

Blossom Lower School and Upper House



Medical and first aid policy

Early Years

Motspur Park | Euston | Wimbledon

(To be read in conjunction with First Aid Management Plan)

Last reviewed September 2025 by Laura Burn

Next review due September 2026

Aims:

- To provide a clear procedure for staff to follow regarding the administration of prescribed and non-prescribed medication
- To provide clear procedures to follow when a child is feeling unwell, has a temperature, diarrhoea or has vomited
- To provide clear guidelines for parents to follow
- To reduce the risk of spread of infection within the Foundation Stage

Procedure for illness at home

Parents should not administer a dose of pain medication to mask symptoms of illness prior to dropping their child at the Foundation Stage. If any medication has been given then staff must be informed at drop off, with a detailed explanation. Staff reserve the right to refuse entrance if the symptoms described imply that the child should not be at school.

Parents must ensure their child is well before bringing them into the Foundation Stage. They must ensure that the child has no signs of the following;

- **Temperature** - A normal temperature is 36.4 to 37.5 degrees centigrade. Should a temperature exceed 37.8 degrees centigrade the child should not attend nursery/school until their temperature returns to normal and the child is fully recovered.
- **Sickness and diarrhoea** - Children must not attend the foundation stage if they have sickness and/or diarrhoea. They must be kept at home for 48 hours **after** symptoms stop.

Procedures for the care of children taken ill whilst at Blossom House

Foundation Stage:

- If a child becomes unwell whilst at Blossom House Foundation Stage, parents will be contacted by a member of the Foundation Stage team or the office staff. The Early Years Leads should be informed.

Temperature

- If a child becomes hot and fretful whilst at Blossom House Foundation Stage a first aid trained member of staff will take their temperature with a head or ear thermometer.
- The temperature must then be recorded in the temperature log.
- If the child's temperature is over 37.8 degrees, then the child must be taken to lie down in a comfortable place away from the other children. The child's clothing such as their jumper may be removed to help cool them down. The child must then be sponged using tepid (not cold) water and a soft cloth.
- The Early Years Lead (Laura Burn) must be informed and a member of the team or the office staff will telephone the parent/carer giving full details of temperature and condition of the child. The parent will be requested to come and collect their child immediately.
- After 20 minutes the child's temperature must be taken again and recorded.
- The temperature of the child should continue to be taken every 20 minutes until the parent/carer has arrived, and it must be recorded in the temperature log.

Vomiting

- If a child vomits when at Blossom House, then a member of the Foundation Stage staff or the office staff will telephone the parent/carer and ask them to collect their child.

- The sick child will be taken to lie down and comforted by a member of the team until the parent/carer arrives.
- The parent/carer should be informed upon collection that the child can only return to the Foundation Stage 48 hours after symptoms have ceased.

Diarrhoea

- The Early Years Lead must be informed of any child who has an unusual bowel movement during their day.
- If a child has one loose bowel movement in the morning the child will be monitored for other signs of illness.
- If the child has two consecutive bouts of diarrhoea the parent/carer will be contacted and asked to collect their child.
- Parents should be informed upon collection that their child can only return to Blossom House 48 hours after symptoms have ceased.

Allergic reaction

- The Early Years Lead or a first aid trained member of staff must be informed immediately if a child, not known to suffer with allergies, suddenly develops a rash, breathing difficulties, swelling, or any sudden and unusual symptoms. They will immediately assess the situation, and the parent/carer will be informed.
- If the child's condition is worsening and there is concern regarding restriction to the airway the emergency services will be telephoned immediately (999). If the allergic reaction subsides the parent/carer will be informed, and the child will be closely monitored until completely clear of symptoms.

Children with known allergies who have permanent medication at the Foundation Stage must have their own written procedure in place which will be in a clearly marked file next to the medical cupboard in the event of a life-threatening allergic reaction whilst in the foundation stage. The relevant first aid staff are trained to use epi pens where required for allergies.

Chronic medical needs

Children who suffer from chronic medical conditions such as asthma or epilepsy require their own individualised medical procedure which should be provided by the child's parent/carer. The procedure should outline the cause of action to be taken should a child suffer an attack when in the Foundation Stage. Parents will be required to send written consent if they require medication to be given to children on a long-term basis.

Blossom House is committed to supporting children and their parents in managing such medical needs.

Only staff who have been adequately trained and know each child's individualised medical procedure will administer the medication. Training may vary dependent on the type of medication and may include being shown by a parent or external training.

Head Injuries Protocol

- All injuries to the head area must be seen by a first aider. Pupils must be taken to the admin office, or a first aider will attend in situ.
- Phone parent in all cases, however minor.
- Action dependent on severity: rest/parent to collect/take to A&E (or call ambulance).

Other Injuries Protocol

- Pupils must be taken to the admin office, or a first aider must be alerted.
- Phone parent in all cases.
- Dependent on severity: take to A&E or call ambulance. If taken to hospital the pupil should be accompanied by an appropriate adult, preferably one who knows the pupil well.

Trips

All children's individual medication such as epi pens, inhalers etc. and the relevant instructions/procedures must be taken on trips to ensure the safety of the child when off site.

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage (EFYS).

Procedure for consent from parents for prescribed or non-prescribed medication

Blossom House Foundation Stage will not administer any medication unless a parent provides written consent for this to be given. Parents must complete a medication consent form to give written details of their child's daily medication and allergy requirements.

Medicine must be supplied in original packaging as dispensed by the pharmacist and prescribed medication must have the pharmacy label on it and must contain the details of the doctor who prescribed this clearly.

We do not consider it appropriate or safe for our pupils to carry their own medication on site, except under exceptional circumstances with authorisation by the Principal.

The consent form from parents will need to include the following information for prescribed medication;

- Written confirmation that the child has had the medication before and if they have **not**, confirmation given that they have had their first dose more than 24 hours ago*
- Time last dose will be administered at home prior to sending child to Foundation Stage
- Child's full name and date of birth

- Nature of the drug
- Date medication was prescribed (if prescribed)
- Medication expiry date
- Dosage
- Time(s) dose to be administered
- Signed and dated parental consent

Medication will only be administered by staff who have received in house training in accordance with our policy and procedure.

The following regulations should be followed in the event of administering prescribed or non-prescribed medications:

- Medicine will only be administered by staff who have received in-house training in accordance with our policies and procedures.
- *If the child has **NOT** had the medication before and the last dose was given less than 24 hours before coming to nursery the parent/carer will be asked to take their child home, and the setting will not administer any medication on site.
- A trained member of staff will ensure that the medicine is stored according to the instructions on the bottle. Individual medicines will be stored in a clear, plastic bag and these will be placed in either the refrigerator or the medicine cabinet in the school office.
- Medication for children in nursery, Reception and Year 1 will be kept in the school office.
- Inhalers and Epi pens will be kept in the early years kitchen for children in nursery and reception, and for children in Year 1 these will be kept in the school office.

Administration of a medication by a trained member of staff:

1. Please check that the medication has been stored in the correct environment according to the instructions on the box or bottle

2. Ensure that the identity of the child has been verified by the trained member of staff and one other member of **permanent** staff before starting the administration procedure.
3. The medication and the medicine consent form must be checked by the trained member of staff with one other **permanent** member of staff.
4. Once the above points have been verified the trained member of staff may continue to administer the medication with one **permanent** member of staff as a witness.
5. Once the medication has been administered, ensure that the “Record of Medication Administered” form has been signed by both the trained person and a **permanent** member of staff as a witness.
6. Ensure that the medication is replaced in the medication box and re-stored in the correct environment.
7. The parent will then sign the “Record of Medication Administered” form with the time and dose and be given the medicine back at the end of the day by the trained staff member unless it is stored at school.

Should any member of staff become aware at any time during the day that a prescribed medication has been incorrectly administered the Early Years Leads and School Principal must be informed immediately so that the necessary precautions and medical advice can be taken.

The effective management of medications may prevent a fatality in the Foundation Stage.

Failure to comply with the Foundation Stage procedure will be considered gross misconduct and will result in an investigation.

Accidents

Non-serious/less serious accidents

- In the case of a non-serious/less serious accident or incident (i.e. child taken to the hospital but not as an emergency, and **is kept in overnight**) the school understands that it should notify: -
 1. Merton Early Years team (020 8545 3800 / providers@merton.gov.uk) within 24 hours
 2. OFSTED (0300 123 1231 / 08456 40 40 40/ cie@ofsted.gov.uk) within 14 days. Blossom House must provide OFSTED with a summary of how the accident happened, the action taken, and should include any action taken as a result to stop the accident happening again (where applicable). See Appendix B.

Serious accidents

- In the case of a serious accident or incident where a child is very seriously injured (where 999 has been called or an emergency ambulance service is required); or involved in a serious incident as a result of extreme poor practice or extreme poor supervision; then Blossom House must contact the following: -
 1. LADO 020 8545 3179 or LADO@merton.gov.uk (within 24 hours)
 2. Ofsted 0300 123 1231 / 08456 404040 or CIE@ofsted.gov.uk (*The registered person (Joanna Burgess) or representative calling on her behalf should do this directly* within 24 hours)
 3. The Early Years Team at 0208 545 3800 or providers@merton.gov.uk (marked confidential and urgent) (within 4 hours)
 4. Health and Safety Executive following RIDDOR reporting (within 10 days)

Life-threatening injuries/death

If a child in Early Years dies as a result of an accident or incident at Blossom House then immediate contact must be made with: -

1. The LADO at LADO@merton.gov.uk 02085453179
2. The MASH team on 020 8545 4226/4227
3. Ofsted at cie@ofsted.gov.uk (marked urgent – child death/very serious injury) 03001231231/08456404040
4. The Early Years Team at 0208 274 5300 and at providers@merton.gov.uk
5. Police (emergency) 999 (non-emergency) 101 (if appropriate)
6. Health & Safety (H&S) Executive 08453009923 (follow up with RIDDOR within 10 days).

It is important that when you contact the above organisations you make it clear that a child has died (or has serious or life-threatening injuries) and stress the urgency of the situation.

Where it is not possible to leave the area exactly as it was, then photos should be taken of all relevant areas and resources. Blossom House understands that it must not clean up or investigate the accident/incident. Everyone involved should provide a written account which they should sign as a true and accurate record. This should be in the person's own words and there should be no collaboration amongst those present prior to writing their accounts. An overview should be written detailing what happened, with a timescale, details of children and staff involved, and the action taken to date. These will need to be made available should there be an investigation by the police, H&S, Ofsted or the local authority.

Where it is clear that the accident or incident was the direct result of one particular person, arrangements will need to be made to safeguard children through Designated Safeguarding Lead and the wider Child Protection team.

You must not investigate the accident or incident; however, you should arrange for everyone who was involved to provide a written account which they should sign as a true and accurate record. This should be in the person's own words and there should be no collaboration amongst those present prior to writing their accounts and no attempt by anyone to interfere in this process.

Blossom House should ensure that any relevant records are kept (e.g. attendance registers, child records, staff records, accident records, medication records, incident records, training records, relevant policies or procedures etc.) so that these may be included in an investigation.

Blossom House will wait for decisions to be made by the organisations contacted as to what will happen next and will comply with any instructions given or decisions that are made.

Blossom House may decide to temporarily close the school / Early Years for a few days and understand that Ofsted may also temporarily suspend registration.

Where it is clear that the accident or incident was the direct result of the actions of one particular person, Blossom House School understands that it should make arrangements to safeguard children, according to our safeguarding and child protection policies and procedures.

Staff taking medication

If practitioners are taking medication which may affect their ability to care for children, it is their responsibility to inform the Principal Joanna Burgess and the Early Years Lead. Similarly, if a practitioner is suffering from a significant medical condition that may affect their ability to care for children it is also their responsibility to inform Joanna Burgess and the Early Years Lead. In line with the statutory framework for the EYFS staff members will be requested to seek medical advice where this is felt necessary to ensure the children's safety.

Staff working in the Early Years Foundation Stage building must have any medication they require when at work locked in the staff kitchen or locked away in the medicine cabinet in the main office.