



# BERKHAMPSTEAD DAY NURSERY

## **HEALTH, CARE & HYGIENE POLICY**

Berkhamstead Day Nursery is committed to providing the highest quality care and education for our children. All staff recognise the importance of meeting children's physical and emotional needs and how this impacts on children's overall development and wellbeing. Staff continually promote the highest standards of care, health and hygiene in their practice by adhering to the following procedures.

### **Key Person/buddy**

In accordance with the EYFS Statutory Guidance, each child is assigned a key person and buddy; the buddy fulfils the key person role in the absence of the key person. The role of the key person/buddy is to help ensure that every child's care is tailored to meet their individual needs. They also help the child become familiar with the setting, offer a reassuring relationship for the child and act as a point of contact and support for parents. Parents will be informed of their child's key person/buddy before their child starts at Nursery or starts in their new age group. Parents will receive daily feedback from their key person/buddy on their child's day. Parents are also welcome to make an appointment at any time with their key person to discuss anything in more detail.

### **Settling in and Transitions**

Settling into Nursery is a big step and the staff are here to support parents and children with this process. We offer two initial settling in sessions free of charge, and then further settle sessions can be arranged if required. Either the key person or buddy will always be present at both settling in sessions to get to know you and your child. When organising settling in sessions, parents are asked to complete an 'All about me' and 'Daily Routine' form. The key person/buddy will go through your child's routine and 'All about me' form with you so you can be assured that the key person/buddy will follow your child's familiar daily routine, and will know a little bit about your child before they officially start with us. This is particularly important for the younger age groups.

When transitioning to the next class, parents will be informed of their child's next key person and buddy. The moving up process reflects the initial settling in process. Settling in sessions will be arranged a few weeks ahead and the parents will be informed of the settle dates. The current key person will complete a transition record which highlights the child's strengths across the EYFS, in learning and any other relevant information including any

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allergies, health needs or care routine needs. For the first settling in session the current key person will go through with the child for a play so they can become familiar with their new room and new key person/buddy.

When moving children to the next class we take into consideration a number of factors including the child's age, overall development and numbers of children and staff in the next class. Wherever possible, children will move through as a group with other children with a similar birthday. This might mean that your child may move slightly before or after the set age for the next class. Moving through in friendship groups aids the settling in process to the next class, ensuring a smoother transition for parents, staff and most importantly children.

### **Nappy Changing**

Wherever possible, the key person/buddy will carry out the changing of children's nappies and or toileting, in a one to one situation. Children are always treated with dignity and respect when intimate care is being undertaken. Nappies are changed in designated areas separate to the classrooms. Staff wear appropriate protective clothing and are familiar with our hygiene practices. Staff follow any special requirements for the children as requested by parents. Parents provide the child with nappies, wipes and any required creams. Children's nappies are checked regularly, and changed when needed. Nappies are to be changed at least every 3 hours. All staff are trained to follow our nappy changing procedure and management carry out random observations on nappy changing, to ensure the highest quality of care.

Only fully qualified members of staff are to change nappies; unless

- Students/apprentices under 17 are being supervised by a fully qualified member of staff
- Students/apprentices/staff over 17 have been signed off by a fully qualified member of staff to change nappies

### **Managing children who are sick or infectious**

Parents are asked to keep their child at home if they have any infection/illness. Parents are to inform the Nursery of their child's absence and the nature of the illness so that we may inform other parents, maintaining confidentiality at all times.

Please be aware that we are unable to accept children that have been given paracetamol/ibuprofen before arriving at Nursery as this can mask temperatures. We are able to administer pain relief for teething, such as gels, granules, paracetamol.

The Day Nursery follows the Public Health England document "Guidance on Infection Control in Schools and Other Childcare settings" and adheres to the exclusion periods set out in this publication.

If a child falls unwell during the Nursery day (and can no longer be looked after in the normal ratio for their age range i.e. they need one to one care) the key person/buddy will call the parents to inform them and ask them to collect their child at the earliest convenience. If a child is not quite themselves but is coping and engaging in normal activity e.g. eating and playing, we will monitor the situation and would only call parents if the child's symptoms were to worsen.

To prevent the spread of illness/infections parents will be asked to come and collect their child in the following circumstances:

- After one episode of vomiting (48 hour exclusion policy will apply)
- After three episodes of diarrhoea (48 hour exclusion policy will apply)
- Temperature of 38.5 and above
- The child develops an unidentified rash

If a child has a raised temperature between 37.5-38.4 but appears well in themselves, the key person/buddy will monitor the child and only inform the parents if the temperature rises above 38.5c, or the child starts to display other symptoms. Temperatures are checked and recorded every 15 minutes. We use our professional judgement at all times and will inform you if we feel your child needs to be collected, regardless of their temperature.

Parents are asked to comply with the 48 hour exclusion policy if their child is sick or has diarrhoea at home. Parents are asked to inform the Nursery of any absence due to illness.

### **Managing Children with Continuing Medical Needs**

If a child has an ongoing medical condition that may require medication or other specific treatment, the key person will complete a Health Care Plan with the parents. All staff directly involved with the child will be informed of the Health Care plan so that the correct procedures to support the child's medical needs can be followed. If specific training is required to support a child's medical needs, this will be arranged by the key person and parents with the relevant health care professional. Health Care Plans will be reviewed/updated annually, or as and when needed, with the parents and the key person.

### **Anaphylaxis Protocol and Epipens**

The Day Nursery office will ensure that all staff are kept informed of any child who may suffer from Anaphylaxis. A Health Care plan will be issued for parents to complete and return and this will be updated annually or, if needs be, more frequently. Regular education and training will be given to all members of staff regarding the administration of the Epipen. Epipens / Anapens will be kept in the child's class room in a red medication bag out of children's reach. Parents are responsible for ensuring that Epipens / Anapens are kept within their expiry date. If a child attends a Nursery trip, two Epipens / Anapens must go with them.

Anaphylaxis is an acute, severe allergic reaction requiring immediate medical attention. It usually occurs within seconds or minutes of exposure to certain substances to which one is sensitive e.g. nuts, latex or wasp stings. The reaction may be mild, disappearing without treatment, or it may become severe and life threatening.

### **Mild symptoms**

- Headache
- Itching
- Feeling unwell.

### **More severe symptoms**

- Red, itching areas on skin (urticaria)
- Weakness
- Dizziness
- Vomiting
- Hoarseness and difficulty breathing
- Rapid, weak pulse and falling blood pressure
- Swelling of the face, neck and lips (angio-oedema)
- Loss of consciousness.

### **Procedure for Dealing with Mild Anaphylaxis**

- Assess the symptoms and observe the child
- Take them to a quiet area to observe
- Sit / lie in a position that is comfortable to them
- They should be given some Piriton tablets / syrup depending on their age and level of anaphylaxis
- Observe their colour, mental awareness, respirations and pulse
- Note any rash to see if it is becoming worse
- Record all observations to hand to Emergency Services Team if required
- Contact parents and inform them of the situation
- The child should be kept under observation until the risk of them developing further symptoms ceases. When they recover, the parent should be advised to make an appointment with the GP at the first available opportunity.

### **Procedure for the Management of Severe Anaphylaxis**

- Having assessed the child, lie them down on a flat surface in the recovery position.
- Ascertain if they have an EpiPen / Anapen. If so, follow the procedure for administering the injection.
- An EpiPen / Anapen is an injection which is pre-loaded with adrenalin (the drug of choice for anaphylaxis). It should be administered in the outer side of the thigh, midway between knee and hip (if necessary, through the clothing). The administration of this medication is safe and, even if it is given through mis-diagnosis, it will do no harm.

- Following the emergency treatment, dial 999 for an ambulance (if a second person is present, the call will be made earlier).
- Ensure that parents have been notified.
- Maintain constant observation of the child at all times. All observations must be recorded.
- If the pupil has not improved after 5 to 10 minutes, a second Epipen / Anapen can be safely administered.
- External cardiac massage and artificial respiration may have to be commenced if total collapse ensues.

### **Managing Medicines**

Berkhampstead Day Nursery is committed to promoting children's health and wellbeing. This occasionally means managing medication either prescribed or non-prescribed. All medicines are kept according to their storage instructions and will be located in the medicine fridge or in the office, away from children. When any medication is administered a medication form will be completed by the key person/buddy, and two staff signatures will be required along with the parent's signature.

### **Non-Prescribed Medicines**

In order to promote the good health and wellbeing of children attending the setting, there may be times where pain relieving medicine needs to be administered. In the event of babies/young child teething, parents may complete a Medication Form giving their written consent for pain relieving medicine (Paracetamol, teething granules, numbing liquids/gels) to be administered throughout the day. Parents will need to sign the Medication Form again, for each dose of medicine administered, on collection of their child.

Other non-prescribed creams may be used for all children, so long as the cream is clearly age appropriate and required, for example; nappy rash creams or creams for dry skin that are non-medicated and can be purchased over the counter.

In the event of a high temperature (38.5 and above), the parents will be contacted and asked to collect their child (see Managing children who are sick or infectious). If parents or another named person cannot collect the child within 30 minutes, and we have received verbal consent from parents, then a staff member can administer Nursery pain relieving medicine (paracetamol). Parents will need to sign the Medication Form upon collection of their child. We use our professional judgement at all times and will inform you if we feel your child needs to be collected, regardless of their temperature.

A qualified First Aider may administer Nursery pain relieving medicine in the event that a child has a high temperature (38.5 and above), and when the parents cannot be contacted to gain verbal permission.

Nursery pain relieving medicine will only be administered if:

- The child has been in our care for more than 4 hours
- The parent has signed a permission slip giving their prior consent for pain relieving medicine to be administered in this situation.

The Day Nursery Manager/Deputy must be informed of any child receiving medication either prescribed or non-prescribed, whenever medication is administered on or off the premises (see Managing Medicines on Trips or Outings). Parents will need to sign our Medication Form on collection of their child whenever medication either prescribed or non-prescribed is administered.

### **Prescribed Medicines**

Prescription medicines must only be administered if they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).

If a child is prescribed oral medication by a doctor or other health professional, parents must complete a medication form in order for the medication to be administered at Nursery. If a child is prescribed oral medicine by a health professional, they must have taken the course of medicine for at least **48 hours** before returning to Nursery. Prescribed medicines will not be administered without the pharmacy label, detailing the child's name, expiry date and correct dose.

### **Managing Medicines on Trips and Outings**

Risk assessments are taken and staff are fully informed about children's medical needs and health care plans. Any medication is transported in a red medication bag, clearly labelled with the child's name, together with the medication form giving the parents' consent for the medication to be administered and where required, their health care plan. The Day Nursery Manager must be informed of any child receiving medication whilst on a trip or outing.

### **Insurance for children with allergies or disabilities**

Insurance for any children with allergies or disabilities will include any procedures that must be adhered to as set out below:

#### *Oral Medication*

Oral medications including inhalers must be prescribed by a GP and must have clear written instructions on how to administer them. Parents must complete a medication form and a health care plan giving their consent for oral medication to be administered.

### *Lifesaving Medication & Invasive treatments*

The Day Nursery requires a letter from a GP, consultant or parent stating the condition and what medication, if any, is to be administered. There must be prior written consent from the parents to administer medication and risk assessment procedures will be adhered to for the correct storage and administration of the medication. This information will be recorded on the child's Health Care Plan. Where necessary, staff will be trained by either the parent or health professional on how to administer medication correctly.

### **First Aid Training**

The Day Nursery seeks to ensure that as many staff as possible have received full training in Paediatric First Aid (PFA) and that this training is refreshed every three years.

The full PFA course should last for a minimum of 12 hours (excluding breaks) and cover the following areas:

- Help a baby or child who is suffering from anaphylactic shock
- Help a baby or child who has had an electric shock
- Help a baby or child who has burns or scalds
- Help a baby or child who has a suspected fracture
- Help a baby or child with head, neck or back injuries
- Help a baby or child who is suspected of being poisoned
- Help a baby or child with a foreign body in eyes, ears or nose
- Help a baby or child with an eye injury
- Help a baby or child with a bite or sting
- Help a baby or child who is suffering from the effects of extreme heat or cold
- Help a baby or child having: a diabetic emergency; an asthma attack; an allergic reaction; meningitis; and/or febrile convulsions
- Understand the role and responsibilities of the paediatric first aider (including appropriate contents of a first aid box and the need for recording accidents and incidents)

There is at least one full Paediatric First Aider in each classroom at all times when children are present. When supervising children on trips and outings, there will always be at least one full Paediatric First Aid trained member of staff and a fully stocked first aid box.

### **First Aid Equipment**

There are fully stocked first aid boxes accessible at all times for each classroom, located in the following areas:

Bear Cubs: Bear Cubs Bathroom

Cuddly Bears: Cuddly/Fuzzy Bears Nappy Changing Room

Fuzzy Bears: In kitchen area under sink  
Teddy Bears: Teddy Bears Bathroom Area  
Wise Bears: Wise Bears Bathroom Area  
Outings: White dresser (HI VIS JACKET BOX ON SHELF NEAR GARDEN DOOR)  
Kitchen: Kitchen  
Dining Room: Window shelf  
Evacuation Trolley: In Bag in the trolley

First aid boxes and their contents are checked and replenished by a dedicated First Aider every month or when used if before.

### **Administering First Aid**

It is important that all staff are made aware of who the first aiders are in their area, in order that a first aider can respond in the event of an accident. There are first aid signs up around the Nursery which state the names of the first aiders for that area.

As part of the registration process, the Day Nursery requires parents to complete a medical information form giving permission for their child to receive First Aid Treatment and Emergency Medical Treatment.

The process following an accident that requires first aid treatment:

- A first aider would be alerted to the scene immediately, access the situation and use the nearest located first aid box to administer the correct treatment
- In more serious cases, where a child required an ambulance, the first aider would stay with the child whilst another member of staff called the emergency services. Parents will be contacted immediately after the ambulance is called.
- The first aider would continue with the first aid treatment until the ambulance service took over. If the parents had not arrived by this point, the child's key person would accompany the child to hospital and stay with them, until the parents arrive.
- Following any first aid treatment, a written record of the accident will be completed detailing the first aid treatment administered. Parents will need to acknowledge the accident report on FAMLY as soon as possible. Parents will be informed the same day an accident occurs (see Reporting of Accidents and Incidents).

### **Reporting of Accidents and Incidents**

The Nursery seeks to ensure that parents are informed the same day their child has an accident requiring first aid treatment. Parents may be contacted during the day if deemed necessary or in more minor cases parents will be informed on collection of their child. Parents are required to acknowledge the accident report on FAMLY detailing the circumstances of the accident and the first aid treatment administered. This will be added to the child's Family account / app.

If a child is involved in an accident or incident involving a bump to the head, an additional head injury letter will be signed by the Nursery Manager and will be sent home with the parents. This letter ensures parents know how to monitor their child for signs of compression or concussion.

In the case of more serious injuries or accidents, the parents will be contacted immediately and we may ask parents to come and collect their child so they can be seen by a health professional, particularly with head injuries where the child has suffered a significant bump to the head.

The Day Nursery will notify Ofsted and RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences, Regulations 1995) of any serious accident, illness or injury to, or death of any child whilst in our care and within 14 days of the incident occurring. The Day Nursery will also notify the GSCP (Gloucestershire Safeguarding Children Partnership) and follow their advice on the incident.

All accident and incident forms are reviewed and signed off annually by the Health and Safety Governor.

### **Accidents at Home**

Where a child has arrived at Nursery with a visible mark or bruise, or the parent has informed the key person their child has been involved in an accident, the parent will be asked to complete an accident at home form. This form records the time and date of the accident, the nature of the accident, and an explanation for how the accident occurred. Parents are asked to sign and date the form and then they are held securely in the Day Nursery office. This will also be added to the child's Family account / app. The accident at home forms are reviewed annually by the Designated Safeguarding Lead (DSL). If suspicions were to arise regarding a child's welfare at home, this consequently may be treated as a safeguarding concern, this would be logged on CPOMS. (See Safeguarding Policy)

### **Food & Drink**

Berkhampstead Day Nursery is committed to promoting a healthy environment in which children thrive. This includes providing a balanced and nutritious diet for all children and teaching children about healthy eating and being active.

Fresh drinking water is available and accessible to all children throughout the day, with the exception of the Bear Cubs Room where water is offered more regularly throughout the day. Menus are displayed throughout the Nursery so parents can see the meals and snacks offered to children each day. Fresh milk and fruit is offered as a healthy snack on a daily basis. Fresh fruit is also offered after every meal as a healthier alternative to the pudding option. As well as being a social time for adults and children to sit down together, snack and meal times are used as a learning opportunity to talk to children about healthy eating. In

the Teddy Bear Room and Wise Bear Rooms, children are encouraged to prepare their own fresh fruit for snack, promoting children's independence and knowledge of where our food comes from. Parents are asked to provide any formula powder or breast milk for bottles and bottles/soothers are washed and sterilised on a daily basis. All meals are prepared fresh using locally sourced ingredients. Both the school and Day Nursery kitchens are registered as a food provider with the local authority Environmental Health Department and maintain the highest 5 star hygiene rating. All staff are required to complete basic food hygiene training to show competence in preparing and handling food.

### **Reporting of Food Poisoning**

Berkhampstead Day Nursery will report to Ofsted any food poisoning affecting two or more children at the setting under the Public Health Regulations 1988 within 14 days of the incident occurring. The Day Nursery Manager or deputy will contact the local authority Environmental Health Department and comply with any investigation.

The Day Nursery will notify Ofsted and RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences, Regulations 1995) of any serious accident, illness or injury to, or death of any child whilst in our care and within 14 days of the incident occurring.

### **Managing Children with Allergies**

Parents are asked to inform staff of any known allergies and these are recorded on the registration form. Parents are also asked to complete a special dietary requirements/allergies form when the child starts at the Day Nursery.

All dietary requirements and allergies are taken very seriously and all relevant staff including kitchen staff and classroom staff are informed as soon as we receive notification of any allergies/special dietary requirements. The Day Nursery is a nut free environment and parents are made aware of this to avoid nut or nut products being accidentally brought onto the premises - for example, to a party.

A management plan will be put in place for individual children with allergies/special dietary needs to detail the following:

- Detail of the allergen/dietary requirements
- Nature of the reaction – signs & symptoms
- What to do in case of allergic reaction including any medication required and instructions for administering medication
- Control measures to reduce the risk of the child from coming into contact with the allergen
- Plans will be reviewed annually by the parents and key person.

Parents/health professionals will train staff to administer medication in the event of an allergic reaction, following the allergen policy/Health Care Plan.

Dietary management plans are displayed in the classrooms, dining room and kitchen and, with parental consent, a photo of the child will be displayed with their information. The kitchen also keep their own dietary list, and colour coded bowls and clear name labels are used to prevent cross-contamination of allergens. All children with allergies have a colour coded placemat which includes a photo and their allergies, which is used at each mealtime.

### **Sun Safety**

In the warmer months (May - September) we ask parents to provide a sun cream and sun hat clearly labelled with the child's name. The child's key person/buddy will apply sun cream before exposure to the sun's rays and children are encouraged to wear a hat or stay in the shade. Wherever possible, activities will be set up in the shade. Children will not be allowed out on hot sunny days between the hours of 11am and 3pm or after to avoid exposure to the sun's rays when they are most harmful. Fresh drinking water is available to children in the garden at all times.