

## Chulmleigh Primary Nursery Policy

This policy has been developed specifically for Chulmleigh Nursery and outlines procedures and expectations relevant to the nursery setting. It should be read in conjunction with the wider policies of the Trust.

Policy Approved by Head of Primary Education: May 2026

Policy Review Date: May 2027

### Statutory Policies and Procedures for the EYFS

Statutory EYFS policy or procedure	Where this is contained
<ul style="list-style-type: none"> <li>• Safeguarding policy and procedures</li> <li>• Procedure for checking the identity of visitors</li> <li>• Procedures for a parent failing to collect a child and for missing children</li> </ul>	<ul style="list-style-type: none"> <li>• See: Trust child protection and safeguarding policy and our schools' own procedures (unless otherwise stated in this nursery's own policy)</li> </ul>
<ul style="list-style-type: none"> <li>• Illness procedure</li> <li>• Emergency evacuation procedure</li> </ul>	<ul style="list-style-type: none"> <li>• See Trust health and safety policy</li> <li>• See our schools' own procedures (unless otherwise stated in this nursery's own policy)</li> </ul>
<ul style="list-style-type: none"> <li>• Administering medicines policy</li> </ul>	<ul style="list-style-type: none"> <li>• See Trust medical policy</li> <li>• See our schools' own procedures (unless otherwise stated in this nursery's own policy)</li> </ul>
<ul style="list-style-type: none"> <li>• Procedure for dealing with concerns and complaints</li> </ul>	<ul style="list-style-type: none"> <li>• See Trust complaints policy</li> </ul>
<ul style="list-style-type: none"> <li>• Attendance Policy</li> </ul>	<ul style="list-style-type: none"> <li>• See nursery's own policy</li> </ul>

For Trust policies, please refer to the Chulmleigh Academy Trust website:

<https://www.chulmleigh.academy/policies>

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## **1. Settling-In**

### **Purpose:**

To support children in transitioning smoothly into the nursery, ensuring they feel secure, comfortable, and confident in their new environment.

### **Individualised Approach:**

We recognise that each child is unique and will settle at their own pace. The settling-in process is tailored to the needs of the child and family, promoting a gradual transition.

### **Pre-Start Visits:**

Parents and children are encouraged to visit the nursery before their official start. This helps the child become familiar with the environment, staff, and routines.

### **Parental Involvement:**

Parents are invited to stay with their child during the initial days, gradually reducing their presence as the child becomes more confident. Staff will collaborate with parents to create a flexible plan, based on the child's response.

### **Key Worker Support:**

Each child is assigned a key worker who plays a central role in helping them settle. The key worker will provide emotional support, build trust, and ensure the child's needs are met during this transition.

### **Communication with Parents:**

Regular communication is maintained with parents, offering updates on how their child is adjusting. Parents are encouraged to share any concerns or feedback to ensure their child's well-being.

### **Gradual Transitions:**

We advocate for short initial sessions, allowing children to adapt to the nursery environment gradually. Session lengths will increase as the child becomes more settled and comfortable.

### **Monitoring Progress:**

The child's settling-in period is closely monitored, and adjustments are made as necessary. The staff ensures that the child feels safe and supported throughout the process.

### **Training and Professional Development:**

Key workers will receive ongoing training in child development, attachment theory, and effective communication strategies to enhance their skills in supporting children and families.

Regular team meetings will be held to share best practices, discuss individual children's progress, and address any challenges faced.

## **2. Key Workers**

### **Purpose:**

To provide personalised care and support for each child, ensuring their emotional, social, and developmental needs are met through a dedicated key worker system.

### **Role of the Key Worker:**

Each child will be assigned a key worker who is responsible for:

- Building strong relationships with the child and their family.
- Ensuring the child's emotional wellbeing and sense of security.
- Monitoring the child's progress and development through observations and assessments.
- Acting as the main point of contact for parents, sharing updates and discussing any concerns.

### **Building Secure Attachments:**

The key worker will establish a trusting relationship with the child to create a safe environment where the child feels confident to explore, play, and learn.

### **Personalised Care:**

Key workers will adapt their approach based on the individual needs, interests, and developmental stage of each child, tailoring activities and routines to support their learning and emotional growth.

### **Parental Partnership:**

A strong partnership between the key worker and parents is encouraged. Key workers will:

- Hold meetings with parents to discuss the child's progress, behaviour, and any concerns.
- Share insights about the child's daily activities and development, fostering open communication and a collaborative approach to care.

### **Supporting Transitions:**

Key workers will provide continuity during significant transitions, such as starting school. They will support the child by preparing them for change, ensuring the process is smooth and comfortable.

### **Developmental Tracking:**

Key workers are responsible for tracking their key children's development in lines with the Early Years Foundation Stage Framework.

**Training and Professional Development:**

Key workers will receive ongoing training in child development, attachment theory, and effective communication strategies to enhance their skills in supporting children and families.

Regular team meetings will be held to share best practices, discuss individual children's progress, and address any challenges faced.

**Documentation and Record-Keeping:**

Key workers will maintain accurate records of each child's development, including observations, assessments, and individual learning plans. Documentation will be shared with parents during meetings, ensuring transparency and collaboration.

**Collaborative Approach:**

Key workers will work closely with other staff members to ensure a cohesive approach to each child's care and education, sharing insights and strategies that benefit the child's overall development.

Staff will participate in multi-agency meetings when necessary, advocating for the child's needs and ensuring appropriate support services are accessed.

## **3. Dummies**

**Hygiene:**

Dummies must be clearly labelled with the child's name and sterilised daily.

Dummies will be stored in individual, clean containers, provided by parents/carers when not in use.

**Limiting Dummy Use:**

Dummies will only be used during sleep times or for comfort in younger children.

As children develop, we encourage less reliance on dummies to promote speech and language development.

**Parental Involvement:**

We will work closely with parents to ensure consistency in dummy use between home and nursery. Parents are encouraged to provide feedback on their child's progress in reducing dummy use.

## **4. Nappy Changing**

### **Purpose:**

To ensure that nappy changing procedures are conducted safely, hygienically, and with respect for the child's dignity, in line with current health guidelines.

### **Hygiene Standards:**

Staff will follow strict hygiene protocols, including handwashing before and after each nappy change, using disposable gloves/apron, and cleaning the changing area with antibacterial wipes.

### **Privacy and Dignity:**

Each child will be changed in a private area to maintain their dignity. Staff will use age-appropriate language and reassurance to make the child comfortable.

### **Changing Frequency:**

Children will be checked regularly and changed as needed to prevent discomfort and skin irritations. Parents will be informed of any ongoing concerns regarding nappy changes.

### **Record Keeping:**

Staff will keep records of nappy changes, noting any abnormalities (e.g., rashes or unusual stool), which will be communicated to parents promptly through Tapestry. Staff will record the use of cream used or any marks found during nappy changes.

### **Safe Disposal:**

Used nappies will be disposed of in designated, covered bins to maintain cleanliness and hygiene in the nursery environment.

### **Mobile Children:**

Where possible and safe to do so, mobile children will be changed stood up.

### **Non-Mobile Children:**

Children will be held at all times when on the changing mat if it is on a raised surface. The child will never be left unaccompanied on a changing mat.

**Parental Involvement:**

Parents will be encouraged to provide sufficient supplies, including nappies and wipes, and to communicate any specific preferences or concerns related to nappy changing.

## **5. Sleeping Babies & Children**

Chulmleigh Nursery aims to ensure a safe and healthy environment for all children and remove or reduce the risk of choking, strangulation and cot death. To support this, we ensure we are familiar with current best practice. We ensure staff are aware of the risk of cot death and how to reduce the risk. We share this information with families. All staff are trained in emergency paediatric first aid.

**Sleep Routines:**

When babies and children start with us, we will ask for information from the parents regarding sleep routines. This may be updated throughout the year, and at least once every six months though information sharing documents sent home. This will reflect the growing child's changing needs. We recognise that babies and young children need to rest and sleep throughout the day, and we will try to accommodate each child's individual needs.

- Babies and children will be able to sleep and rest during the day
- Babies and children daily routines will be collected regularly
- Staff will be responsive to individual needs, and how these needs change
- Staff will consult with parents regarding how long to try for sleep before stopping and trying again later
- Staff will consult with parents on how best to put their child for a sleep

**Preparing for Sleep:**

It is important that each child is comfortable to ensure a restful sleep. Staff will ensure each child:

- Has a clean face and hands
- Has a dry, clean nappy
- Loose clothing including bibs has been removed
- Has been offered a drink of water

**Position Sleeping Children:**

- All babies 12 months and under will be placed to sleep in a cot
- Babies and children over 12 months may sleep in a sleep pod or on a sleep mat

- Sleep mats, pods and cots will be placed away from windows and radiators to ensure babies and children do not overheat during sleep, fan heaters are never used in our setting due to the potential risk of over-heating for babies.
- Sleep mats must have at least one inch between them.
- Babies and children will be positioned head to toe – to reduce the risk of spread of infection
- Children will not be allowed to sleep in swing / bouncy chairs or pushchairs.

#### **Clothing and Bed Covers:**

- Babies and children will not have their heads covered by hats, sleeping bags and swaddling
- Babies and children will have bibs and any loose clothing removed for sleeping. This includes trouser braces.
- Children keep the same sheet and blanket during the week. Sheets and blankets are then washed weekly.
- Wipe clean sleep mats and cot mattresses will be used. These will be cleaned and dried before and after each use using anti-bacterial spray

#### **Monitoring and Recording:**

While children are sleeping a staff member will check each child every 10 minutes by:

- Placing hand on chest to feel for chest rising
- Visually checking breathing
- Observing colour of skin
- Looking to ensure child is comfortable but not in a position that may be dangerous, i.e. a baby sleeping face down
- Checking the temperature of the room. If temperature is not within 16 – 20 C, the staff member will consult with the manager
- Sleeping and checks will be recorded on a monitoring sheet.

#### **Emergency:**

Should a staff member be concerned about a child, they will immediately call for help from another staff member and the Nursery manager. Staff will follow the First Aid Policy. Nursery will call 999 for an ambulance if a baby or child:

- Stops breathing or turns blue
- Is struggling for breath
- Is unconscious or seems unaware of what's going on
- Won't wake up
- Has a fit for the first time, even if they seem to recover

Staff follow guidance from: <https://www.lullabytrust.org.uk/baby-safety/safer-sleep-information/>

## **6. Food**

### **Healthy and Balanced Diet:**

All meals, snacks, and drinks provided by the nursery will be balanced, nutritious, and in line with government guidelines on early years nutrition. Meals will include a variety of fruits, vegetables, proteins, and whole grains, catering to children's dietary needs and allergies.

### **Packed Lunches:**

Parents who provide packed lunches are encouraged to follow healthy eating guidelines, ensuring the inclusion of fruits, vegetables, and a balanced variety of food. Packed lunches must be clearly labelled and stored safely in designated areas. Sweets, sugary drinks, and high-fat snacks are discouraged, and parents are provided with guidance on healthy lunch ideas.

### **School-Provided Hot Meals:**

Hot meals provided by the nursery will be freshly prepared in a clean and hygienic kitchen, adhering to food safety standards. Meals will be planned to meet nutritional needs, with consideration given to allergies and cultural preferences. Menus will be displayed for parents to review, and feedback will be encouraged to cater to children's preferences and dietary needs.

### **Food Hygiene and Safety:**

Staff handling food will have up-to-date food hygiene training, and all food will be prepared and stored according to safety guidelines. Staff will ensure that children wash their hands before meals, and meal areas will be sanitised before and after food consumption.

### **Allergies and Special Dietary Requirements:**

All allergies and dietary requirements will be documented and strictly adhered to. Staff will ensure that children with allergies are not exposed to unsafe foods. Alternatives will be provided for children with dietary restrictions, ensuring they receive the same nutritional benefits as others.

### **Snack Times:**

Healthy snacks, such as fruit, vegetables, whole grains, and water or milk, will be provided at designated times during the day. Sugary snacks and drinks will be avoided to promote healthy teeth and gums.

**Hydration:**

Water will be available to children throughout the day, and staff will encourage regular hydration, especially during physical activities and hot weather.

**Parental Involvement:**

Parents will be regularly informed about their child's eating habits and are encouraged to provide feedback on the menus or packed lunch guidelines. Parents of infants are encouraged to provide a feeding schedule, and the nursery will support the transition from milk to solid foods. Parents are referred to 'Early Years Foundation Stage nutrition guidance' to guide them on making healthy and safe food choices:

[https://assets.publishing.service.gov.uk/media/6839b752210698b3364e86fc/Early\\_years\\_foundation\\_stage\\_nutrition\\_guidance.pdf](https://assets.publishing.service.gov.uk/media/6839b752210698b3364e86fc/Early_years_foundation_stage_nutrition_guidance.pdf)

## **7. Pick up**

Parents/Carers should ring the bell by the school gates to alert Nursery staff that they are here to collect their child. Nursery staff will open the gate to let parents/carers in. If a child is not collected at the agreed time, nursery staff will ensure the child is kept safe, supervised and reassured at all times. Staff will attempt to contact the parent/carer and any secondary emergency contacts listed. The child will remain with two members of staff wherever possible. If no contact can be made within a reasonable time, the nursery will follow safeguarding procedures and may contact Children's Social Care or seek advice from the local authority, in line with EYFS requirements.

**Handover of a Child to a Person Not on the Authorised Collection List:**

If a person arrives to collect a child and is not listed as an authorised collector, the child will not be released to them.

Nursery staff will contact the parent/carer to seek explicit permission, which must be confirmed in writing (e.g. email or text) or verbally with an agreed password shared.

The identity of the person collecting the child will then be verified and staff will ask for the agreed password.

If consent cannot be obtained, the child will remain safely supervised in the nursery. Any concerns will be reported immediately to the Nursery Lead or Designated Safeguarding Lead and recorded in line with safeguarding procedures

## **8. Parent Partnership**

### **Purpose:**

To foster a positive and collaborative relationship between parents and staff at Chulmleigh Nursery, ensuring that each child's development is supported both at home and in the nursery environment.

### **Open Communication:**

We encourage open and honest communication between parents and staff. Regular updates will be provided about children's progress, activities, and any concerns. A variety of communication methods will be used, including Tapestry, newsletters, parent meetings, and informal chats during drop-off and pick-up times.

### **Involvement Opportunities:**

Parents will be invited to participate in nursery activities, such as workshops, events, and volunteer opportunities, fostering a sense of community and shared responsibility. We will seek parent input on policies, curriculum, and activities through surveys and feedback forms.

### **Supportive Environment:**

Staff will create a welcoming atmosphere for parents, encouraging them to share insights about their child's needs and interests to support personalised care. Resources and information will be made available to help parents navigate early childhood development topics and parenting strategies.

### **Respecting Diversity:**

We value and respect the diverse backgrounds of our families. Staff will work to ensure that all voices are heard and represented in decision-making processes. Cultural celebrations and activities will be encouraged to promote inclusivity and understanding among children and families.

### **Regular Feedback and Evaluation:**

Parents will have opportunities to provide feedback on their experiences with the nursery, which will be reviewed regularly to improve practices and policies. An annual parent partnership survey will be conducted to gather insights and assess the effectiveness of our collaboration efforts.

## **9. Attendance**

It is recognised that attending Nursery is not statutory although good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them. At a young age, continuity and consistency are important contributors to a child's well-being and progress. A good attendance routine at Nursery sets the pattern for when they move into their statutory Primary education.

To encourage good attendance, the school and Nursery will;

- Ensure the Nursery is welcoming and every child feels a sense of belonging and connectedness
- Ensure the Nursery site is open at the stated times
- Ensure the regular, efficient, and accurate recording of attendance is completed by the Nursery team. This further supports our approach to safeguarding within the school and Nursery
- Give parents/carers details on attendance in newsletters
- Ensure all term dates including INSET days are clearly marked and displayed on the school website
- Follow up with non-attendance. Safeguarding is taken seriously and the Nursery will always contact home if contact has not been made regarding a child's absence

### **Partnership with parents**

Poor attendance can be an indication of difficulties in a child's life and their lived experience. This may be related to problems at home or in Nursery. Parents/carers should inform the Nursery of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in Nursery, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school to identify any additional early help that may be required. Safeguarding is a priority, concerns for any child at any time will be reported to the Designated Safeguarding Lead. Some children are more likely to require additional support to attain good attendance, for example, children who are vulnerable, have a medical need or EHCP plan will be monitored and supported in the classroom. The Nursery will proactively identify and follow up on a child's non-attendance and gather information about the child. This will result in taking early action to prevent nonattendance developing and monitoring the impact of targeted support.

## **Absence reporting**

Absence reporting involves a parent/carer informing the Nursery/School of a child's absence, with a specific reason and by a certain time, and the school maintaining detailed, accurate records and investigating any unexplained absences.

To ensure the safety of all children, the Nursery will;

- Maintain thorough and accurate records of all absences, reasons provided, and any actions taken, using either manual or electronic registers.
- Be rigorous in seeking explanations for absences and investigate all individual cases and any patterns of absence.
- Contact parents/carers (including emergency contacts if required) to obtain an explanation for unexplained absences and to check on the child's welfare, following the Safeguarding Policy if there are concerns about the child's welfare.
- Regularly monitor and analyse attendance data to identify children who may need support and to inform strategies for improvement.
- If concerns arise at any time or absence falls below expected levels, consider offering support to families and, if necessary, working with the local authority to refer to other services as per the Safeguarding Policy.

To comply, parents/carers must:

- Notify the Nursery as soon as possible before the child's session start time if a child will be absent via an in person visit, school email, MyEd or phone call (an answer phone is available to leave a message if required).
- State the reason for the absence (e.g., illness, medical appointment) and, if possible, how long the child will be away.
- Be aware that the Nursery will monitor attendance and will follow up on unexplained absences, potentially requiring further action to ensure the child's safety.

## **10. Behaviour (6 Months to 5 Years)**

### **Purpose:**

At Chulmleigh Primary Nursery, we aim to create a positive, respectful, and supportive environment where children can develop social, emotional, and behavioural skills appropriate to their age. We place a strong emphasis on recognising and celebrating



positive behaviour. We adopt the 3B's approach across the school (Be Ready, Be Respectful, Be Safe).

**Positive Reinforcement:**

We promote good behaviour through praise, encouragement, and rewards.

**Age-Appropriate Expectations:**

We understand that children's behaviour will vary with age. For example, younger children may display frustration through crying or tantrums, while older children are encouraged to use words to express emotions.

**Clear Boundaries:**

Staff consistently communicate and model acceptable behaviours, setting clear boundaries that are age-appropriate and easily understood by the children.

**Encouraging Social Skills:**

We encourage sharing, kindness, and cooperation through group activities and social play. Older children are guided to resolve conflicts verbally, fostering their independence.

**Challenging Behaviour:**

If a child displays challenging behaviour, staff will:

- Use distraction for younger children or provide calm discussions for older children.
- Work in partnership with parents to understand any underlying causes.
- Implement personalised behaviour plans when necessary.

**Consistency Across Staff:**

All staff members follow the same strategies for behaviour management to ensure consistency in responses to both positive and challenging behaviours.

**Involvement of Parents:**

We value a strong home-nursery partnership and maintain open communication with parents to support positive behaviour at home and in the nursery.

### **Monitoring & Support:**

Children's behaviour will be regularly observed, and any concerns will be addressed in collaboration with parents and external support agencies when needed.

This policy promotes a nurturing and structured environment that supports children's emotional growth and helps them develop respect for others. Regular reviews ensure the policy remains in line with best practices in early years care.

## **11. Biting**

### **Purpose:**

To manage biting incidents in a positive, safe, and supportive manner, while protecting the wellbeing of all children, in line with nursery guidelines and regulations.

- Staff will comfort the bitten child and administer first aid if needed. The child who bit will be calmly removed and spoken to about their behaviour.
- Staff will observe for patterns and record the incident on Tapestry, informing both sets of parents.
- Parents of both children will be notified. Staff will work closely with parents to ensure consistency between home and nursery.
- A behaviour plan will be developed for repeated biting. Positive behaviour will be reinforced, and alternative communication methods will be taught.

### **Children Under 1 Year Old:**

Biting by children under 1 year old is often exploratory or related to teething. Staff will redirect their attention and provide teething resources where appropriate.

## **12. Outdoor Learning Principles:**

### **Daily Access:**

Children will have access to outdoor play every day to encourage exploration, teamwork, and creativity.

### **Weather Parameters:**

- **Cold Weather (0°C to 10°C):** Ensure children wear appropriate layers, hats, gloves, and warm footwear. Play sessions may be shortened depending on wind chill.
- **Warm Weather (20°C to 25°C):** Encourage hydration, use sun hats, sunscreen, and limit time in direct sun.

- **Extreme Heat (Above 25°C):** Outdoor play is restricted to shaded areas, with frequent breaks and hydration.
- **Wet Weather:** Children can play outdoors in rain with waterproof clothing and boots, but outdoor activities will be limited in heavy rain or thunderstorms.

### **Safety and Supervision:**

Staff must ensure that the outdoor environment is safe and appropriate for the children's age and ability, conducting regular risk assessments and supervising all activities.

### **Inclusion of Nature:**

Nature-based activities such as planting, sensory exploration, and wildlife observation are incorporated to foster a connection with the natural world.

### **Health and Safety Measures:**

Regular risk assessments will be conducted to identify potential hazards in the outdoor play area. Staff will ensure that equipment is safe and suitable for the children's age and abilities. Staff will carry a first-aid kit during outdoor activities and are trained to respond to emergencies.

### **Diverse Activities:**

Outdoor learning will include a range of activities such as gardening, nature walks, physical games, and creative play, encouraging children to explore their environment and engage in hands-on learning. Activities will be designed to promote physical development, teamwork, and problem-solving skills.

### **Engagement with Nature:**

Staff will encourage children to observe and interact with natural elements, such as plants, animals, and weather changes, to foster an appreciation for the environment.

Nature-based projects, such as planting seeds or creating habitats, will be incorporated into the curriculum.

### **Inclusivity:**

Outdoor spaces will be accessible to all children, including those with additional needs. Staff will adapt activities to ensure every child can participate fully. Individual support plans will be developed as needed to cater to children's specific requirements.

### **Environmental Education:**

The nursery will promote awareness of environmental issues, encouraging children to respect nature and understand the importance of sustainability. Activities may include recycling projects, discussions about wildlife, and the impact of human activity on the



environment. Chulmleigh Nursery aims to create a rich outdoor learning environment that supports children's holistic development while ensuring their safety and wellbeing.

**Clothing & Equipment:**

Parents are required to provide weather-appropriate clothing (e.g., raincoats, sunhats, gloves) for their children to enable safe and comfortable outdoor play.

## **13. Allergies**

**Allergy Documentation:**

Parents must provide detailed medical information about their child's allergies, including triggers, symptoms, and necessary treatments, such as epinephrine auto-injectors (e.g., EpiPens).

All staff will be informed about each child's allergies and have immediate access to this information. The nursery will create allergen-free zones based on the needs of children with specific allergies (e.g., nut-free, dairy-free). Packed lunches provided by parents must comply with the nursery's allergen-free guidelines. Any foods containing potential allergens will be prohibited.

**Food Handling and Preparation:**

Staff will ensure that food preparation areas are thoroughly cleaned, and separate utensils are used to avoid cross-contamination. All meals and snacks will be carefully planned to exclude allergens, and staff will monitor food ingredients for any hidden allergens.

**Emergency Response:**

A paediatric first aider is always present. All staff will receive regular training on recognising allergic reactions, administering emergency medication, and using EpiPens. An individual health care plan will be established for each child with severe allergies, detailing the steps to follow in case of a reaction, including contacting emergency services.

**Communication with Parents:**

Parents will be informed immediately if their child has been exposed to an allergen or exhibits symptoms of an allergic reaction. Regular communication will be maintained to ensure any changes in a child's allergy status are promptly recorded and managed.

**Regular Review:**

Allergy management plans will be reviewed regularly, and all staff will participate in annual refresher training on allergy management and emergency procedures. Policies will be updated in line with current regulations and guidance from health authorities. By adhering to this policy, Chulmleigh Nursery ensures a safe environment for children with allergies, minimising the risk of exposure to allergens and ensuring quick, effective responses in case of emergencies.

## **14. Medication**

**Parental Consent:**

Medication will only be administered with written consent from the parent or guardian. Consent forms must specify the medication, dosage, and timing.

**Prescription Medication:**

Only prescribed medications will be administered, and they must be in their original packaging with the child's name and dosage clearly labelled.

**Non-Prescription Medication:**

Non-prescription medications (e.g., paracetamol) will be administered with written consent from parents.

**Record Keeping:**

A detailed medication log will be kept, recording the child's name, medication, dosage, time, and the staff member responsible for administering it. Parents will be informed of any medication given.

**Storage of Medication:**

All medications will be securely stored in a designated area, either refrigerated or at room temperature, as appropriate. Access to the medication will be limited to authorised staff.

**Emergency Medication:**

Emergency medications, such as EpiPens or inhalers, will be readily accessible in case of urgent need. Staff will be trained in how to administer emergency treatments and follow-up actions.

**Expired Medication:**

It is the responsibility of parents to ensure that medication is within its expiry date. Any expired medication will not be administered and will be returned to the parent.

## **15. Sickness and Illness**

**Purpose:**

To ensure the health and safety of all children and staff by providing clear procedures for managing sickness and illness in accordance with current regulations and guidelines.

**Illness Reporting:**

Parents must inform the nursery if their child is unwell, particularly if they exhibit symptoms of contagious illnesses (e.g., chickenpox, flu, etc.). This helps in monitoring and preventing outbreaks. Illnesses within the setting will be recorded and displayed on the entrance for parents.

**Exclusion Guidelines:**

Children exhibiting signs of illness must be excluded from the nursery until they are well enough to return. Specific exclusion periods for common illnesses will follow guidance from health authorities (e.g., Public Health England and [Managing specific infectious diseases: A to Z – GOV.UK \(www.gov.uk\)](http://www.gov.uk)).

For children who have had three consecutive loose/watery soiled nappies or clothing, parents/carers will be contacted to arrange the collection of their child as soon as possible. Where there may be allergies, staff will use their discretion.

When children have sickness or diarrhoea, they will need to be away from the setting for 48 hours from the last episode.

**Medical Attention:**

If a child becomes ill during nursery hours, staff will:

- Assess the child's condition and provide appropriate care.

- Contact the parents for possible pick-up.
- Seek medical assistance if the child's condition is serious.

**Medication Administration:**

Parents must complete a medication form for any prescription medication that needs to be administered during nursery hours. Staff will follow proper procedures for safe medication storage and administration.

**Hygiene Practices:**

Staff will maintain high standards of hygiene, including regular handwashing and sanitising of surfaces, to minimise the spread of illness. Parents are encouraged to ensure their children practice good hygiene habits, such as handwashing before meals and after using the toilet.

**Health Records:**

Chulmleigh Nursery will maintain accurate health records of all children, including allergies, ongoing health conditions, and medications administered. This information will be kept confidential.

**Temperature/Fever:**

If the child's temperature is above 37.8° parents will be contacted to take their child home. It is recommended that children do not return to nursery until they have had a normal temperature for 24 hours without medication.

**Communication with Parents:**

Parents will be informed promptly of any illness affecting children at the nursery, especially if it is contagious. Regular updates will be provided to keep parents informed of health-related issues.

## **16. Head Bump**

**Immediate Assessment:**

Staff will immediately assess the child's condition after a bump to the head, looking for signs of injury, such as swelling, bruising, or distress.

**First Aid Response:**

First aid will be administered as needed, including applying a cold compress to reduce swelling and monitoring the child's response.

**Monitoring:**

The child will be observed for at least 30 minutes post-incident for symptoms of concussion or other complications, such as dizziness, nausea, or unusual behaviour.

**Communication with Parents:**

Parents will be informed immediately of the incident, including details of how it occurred, the child's condition, and any first aid administered. If concerns arise during monitoring, parents will be contacted again for further action.

**Documentation:**

All incidents involving bumps to the head will be recorded in the accident log, including the date, time, nature of the incident, first aid provided, and communication with parents

**Follow-Up:**

Staff will follow up with parents to check on the child's wellbeing the next day, providing further information if necessary.

## **17. Emergency Evacuation Policy**

**Purpose:**

To ensure the safety of all children and staff during emergencies by providing clear procedures for evacuation in line with current guidelines.

**Emergency Evacuation Procedures:**

All staff must be familiar with evacuation routes and procedures. Regular fire drills will be conducted at least once a term to ensure readiness. Designated assembly points will be established outside the building, away from potential hazards. All children will be taken to these points immediately.

**Communication:**

Staff will use a loud, clear voice to instruct children during an evacuation. Visual aids will also be provided for younger children to help them understand the process.

**Children with Additional Needs or Children who are not mobile:**



Special provisions will be made for children with additional needs and children who are not mobile to ensure their safe and timely evacuation.

**Parental Notification:**

Parents will be informed of any evacuation procedures and their roles in case of an emergency. They will be contacted following an incident to ensure the wellbeing of their child.

## **18. Accident and Incident Reporting**

**Immediate Response:**

First aid will be administered immediately after any accident or incident. A designated first-aider will assess and treat the child as necessary.

**Reporting Accidents:**

All accidents, regardless of severity, will be recorded in the nursery's accident book. This includes details such as the nature of the accident, location, date, time, and the action taken. Parents will be informed of any accidents through Tapestry and at the time of collection. In more serious cases, parents will be contacted immediately.

**Incident Reporting:**

Incidents such as behavioural issues, accidents caused by another child, or near-miss events will also be documented in an incident report. Both sets of parents will be informed without revealing the other child's identity.

**Record Keeping:**

All accident and incident reports will be signed by the parent or guardian upon collection. These records will be securely stored and reviewed to identify patterns or areas for improvement in safety protocols.

**Serious Incidents:**

For serious incidents, such as head injuries or accidents requiring medical attention, Ofsted and the Local Authority will be informed in line with statutory requirements.

**Review and Learning:**

Accidents and incidents will be reviewed regularly by management to assess any recurring issues and implement preventative measures. Staff will also receive regular training on safety protocols and reporting procedures.

## **19. Health and Safety**

### **Risk Assessments:**

Regular risk assessments will be conducted in all areas to identify hazards and minimise risks to children, staff, and visitors.

### **Safe Environment:**

The nursery will ensure all equipment is age-appropriate and regularly maintained. Outdoor and indoor areas will be checked daily for potential hazards.

### **Hygiene and Cleanliness:**

The nursery will follow strict cleaning schedules to maintain a high standard of hygiene. Staff will ensure children practice good hygiene, such as regular handwashing, particularly before meals and after toileting.

### **Supervision:**

Children will be supervised at all times by qualified staff, with appropriate staff-to-child ratios maintained according to regulatory requirements.

### **First Aid and Medication:**

Paediatric qualified first-aiders will be present at all times, and first-aid kits will be accessible in the Nursery. Parents must provide up-to-date medical information, and medications will only be administered with written consent.

### **Health and Wellbeing:**

The nursery will promote healthy eating and physical activities, ensuring that snacks and meals provided are nutritious and appropriate for the child's age. Staff will also monitor the children's physical and emotional wellbeing.

## **20. Risk Assessment**

### **Identification of Risks:**

Regular risk assessments will be conducted for all areas, including indoor spaces, outdoor areas, activities, and equipment. Staff will identify any potential hazards that may cause harm.

**Risk Evaluation:**

Each identified risk will be evaluated for its likelihood and severity. Risks will be prioritised based on their potential to cause harm, and appropriate measures will be taken to manage them.

**Preventative Measures:**

Actions will be implemented to reduce or eliminate risks. This includes the use of safety equipment, regular maintenance, and clear safety guidelines for staff and children.

**Documentation:**

All risk assessments will be documented, including details of the hazard, assessment results, and actions taken. These records will be regularly updated to reflect any changes in the environment or activities.

**Staff Training:**

All staff will receive training on risk management and the correct procedures for conducting and reviewing risk assessments. They will be encouraged to report any hazards they observe immediately.

**Review and Monitoring:**

Risk assessments will be reviewed at least annually or when significant changes occur. Regular monitoring will ensure that preventative measures remain effective, and that the nursery continues to comply with safety regulations.

**Parental Involvement:**

Parents will be informed of any significant risks related to activities or environmental changes, and their feedback will be considered in the risk management process.

## **21. Visitors**

All visitors must report to reception on arrival and must not enter the nursery without permission. Visitors are required to sign in and wear a visitor badge at all times.

Photographic identification will be checked for:

- Visiting professionals
- Contractors
- Supply staff
- Volunteers

Visitors without appropriate identification will not be allowed access to the nursery.

All visitors to the nursery will be escorted by a member of staff at all times, unless they are known staff members with appropriate clearance. Students, volunteers and contractors will never be left alone with children unless safeguarding checks have been completed and recorded.

**Parents and Carers:**

Parents and carers are known to staff and do not require ID at drop-off and collection, unless a member of staff is unfamiliar with the adult.

If a staff member does not recognise an adult collecting a child, identification will be requested.

Parents are asked to inform the nursery in advance if someone different is collecting their child.

**Responsibility:**

All staff share responsibility for:

- Challenging visitors who are not wearing identification
- Reporting any concerns immediately to the Nursery Lead or Designated Safeguarding Lead

## **22. Lost or Missing Child**

If a child is believed to be missing, staff will act immediately.

A thorough search of the premises and surrounding area will be carried out, and the Nursery Lead or Headteacher informed straight away.

If the child is not located promptly, the police and parents/carers will be contacted without delay.

The incident will be recorded, reviewed, and any necessary actions taken to prevent reoccurrence, in line with safeguarding procedures and local authority guidance.