



# GRACE DIEU

## MANOR SCHOOL & NURSERY

This is the policy of Grace Dieu Manor School, incorporating the Early Years Foundation Stage (including Nursery & Cygnets), Pre-Prep and Junior Prep.

### **Sickness & the Administration of Medicines Policy**

*School Mission Statement:*

**“Learning and growing in  
the light of the gospel”**

#### **WITHIN THE POLICY:**

- Aims and Procedures
- Ongoing medication
- Administration of Paracetamol oral suspension
- Sickness & Head lice
- Accidents & Incidents

## Sickness and the Administration of Medicine Policy

**We appreciate that there may be times when children need to take medicine and the Nursery and School are able to administer medication that is prescribed by a Doctor.**

### Aims

- To provide and adhere to systems that ensure correct medicine and dosage is administered.
- To administer medication only with written parental consent and at the stated times.
- All medication administered will be recorded using appropriate forms.

### Procedures

- Medicine can only be administered to children in our care with the written consent of the parent/carer. Medicine will **only** be administered by our qualified Sister, or a member of the management team.
- **For Nursery children**, a telephone call will also be placed to the person with parental responsibility prior to any medicines being administered. However, it remains the parent's responsibility to inform staff on admission of their child that any medicines, including teething gels have been administered.
- In all cases, any medicines that are prescribed by a doctor, **MUST** be supplied in their original container, bearing a label describing the contents, **patient's name, date, dose** and **frequency** it is to be given.
- A '**permission to administer medicine**' form must be signed by the parent/carer **before** we can administer any medication, and this must also advise the reason for the medication, medicine name and times/doses to be given.
- Management administering the medicine will record information on the form and sign each entry. Parent/carers will be asked to 'sign out' medicine forms at the end of each day to acknowledge it has been administered and by whom.
- Lotions/creams will only be applied with parent/carers written/signed consent.
- All medication will be stored safely and appropriately and out of reach from the children, and according to the instructions, for example, in the fridge or in a locked cabinet.
- 'Paracetamol Oral suspension' or other similar temperature reducing medication can be given if following the above procedures. For Teething there are teething powders and gels, which are available from pharmacies, and we are happy to give these to the children.

### **Ongoing medication**

Where there is a need for medication on a regular or irregular basis we complete the forms as 'ongoing', this means medicine prescribed, such as, inhalers, Epi-pen's, allergy creams etc. can be given as and when it is needed. In cases of prescribed 'Paracetamol oral suspension' or other temperature reducing medicine, we will phone the parent/carer before administration

to check if the child has already been given medicine that day. The ongoing medicine form is then completed as usual.

Sufficient information shall be obtained from the parent/carer regarding the child's medical condition and recorded on the child's file in sick bay with Sister and in the nursery office.

**Medicine that has not been prescribed should not be brought into the nursery or left in your child's bag and will not be administered by staff. 'A child under 16 should never be given medicines containing aspirin unless it has been prescribed for that child by a doctor'. Medication must only be used for the illness it is prescribed for and will not be given for any subsequent or assumed new illness.**

### **Policy on the emergency use of Paracetamol oral suspension**

In order to prevent any further suffering to children, in some circumstances staff will issue Paracetamol oral suspension to children to bring their temperature down when this is over 38 degrees centigrade. This will also be dependent upon the time of the last dose of Paracetamol oral suspension given, if applicable.

Paracetamol oral suspension will only be administered once you have been contacted, have given permission and are on your way to Nursery to collect your child. The responsibility will be placed on you to alert us to any medication your child has had in the 24 hours prior to arriving at Nursery. The Nursery will not accept any responsibility if a child is given too much Paracetamol oral suspension as a result of false or erroneous information provided by the parent or carer. You will be expected to sign the medication record in the normal way when you arrive to collect your child.

Paracetamol oral suspension will not be used to keep your child at Nursery or School and you must collect him or her as soon as possible after we request it. If you cannot do this you must ensure that you have alternative, named collectors that can reach the nursery quickly. If a child is not collected within a reasonable time, and we have concerns about the child's health, we will not hesitate to request an ambulance.

The Nursery and School reserves the right to choose not to administer Paracetamol oral suspension if we feel that it is not in the best interests of the child or if it appears that this policy is not being strictly adhered to.

### **Sickness**

- Children who are thought to have any infectious illness such as sickness and diarrhoea, etc. should be collected from the Nursery without delay. Staff will inform parent/carers immediately by telephone.
- Children must not return to the Nursery or School until 48 hours after the illness has ceased. The same applies to staff who may be infectious.
- Children who are prescribed antibiotics should not attend the Nursery for 24 hours after the first dose, this is in order to ensure that the risk of infection is reduced as much as possible. The School Sister and Nursery Manager have the discretion to make exceptions to this rule depending on the nature of the infection, for example, an

infected finger requiring a course of antibiotics will not prevent a child attending Nursery.

- The Nursery and School will advise parent/carers if there is any outbreak of illness that may be of concern. This may be in consultation with the Health Protection Agency/Department of Health.
- Parent/carers of children who are clearly unwell/or distressed through illness will be asked to collect their child from the Nursery. If, for any reason, you cannot collect children then please contact another authorised collector to do this on your behalf. If your child is not collected within a reasonable period of time we will contact the appropriate emergency service to ensure their health and well-being is promoted. Repeated refusals to collect your child within a reasonable space of time will result in termination of the child's place at the Nursery.

### **Head lice**

Children are **not** excluded if found to have head lice. We ensure parent/carers are aware of any outbreaks and advise by letter of the best methods to treat. It is the parent/carers responsibility to check their child's hair regularly. In cases of head lice we advise parent/carers to collect and treat their child before returning to the Nursery (as this can cause discomfort for the child).

We follow the guidance of the Local Authority 'Control of Communicable Diseases' Manual.

### **Sickness Policy**

**In the interests of maintaining a healthy environment the Nursery and School policy for sickness is discussed with parents. This includes procedures for contacting parents - or other authorised adults - if a child becomes ill while in the setting.**

#### **Aims**

- We do not provide on-going care for children who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease.
- Parents are provided with a list of communicable diseases and exclusion time scales.
- Should a child become ill whilst in our care staff will assess the condition of the child and contact the parent immediately.
- Any child suffering from sickness or diarrhoea will be readmitted to the Nursery provided they have been clear for at least 48hrs. The same applies to staff who have sickness and diarrhoea.
- If we discover two or more cases of food poisoning, or any communicable diseases, we will notify Ofsted and The Environmental Health in confidence.
- For usual childhood illnesses, siblings of sick children will be admitted if they do not display signs of illness.
- Following an infectious illness, a child will be deemed to return to the Nursery when he/she is no longer infectious and able to cope with the busy environment.

- Children with head lice are not excluded, but must be treated to remedy the condition.
- Parents are notified if there is a case of head lice in the setting.
- Parents are notified if there is an infectious disease, such as chicken pox.
- HIV (Human Immunodeficiency Virus) may affect children or families attending the setting. Staff may or may not be informed about it.
- Children or families are not excluded because of HIV.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times.
- Ofsted is notified of any infectious diseases that a qualified medical person considers notifiable.

### **Accident and Incident policy (including First Aid and emergency medical treatment)**

**The Nursery and School strives to keep children safe at all times and to promote their health and well-being.**

#### **Aims and objectives**

At least one member of staff with current Paediatric first aid training is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children.

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981;
- is regularly checked by a designated member of staff and Sister and re-stocked as necessary;
- is easily accessible to adults; and
- is kept out of the reach of children.

At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

## **Accidents and Incidents procedures**

### **Dealing with incidents**

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

- any accident to a member of staff requiring treatment by a general practitioner or hospital; and
- any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
- Any dangerous occurrence is recorded in our Incident and Accident Books. See below.

### **Our Incident Book**

- We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive as above.
- These incidents include:
  - break in, burglary, theft of personal or the setting's property;
  - fire, flood, gas leak or electrical failure;
  - attack on member of staff or parent on the premises or nearby;
  - any racist incident involving a staff or family on the nursery's premises;
  - death of a child, and
  - a terrorist attack, or threat of one.
- In the Incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.
- In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety Policy will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.
- In the unlikely event of a child dying on the premises, for example, through cot death in the case of a baby, or any other means involving an older child, the emergency services are called, and the advice of these services are followed.

### **Our Incident log book:**

- is kept safely and accessibly;
- all staff and volunteers know where it is kept and how to complete it; and
- is reviewed termly to identify any potential or actual hazards.
- In the event of the child needing hospital treatment or where the child has received a head injury (minor or major), a copy of the accident form will be given to the parent/carer.

Ofsted is notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.

When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

Revised by V Darby and A Elliott October 2019



## **FIRST AIDERS FOR GRACE DIEU MANOR SCHOOL**

### **PAEDIATRIC FIRST AIDERS**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>PHONE EXT</b>	<b>EXPIRY</b>
Kim Alderman	Sister	2029	April 2022
Leslie Baker	Teaching	2027	Aug 2021
Carla Banda	Nursery Nurse	2032	Aug 2022
Rebecca Blades	Nursery Nurse	2026	April 2022
Helen Blencoe	Head of Sports	2012	Sept 2020
Emma Breen	Teaching	2027	Sept 2020
Adele Clarke	Nursery Nurse	2032	Mar 2021
Corinne Clarke	Nursery Nurse	2007	Sept 2020
Nicola Coleman	Nursery Nurse	2026	Sept 2020
Catherine Curtis	Lunchtime Supervisor		Sept 2020
Victoria Darby	Deputy Head	2017	Aug 2022
Helen Doheny	Nursery Nurse	2027	April 2022
Andrea Elliott	Nursery Manager	2032	Jan 2022
Claire Emery	Nursery Nurse	2032	Aug 2021
Julie Emmerson	Lunchtime Supervisor		July 2021

Rhiannon Fairbrother	Nursery Nurse	2032	Aug 2022
Deanne Forbes	Nursery Nurse	2032	Aug 2022
Georgina Gregory	Nursery Nurse	2027	April 2022
Lauren Hadley	Nursery Nurse	2032	Aug 2022
Anna Hill	Director of Music	2014	Aug 2021
Margaret James	Nursery Nurse	2032	Aug 2021
Amanda Jarrett	Lunchtime Supervisor		Sept 2020
Saffron Jelley	PE Teaching	2012	Aug 2021
Laura Kanellis	Teaching	2027	Aug 2021

## PAEDIATRIC FIRST AIDERS

NAME	DEPARTMENT	PHONE EXT	EXPIRY
Margaret Kewell	Head Mistress	2003	Aug 2021
Rebecca Large	Lunchtime Supervisor		Aug 2021
Louise McCue	Teaching	2007	Oct 2021
Rose McInnes	Teaching	2027	Aug 2021
Brooke Miller	Nursery Nurse	2032	Aug 2022
Sharon Norris	Teaching		Aug 2021
Jeff Oldham	Teaching	2031	Aug 2021
Kerry-Ann Pickering	Nursery Nurse	2032	Aug 2021
Stacey Richard	Nursery Nurse	2032	Aug 2022
Erika Scattergood	Teaching	2007	Sept 2020
Nathalie Shutt	Nursery Nurse	2007	Jan 2022
Alison Simpson	Nursery Nurse	2026	Sept 2020
Charlotte Stevens	Nursery Nurse	2033	Aug 2021
Sara Taylor	Teaching (SEND/CO)	2024	Sept 2020
Shona Tomlinson	SEN Support	2024	April 2022



Penny Tuomasouli	Nursery Nurse	2032	Mar 2021
Linda Turner	Tiffin/Nursery Staff	2028	Sept 2020
Claire Upson	Nursery Nurse	2032	Mar 2021
Sherry Want	Nursery Nurse	2032	Mar 2021
Rachel Wardle	Tiffin Leader	2028	April 2022
Julia Wilks	Tiffin/Nursery Staff	2028	April 2022
Jessica Wilson	Nursery Nurse	2026	Aug 2021

## EMERGENCY FIRST AID AT WORK

NAME	DEPARTMENT	PHONE EXT	EXPIRY
Rob Blaza	Maintenance	2009	Oct 2021
Andrew Bell	Grounds	2009	Oct 2021
Paul Brown	Maintenance	2009	Oct 2021
Faye Burley	Teacher	2007	Oct 2021
Kathryn Cockeram	Learning Support	2007	Oct 2021
May Docherty	Admissions and Marketing	2011	Oct 2021
Andy Howe	Maintenance	2009	Oct 2021
Mick Preston	Mini Bus Driver		Oct 2021
Andrew Waldron	House Keeping	2022	Oct 2019

## LIFE SAVING AND RESCUE

NAME	DEPARTMENT	PHONE EXT	EXPIRY
Helen Blencoe	Head of Sport	2012	Jan 2022
Richard Pickersgill	Sports	2012	Jan 2022

## RESCUE EMERGENCY FIRST AID AND AED TRAINING

NAME	DEPARTMENT	PHONE EXT	EXPIRY
Richard Pickersgill	Sports	2012	Dec 2020

(Reviewed by KA & AE – Jan. 2020)