

Health & Wellbeing

EYFS legal requirement: “The provider must promote the good health of the children attending the setting, They must have a procedure, discussed with parents for responding to children who are ill or infectious, take necessary steps to prevent the spread of infection, and take appropriate action if children are ill” Health, EYFS Statutory Framework Pages 21 - 23, Paragraphs 3.42 - 3.49

This policy applies to

1. Early Years register (EYR)
2. Childcare Register (CR) both parts

The following policy and procedure guidelines relate to the general topic of **health**, a sub section should be created for the following areas:

- Medication
- Food and drink
- Accidents and injuries,
- Sick children and illnesses.

Each sub section needs to include procedures that reflect the overall policy considerations, dates of when the policies and procedures were created (and updated as applicable), each sub section should be signed by the setting manager/responsible person or the childminder.

Overall Policy Considerations

A policy is a description of the setting's aim / commitment. Consider the following information when detailing your policy;

- How does your setting plan to promote good health?
- How would you effectively deal with medication on your premises?
- What are the setting's views on medication and sick children?
- How will your setting support individual children with medical needs?

- The setting's commitment to providing healthy, nutritious and balanced foods for children.
- The setting's intention to have food prepared by people who are appropriate and competent to do so, and also have due regard to their obligations under food hygiene legislation.
- How will you setting meet the individual needs and parental / child requirements; including cultural and religious diversity and protecting those with food allergies?
- Your setting's commitment to providing children with appropriate first aid and treatment when injured.
- How your setting recognises its responsibilities and legal requirements with regard to seeking emergency medical treatment and services?
- Describe your setting's stance on illness and infectious diseases and your commitment to protecting children from illness and the spread of infection.

Procedure

A procedure is a description of the way in which a setting goes about a particular activity or process. Consider the following information when detailing your procedures;

Sub Section 1 Medication

General Medication

- How does your setting inform parents of its policy regarding the administration of medication?
- Detail the types of medication that staff will be able to administer. Outline the setting's policy on giving only prescribed medication (and what you will do in the case of non-prescription medication eg teething gel, pain relief etc).
- Describe how your setting will ensure that all medicines (both prescription and non-prescription) are only administered with written consent from parents / carers. (Please note that blanket consent should not be used by the setting to cover, written permission should be obtained for each particular medication).
- How will your setting obtain information about a child's needs for medicine and how will you ensure this information is kept up to date?

- How you will ensure that children are not given any medicine that contains aspirin unless the medication has been prescribed by a doctor?
- Describe your settings methods for finding out when, how much and why a child has had medicine before attending the setting.
- Describe how staff should record information about medicines, i.e. where forms are stored. Medicine forms should contain information about the type of medication, what it is for, the dosage, the last administration time and consent from the parent. There should be space on the medication form for staff to record when they administer medicine and space for two staff signatures. Describe where and how medication will be stored (this includes staff's own medication) and who has access.
- How will your setting that parents are informed each time a medicine is administered to a child? (When will same be informed, same day or as soon as reasonably practicable).
- Describe how the setting will ensure that the expiry date for medicine has not elapsed.
- Explain which staff member(s) have responsibility for administering medicines. (Are only key persons or senior staff to administer in your setting? Will you have a witness member of staff? Do you need to include this in the staff members' contract of employment?)
- Describe the setting's procedure for managing self-held medication
- Describe the setting's procedure for making sure that children's individual medication is available at all times.
- Explain how the setting will store information about any medication administered.
- Describe the setting's procedure on the use of ointments such as sun creams, lotions and nappy creams. Define how the setting will meet the needs and preferences of children and their parents.
- How will you ensure that procedures comply with any insurance requirements regarding administering medicines?

Specialist or Long Term Medication

- Describe how the setting will ensure that staff have sufficient training and information about any children's' or staffs' specialist or ongoing health issues. E.g. training, partnership working with specialist services

or health professionals to train practically around medical or technical knowledge.

- Describe the documentation and recording systems that staff will use for long term medication outlining how often this is reviewed with parents.
- How will your setting ensure that staff members are trained so that they are competent to administer medicines that require medical or technical knowledge?
- Describe your policy around the administering of prescribed medicine for the first time, including the consideration of possible side effects/allergies.

Staff Taking Medication

- What happens if practitioners appear to be under the influence of alcohol or any other substance that may affect their ability to care for children? Will you follow the staff disciplinary procedures? Will staff members be sent home?
- How would you address the situation if practitioners are taking medication may affect their ability to care for the children?
- Explain where staff medication is to be stored? (this must be secure and out of reach of children at all times)

Date created:

Date Update:

Sub Section 2

Sub Section 2 – Food and Drink

Dietary Needs

- How will your setting demonstrate to parents your commitment to providing healthy foods and how will you display information relating to this?
- Describe how your setting will obtain information on a child's specialist dietary needs, preferences and food allergies, how will this be done prior to a child being admitted to your care and how will any changes in the child's needs be monitored and met?
- How will you act upon advice from parents to ensure each individual child's dietary needs are met?

- What recording systems will you use to determine individual dietary requirements for children? Admissions forms / dietary requirement forms could be used. Explain where staff can find these and who needs to sign them.

Safe Food Preparation

- State who your settings qualified food hygiene people are and how you have ensured that they are adequately trained - food hygiene courses attended and how you include food hygiene in your induction and training package for all staff.
- Explain where food will be stored and how it is prepared. How do you meet the recommendations of Environmental Health Department (EHD) with regards to refrigeration, preparation and cooking areas? e.g. - all food for children's meals will have a separate refrigeration unit.
- Describe how the setting will respect cultural and religious practices, such as food preparation or washing.
- Describe how your setting ensures that all members of staff are aware of good hygiene practices.
- If you use a school kitchen, state the agreed procedures for safe food preparation.
- Describe how staff will transport food to children safely.
- Explain how you will ensure that you meet hygiene requirements if you are preparing food for babies, e.g. suitable sterilization equipment
- What are your procedures in the event of a food poisoning issue affecting 2 or more children in the setting - Ofsted must be informed within 14 days. How would parents be notified?
- Describe how you would improve / seek advice from relevant agencies to avoid any further issues.

Healthy eating

- State how your setting will provide healthy and nutritious meals, drinks and snacks - offering variety, low fat and low sugary foods, fruit and vegetables (as age appropriate).
- Does your setting use the Voluntary Food & Drink Guidelines for Early Years Settings?
- Are there any types of food that your setting will not provide? Describe these foods and the reasons you will not provide them?

- Explain how your setting will provide fresh drinking water for all children at all times, where it will be available and how children of different ages will be supported to access drinking water.
- Explain how staff will encourage children to make healthy choices and understand about healthy eating, through activities and exploration of different foods and learning about how foods affect our bodies and so on.
- How will you deal with children who have difficulties with food, how will staff and parents work together to support children?
- How do you involve children to select healthy menus for the setting?

Cultural and Religious Diversity

- How will your setting introduce children to a variety of foods from different cultures (if agreed to by parents)?
- Explain how you will positively support the needs of children who have diverse requirements and how you will support all children to embrace and understand diversity.

Date created:

Date Update:

Section 3 - Accidents & Injuries

First Aid and Qualified People

- Describe how your setting ensures that it has adequate and appropriately trained first aid staff on site at all times.
- How many trained staff members do you have and how do you ensure that their training is kept up to date? State the contingency plans should no first aider be present.
- Describe the designated first aider's responsibilities e.g. ensuring that the first aid box contents are appropriate for the age of the children in your care, checking accident forms etc.
- How will you ensure that your first aid box is accessible at all times, that its contents are appropriate for children and that it is always adequately stocked?

Minor Injuries / accidents

- Explain how the staff that are in charge of the children and or / who witness the accident should deal with it effectively.
- Describe how staff members will deal with the injured child as priority whilst a first aider is being informed. Explain that it is the first aider's responsibility to decide on the appropriate course of action.
- Describe how staff will deal with minor injuries and how staff will ensure that other children are kept safe supervised and calm whilst an injured child is being looked after.
- Explain how the injured child will be cared for the rest of the day.
- Describe how and when the accident will be recorded, including details of any first aid given to a child and where the records will be kept. Who should check and sign the records (manager/ first aider, witness etc)?
- Describe the process of how the setting will inform parents / carers of any accident or injury sustained by a child, any first aid administered as a result of the accident or injury? (When will parents be informed same day or as reasonably practical.)
- Explain the procedure for ensuring that the parent reads and signs the accident report when collecting their child.

Major Accidents

- Detail the forms that parents need to sign giving consent to allow staff to seek emergency medical treatment for children. Outline where these forms are to be found and what staff are allowed to. Forms should be very clear.
- Explain your setting's procedures for dealing with a major incident or accident, such as having a first aider assess the situation; provide first aid as far as reasonably possible and contacting the emergency services.
- Explain at which point you will contact parents and who will do this
- Describe how other children will be cared for and supervised away from the incident.
- Explain who will go in an ambulance with the child. What documents must they take?
- Describe how the staff will record the incident.
- Explain your settings procedure for notifying Ofsted and / or The Health and Safety Executive within 14 days of any serious accident or death

and for notifying the Local Safeguarding Children Board and how any advice given will be acted upon. Outline your procedures for notifying the Local Environmental Services Health and Safety Department.

Section 4 - Illnesses and Sick Children

- Describe the protocol for contacting parents or another adult designated by the parent if a child becomes unwell whilst in the providers care.
- How will you ensure that you always have the most up to date parent /carer contact number for any child in the setting?
- How will the child be cared for until the parents are able to collect the child? What implications might there be (reduced staff ratio's etc.)?
- What are the staff contingency plans to look after other children if first aiders need to go to hospital with a child?
- Explain how children who are feeling unwell will be attended to, for example, do they need a first aider? What will be done to make them comfortable and safe?
- How will your setting ensure that your procedure for responding to children who are ill or infectious has been discussed with parents and carers?
- What are your exclusion periods going to be for different illnesses?
- Describe how all staff at your setting have regard to the Public Health (Infection Diseases) Regulations 1998 and advice from the Health Protection Agency and your procedures for informing Ofsted of any action taken.
- Consider how you may inform other parents of occurrences of infection.
- Describe the settings procedures that are to be followed if a child has a long term medical condition.
- What will the setting do if a child is suspected to be suffering from a notifiable disease?

- Ofsted must be notified if an outbreak of food poisoning occurs that affects two or more children looked after on the premises. (EYFS Statutory Framework page 22)
- How will individual children's records be kept confidential?

Date created:

Date Update:

Related policies: Health & Safety and Risk Assessment Policy
Suitable People Policy

For more information ...

EYFS Statutory Framework, Pages 21 to 23

Document '*Managing Medicines in Schools and Early Years Settings*' DfES 2005

Requirements for the Childcare Register: Childminders and home child carers
- - Ofsted ref 080161

Requirements for the Childcare Register: Childcare providers on non domestic or domestic premises – Ofsted ref 080143

Additional duties under national legislation: Children's Act regulations:

- You must keep a record of all medicines administered to children.
- You must keep a signed record of all accidents to children, and notify Ofsted, Wigan Safeguarding Board of any serious injury infectious diseases or death to any child in your care or adult on the premises. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. (CR13)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Ofsted are the registering, inspecting and enforcing body for childcare, and as such, they alone, have the final say on the suitability of persons, premises and the number of childcare places that can be offered therein. Therefore, any information provided by Wigan Local Authority should be used as a guide only.