

# Bedales Pre-prep Health Policy

## INCLUDING EYFS

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Author	Head of Bedales Pre-prep
Review body (individual or group)	Head of Bedales Pre-prep
Approval Body	Head of Bedales Pre-prep
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*Tick relevant box(es) ✓ how this Policy should appear:*

Inspector Folder		
Website	Upload	✓
	Signpost	
Internal only		
Parent Portal		
For Pupils/Students		

# Health Policy

Please refer in the first instance to the Bedales Schools Health and Safety Policy. The following outlines procedures relevant to the Pre-prep in particular.

## Aims

At the Pre-prep we are committed to enabling optimal learning through the promotion and maintenance of good health and well-being in a safe learning environment.

## Implementation of the Policy

The Head, with the support from the Health and Safety Officer and the staff of Pre-prep will:

- Update and implement the latest Environmental Health Department and Health Authority requirements and recommendations relating to the premises, staff and children.
- Make sure that new members of staff, including students receive copies of the Health Policy or Manual, and that this is discussed with them during their induction meeting.
- Ensure that the Health Policy is made available to parents when they register their child for the Pre-prep. (Parents may request a copy of the policy from the Pre-prep School Office).

## Health and Wellbeing of Pupils

### Individual Pupil Health Information

All pupils must have a health questionnaire completed by parents. This includes:

- Child's name
- Date of birth
- Parents' names
- Emergency contact details
- Details of past and present medical conditions
- Medications
- Name/address of GP
- Vaccinations
- Consent for over the counter medication
- Application of sun cream (provided by the parent)
- Allergies
- Consent signature of a parent to allow staff to make decisions regarding the child's welfare if the parents cannot be contacted.

Parents have the opportunity to update this information annually or sooner if required.

## **Pupils with Medical Conditions**

- Individual healthcare plans will be drawn up between parents and school for children with medical conditions (see DoFE guidelines on supporting children in school with medical conditions). All staff to be made aware of child's condition and healthcare plan to be displayed in the staffroom (and copy kept in child's own classroom).
- Allergy lists will be provided for the kitchen.
- Medical list to be available to staff in staffroom and inside main First Aid Box (children with asthma, allergies, diabetes, epilepsy etc).

## **Sick Children**

- Childhood infections will be managed in line with HPA guidance and parents must ensure children remain away from school for the required periods.
- We make every effort to keep abreast of new information relating to infectious, notifiable and communicable diseases and local health issues.
- We isolate a child if we feel that other children or staff are at risk.
- We contact parents to take children home if they are feeling unwell / being sick / have diarrhoea / have had an accident / may have an infectious disease. We request that parents keep their children away from school for 48 hours after sickness.
- We ring emergency contact numbers if the parent or carer cannot be reached.
- We make every effort to care for the child in a sympathetic, caring and sensitive manner.
- Children waiting to be collected from school when unwell are made comfortable in the school office or staffroom. We are able to use the medical room at the Prep if a child is not able to be collected for an extended period.
- We respect the parents' right to confidentiality.
- We keep other parents informed about any infectious diseases that occur in the Pre-prep.
- We expect parents to inform the Pre-prep if their child is suffering from any illness or disease that may put others at risk.

## **Medications in School**

- We will administer non-prescription medicines to children when there is a health reason to do so and we have written parental consent.
- Some over the counter medications are kept at school, such as Calpol. Parents sign a consent form giving permission or not for these medications to be administered when they register their child at the school and this form is updated annually or sooner if required. Any medication is administered by a member of staff and witnessed by another member of staff. A telephone call is made to parents before Calpol is administered (unless parent has arranged and signed for it to be administered that day). When medication is administered, parents sign a medication form when they collect the child from school.
- We administer life-saving prescription medicines for asthma, diabetes and epilepsy, and epipens for allergic reactions, with written permission. We keep a record of how much and how often a child needs his or her medication. After the administration of these medications, parents sign a medicines form when collecting the child from school.
- We will administer short term prescription medications (such as antibiotics) with written consent from parents. Parents complete a form outlining the time and amount of medication to be administered. The school office is responsible for administering these medications with another member of staff witnessing.
- We have a refrigerator (with fridge thermometer) for the storage of medicines that require

refrigerating.

- We store other medicines in a locked cupboard in the school office.

## **Weather Considerations**

- We require children to bring hats to wear outside during periods of hot and sunny weather. We expect parents to provide sun block and unless a parent request otherwise, staff will assist children to apply it as required.
- We require children to be provided with waterproof trousers/dungarees, cagoules and wellington boots to wear outdoors in wet weather.

## **Health Education**

- We actively promote good health and hygiene practices through notices, posters, signs, and leaflets.
- We invite visiting speakers, including nurses and dentists, to educate children and carers about healthy lifestyles. This includes an annual visit from Life Education.
- We engage children in discussions about well-being and healthy habits during Circle Solutions sessions.
- We encourage children to use the toilet correctly and independently.
- We promote regular handwashing, particularly before handling food, after using the toilet, handling animals, plants, or insects, and when playing in messy or outdoor areas.
- We teach children to blow their noses into tissues and dispose of them properly.
- We encourage children to cover their mouths when coughing or sneezing.
- We help children develop respect for cultural differences that may influence personal hygiene practices.
- We raise hygiene awareness through both planned and spontaneous discussions, routines, activities, and topic work.
- We encourage children to eat a healthy, balanced diet.
- Fresh drinking water is readily available and accessible at all times.

## **Maintaining a Safe and Healthy Environment**

### **Cleaning**

- We negotiate with any persons or agencies employed to carry out cleaning.
- We establish a cleaning routine for all areas within the premises.
- We ensure that the premises are clean and tidy before the children arrive.
- We ensure that the outside sandpit contains suitable sand that is raked through (weekly) by the grounds staff and fresh sand is put in when required. The Nursery sandpit is covered after each session.
- We ensure that the routine cleaning of the premises does not take place while children are engaged in their activities.
- Both large and small, furniture, toys, etc are cleaned when deemed fit and always at the end of the Summer Term.
- We provide protective clothing, such as plastic or disposable gloves and aprons.
- We provide hygienic, but safe, cleaning materials for emergencies (spillages/accidents/water/vomit). We are also able to phone for a cleaner to assist.
- We wash dressing up clothes/display drapes/tableware/blankets/other bedding/curtains regularly.
- We provide sufficient and suitable hand washing and drying facilities.
- We provide an adequate selection of clothing to change children who have had accidents of any description.

- There are times when some children require intimate care (such as during the administration of First Aid or assistance with toileting). Where possible a second adult will be present if physical care of a child such as First Aid or toileting is required.
- We provide tissues.
- We provide cups/plates/bowls/cutlery.
- We provide an area where rubbish can be stored safely and hygienically.
- We observe good practice in matters of hygiene at all times.
- We check that toilets are clean, hygienic and flushed regularly.
- We wipe surfaces and tables between activities, when appropriate.
- Cups and plates used by the children are washed in the school kitchen dishwasher.

## **Handling food**

- We offer staff who are involved in the preparation and handling of food appropriate training. Members of Early Years staff have basic food hygiene training for handling and preparing snacks (Seahaven Food Safety Level One 5.3.15). This is updated every three years.
- We keep food preparation areas clean and hygienic.
- We do not allow unsupervised children to enter the kitchen / food preparation areas.
- We make the kitchen staff aware of children with allergies.

## **First Aid**

- In the Pre-prep we have two designated members of staff responsible for administering First Aid at Work. In EYFS, a member of staff with a current Paediatric First Aid certificate is available at all times.
- When a child is injured, our First Aider will assess the child. If a second opinion is needed or the inquiry is more serious, our school matron is called to assess the child, and their instructions followed.
- First Aid boxes are clearly posted, identifiable and accessible to all staff. The nearest defibrillator is found in Prep Reception.
- First Aid boxes are replenished regularly (checked and replenished at least once a term and more often as required).
- We only use supplies in sealed packages.
- We always use disposable gloves.
- When a child has required first aid treatment, we send an email to the parents, informing them of the nature of the injury and the treatment their child has received. When the matron has assessed the child, the matron records the incident and treatment in the medical area of ISAMS. When injuries are happening repeatedly in a particular area, the matron informs the Health and Safety Officer.
- In the case of a serious emergency, we will call an ambulance. If a member of staff's car has to be used it will be covered by correct insurance and have seat belts. A second member of staff will always accompany the child.
- We will inform parents immediately if an accident occurs.

For further details, please refer to the First Aid Policy.

## **Animals**

- Any animals or pets kept on the premises will be free from disease.
- They will have regular health checks.
- They will be cared for in a humane manner.

- They will be cleaned out regularly.
- They will have suitable and adequate housing, water, food, exercise and care routines.
- Their food bowls and litter trays will be cleaned regularly and will not be accessible to the children.
- We supervise the children at all times when they are handling animals.
- We teach the children to be caring, gentle and sensitive to animals and to be aware of their habits and behaviour patterns. We ask children to wash their hands after handling animals or their equipment.
- We clean up any area fouled by animals immediately.
- We keep parents informed about any animals on the premises.
- We expect parents to inform us if they find their child has an allergy to any of the pets in the Pre-prep.

### **Smoking**

- We have a no-smoking policy.
- Anyone who smokes on the premises will be politely asked to leave.