal Spa Nursery School we will have due regard for the following documents.

- Equality Act 2010
- Special Educational Needs Code of Practice 2014
- Brighton and Hove – administration of Medicines in Schools and Early Years Settings (2019)
- The Nursery's Health and Safety Policy
- UK Health Security Agency

Health protection in children and young people's settings, including education - GOV.UK

Early Year Foundation Stage Statutory guidance.

https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2

**Supporting pupils at nursery with medical conditions.**

At the Royal Spa Nursery School we believe it is every child's right to have access to an inclusive education. We will endeavour to support children's medical needs, ensuring they receive proper care and support, as we believe this will have a significant impact on their learning and be a positive influence on the attitudes of other children. Our aim is to enable all children to attend school and access the curriculum as regularly and fully as possible

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools to make arrangements for supporting pupils at their school with medical conditions.

The governing body of The Royal Spa Nursery school will fulfil its statutory duties by making sure the necessary arrangements within its power are in place and follow guidance outlined in 'Supporting pupils at school with medical conditions'.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf

We recognise that pupils with long-term and complex medical conditions may require on-going support, medicines or care whilst at school to help them to manage their condition and keep them well. Other children may require monitoring and interventions in emergency circumstances. We recognise that each child's medical needs are individual.

Some children have complex medical needs that require intervention to ensure their ongoing comfort and wellbeing and/or to prevent life threatening circumstances. To

enable these children to have access to school/services, staff may need to carry out medical procedures.

The school recognises that some children who require support with their medical conditions may also have special educational needs and may have an Education Healthcare Plan (EHCP).

The admission to school is conducted by Brighton & Hove Council. No child with a medical condition will be denied admission on the grounds that arrangements for his or her medical condition have not been made.

**Long Term Medical Conditions**

- For children with complex and fluctuating long term conditions (including severe allergies and asthma).

**Actions**

- A nursery health care plan will be written, gathering information from parents/carers and health professionals.
- Required staff training provided
- If required a risk assessment will be written.
- If required an emergency plan will be written.

**Allergies**

**There is statutory guidance for schools for allergy safety and management.**

Allergy safety in schools statutory guidance

This is based on Benedict's Law. The legal basis is enshrined in the Children's Well Being and Schools' Act 2026.

Benedict's Law | Allergy UK | National Charity

We have nursery Allergy Policy.

**Allery Policy**

If a child has an allergy the parents will be asked to complete an Allergy Action Plan which must be signed by a medical professional, such as a GP. They will be asked to complete a nursery Notification of Allergies form.

- The nursery will keep a register of all children (and staff) who have an allergy.
- A risk assessment will be completed.

Parents will be asked for the following information.

- The nature and severity of the allergy
- Precautionary ensure to be taken to minimise the risk
- Actions to be taken when symptoms occur
- Medication – administering medicines form is completed.

Schools

The nursery will store children's epi-pens in the office, clearly labelled. The nursery will store 2 emergency epi-pens in the office, clearly labelled.

An allergy and medical needs register, with children's photos, will be used whenever food is served at nursery, for example at snack time.

When cooking/food tasting in the nursery, as part of our curriculum, staff will not use any food a child is allergic too. Staff will check the allergy list to ensure no child is put at risk.

If a child has an allergy to an airborne substance, eg perfume. Active steps will be taken to ensure this substance is not present at nursery.

**Asthma**

Prior to a child with this condition starting in the nursery or immediately after diagnosis the parent must provide written information detailing the following:

- What asthma medication the child takes and when.
- What triggers the child's asthma?
- What action to take if the child's asthma gets worse
- The parent must also complete a medication form with all the relevant information and ensure there is an adequate supply of the medication and any other equipment necessary.

**Children with mild asthma.**

Actions:

- A nursery medical needs health care plan will be written, which includes administering medicine parental consent.

**All cases of asthma**

- Parent/guardians are asked to provide the Inclusion Coordinator (INCo) with sufficient information about their child's medical condition and treatment or special care needed at Nursery, including any relevant and supporting documentation from health professionals such as consultants, specialist nurses, physiotherapists etc.
- Healthcare plans will be reviewed annually or earlier if there is a change in a pupil's condition.

- A child's inhaler will be stored in a clearly labelled box in the office. A paediatric first aider will administer the inhaler according to the details on the medical needs care plan completed by the parent.
- The school holds a register of children in the school that have been diagnosed with asthma or prescribed a reliever inhaler.

EMERGENCY SALBUTAMOL INHALERS

- From 1st October 2014, the Human Medicines (Amendment) (No. 2) Regulations 2014 allowed schools to buy salbutamol inhalers, without a prescription, for use in emergencies and The Royal Spa Nursery have taken up this offer.

The procedures for the use of these emergency inhalers are:

- The emergency salbutamol inhalers are only to be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication;
- The inhaler can be used if the pupil's prescribed inhaler is not available (for example, because it is broken or empty);
- Emergency salbutamol inhalers and spacers is stored in the office, clearly labelled.

Keeping an inhaler for emergency use will have many benefits. It could prevent an unnecessary and traumatic trip to hospital for a child and potentially save their life;

The school obtains written parental consent for use of the emergency inhaler included as part of a child's individual healthcare plan and only children with this permission will be given the emergency inhaler;

Staff administering the emergency inhaler are first aid trained and will check the inhaler is in date;

The school keeps a record of use of the emergency inhaler as required, and informs parents or carers that their child has used the emergency inhaler.

The school has two members of staff in school responsible for ensuring the protocol is followed:

Jennie Hill

Helen Hawkins

**Operations and Medical Procedures.**

When a child has an operation or a medical procedure under general or local anaesthetic, they must not attend nursery for 48 hours and only then if they are deemed well enough. The nursery may send home any child that they believe should not be in attendance.

If a child has stitches as part of any operation or dentistry procedure, the child cannot come back to nursery until the stitches have been removed or dissolved.

**Controlled drugs:**

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its' associated regulations.

Storage will be in a locked cabinet.

**Communicating Medical Conditions to Relevant Staff**

- The following methods will be used to ensure all relevant staff are aware of the pupil's medical condition (with appropriate consideration of pupil confidentiality and date protection):
- The INCO will be responsible for keeping a health care plan register and writing health care plans with parents and key staff.
- The INCo will inform all relevant staff. Health care plans will be read by all staff working with the child.
- Supply staff will be informed if working with the child.

**Roles and Responsibilities**

School Staff
At the Royal Spa Nursery School the person responsible for the management of meeting the medical needs of pupils/ administration of medication is Jennie Hill, INCO. The head teacher maintains the overall responsibility for implementing the policy.

The following staff have a role in the management of medication at the schools:

| Role | Name and Job Title |
|---|---|
| Administration of inhalers | All paediatric first aiders |
| Managing storage of medication | INCo – Jennie Hill |
| Returning medication to parents/ guardians for disposal | Paediatric first aider |
| Checking that medication has been removed at the end of each half term | Paediatric first aider |

Regular training relating to emergency medication and relevant medical conditions will be undertaken with healthcare professionals.

**Parents / Carers**

- Parents should not send a child to school if they are unwell, high temperature or infectious.
- School staff can administer medication for short term use, for example calpol. Parents are also welcome to come into nursery to do this during the school day.
- It is essential that staff know if your child has been given calpol in the morning and what time it was administered. If a child has a temperature and is given calpol before coming to school, we will suggest your child stays at home.
- Where an inhaler for asthma is required to be administered by school staff, this must be agreed and the Parent / Carer must sign a Consent Form (verbal instructions cannot be accepted)
- All inhalers must be in their original packaging with the pharmacists dispensing label
- Parents / Carers need to ensure there is sufficient medication and that the medication is in date.
- Parents must complete a Signing out Medication form when removing medication from nursery.
- Inhalers must be replaced by Parents / Carers at the request of relevant nursery staff.
- Parents should collect inhalers held by the school at the end of each term and are responsible for ensuring that expired or out of date medicines are returned to a pharmacy for safe disposal

**Procedures for the Administration of Medicines**

**Storing Medicines**

- Any medicines stored and administered within school are handled in a safe and monitored environment.
- All medicines (for long term conditions, such as epilepsy) will be stored in a lockable cabinet during the day.
- When items such as asthma inhalers and automatic adrenaline injectors (AAIs) need to be readily available to pupils at all times, these will be kept in the office.

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**Administering Medication**

- Asthma inhalers will be administered.

- A record  will be completed each time medication or inhaler is given including the time and dose given.
- Administration of emergency medication will be recorded.

**Prescribed Medicines**

- Medicines should only be taken to school where it would be detrimental to a child's health if the medicine were not administered during the school day
- The Royal Spa Nursery School can only accept medicines that have been prescribed by a doctor.
- Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration – the following must be clearly shown on the label as follows:

- Child's name, date of birth
- Name and strength of medication
- Dose
- Expiry dates whenever possible
- Dispensing date/pharmacists detail

**Complaints**

Parents who are dissatisfied with the support provided should discuss their concerns directly with the nursery. If for whatever reason this does not resolve the issue they should make a formal complaint via the nursery's complaints procedure.

**Adults in nursery with medical conditions**

We expect any adults in nursery with serious medical conditions or allergies to take responsibility for informing staff of their conditions.

A Staff Medical Need and Care plan will be written.

A emergency plan will be written if needed.

For nursery employees and regular volunteers we would expect this to be discussed as part of staff or volunteer induction.

For other visitors to school such as supply staff, we expect adults to notify the school office when they arrive on site and to explain action to be taken in the event of an emergency.

## Sickness

The guidelines below are intended to be used for the purpose of controlling infection within the nursery. They outline

- The procedure for parents to inform nursery staff if children who usually attend the nursery have been unwell and will not be attending
- The procedures which nursery staff will take if they suspect a child is unwell or has an infectious disease

The nursery reserves the right to close part or all of the nursery if medical circumstances are deemed to warrant it. This is at the discretion of the Head Teacher.

Communication and working in partnership with parents is of paramount importance in order to achieve these aims. Parents/carers are requested not to bring their child to nursery if they are unwell. The nursery is not an appropriate environment for sick children. Children should not be admitted to nursery:

- If they have a high temperature
- If they have an unidentified rash
- If they are obviously unwell
- If they have been diagnosed with any condition that is known to be infectious or contagious
- For 48 hours after the last episode of vomiting or diarrhoea

**Infectious diseases and unwell children:**

- If a child is unwell and will not be attending nursery, parents must inform the nursery as soon as possible.
- If a child has been unwell the previous day and night, it is essential that the parent informs the nursery
- If a child becomes unwell while they are attending the nursery, the parent will be contacted and advised of any action the nursery feels the parent should take. If the parents/carer can not be contacted the emergency contact listed will be.
- If a child is unwell and needs 1:1 care the parent will be asked to collect from nursery and take them home.
- A child may be asked not to attend if the nursery considers them to be infectious or not well enough to attend

**Useful Documents**

Managing infectious diseases A-Z, UK health security agency
https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/managing-specific-infectious-diseases-a-to-z

## First Aid

At The Royal Spa Nursery School, we recognise the importance of providing adequate and appropriate first aid equipment and facilities for all children, staff and visitors to the school, and will take all reasonable practical steps to fulfil our responsibility.

Aims

- To formulate and implement effective procedures for incidents requiring first aid, ensuring that all responsible practical steps are taken to meet the needs of all adults and children at nursery.
- To ensure that all reasonably practical steps are taken to maintain the health and welfare of all persons using the premises.
- To ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- To establish and maintain safe working procedures amongst staff and pupils.
- To ensure that all medicines are stored safely and administered according to instructions received from parents and Government guidelines.
- To develop first aid awareness amongst staff, pupils and other supervising adults.

## First Aid Provision

The head teacher is responsible for ensuring that there are an adequate number of qualified First Aiders.

The names and qualifications of First Aid trained staff are displayed in the school office.

Our first aid needs are reviewed on an annual basis by the Appointed First Aiders and the Nursery Business Manager.

First aid for children is provided by paediatric first aiders.

First aid for adults is provided by three Emergency at Work Adult first aiders. Names are on the noticeboard in the school office.

There is a named paediatric first aider who is responsible for ensuring first aid supplies are replenished and in date.

## Recording and Reporting of First Aid Treatment

All accidents involving the head or where the injury is more than a very minor graze is recorded in an accident form.

The two forms are signed by the parent/carer. One copy is given to the parent/carer and one to the office. The key person for each group is responsible for giving the parent/carer the accident form.

Staff will record if your child arrives at nursery with an injury. Staff ask that parents inform nurseries of any injuries occurring outside of nursery.

All accidents forms are logged on the school system by the nursery administration staff.

First Aid reporting is monitored each half term and actions are taken if necessary, for example if accidents are happening in the same place.

Minor accidents are looked at by a first aider and the key person is informed. It is the key person's responsibility to tell the parent/carer.

Serious accidents or dangerous occurrences must be brought to the attention of the Head teacher who will decide on further actions, for example whether a HS2 Incident report form needs to be completed.

In the event of a serious accident, staff will contact the ambulance service and request an ambulance. The child's parents/carers will be contacted. If the child's parents are not immediately available a member of staff will accompany the child to hospital.

## Defibrillator

This is recommended by H&S and First Aid trainers, but is not a statutory requirement.

Sudden cardiac arrest is when the heart stops beating and can happen to people at any age and without warning. When it does happen, quick action (in the form of early CPR and defibrillation) can help save lives. A defibrillator is a machine used to give an electric shock to restart a patient's heart when they are in cardiac arrest. Modern defibrillators are easy to use and safe. Schools have been advised to consider purchasing a defibrillator as part of their first aid equipment.

Location of Defibrillator

Queens Park School, Freshfield Place entrance. The Royal Spa Nursery School is two minutes away and has an agreement for use.