



Health and Wellbeing Policy – EYFS

Date of Policy	September 2025
Member of staff responsible	Kelly Turner
Date of Review	Sept 2026
Next Review	Sept 2027

Alongside safeguarding, the health and wellbeing of the children in our care is our utmost priority. The following procedures have been put in place to ensure the highest possible standards of care and supervision.

Absence

Regular attendance is essential to ensure children make the best possible progress in their early learning, development and wellbeing. In line with the EYFS (September 2025), providers must have procedures in place to monitor and respond to children's absence, recognising that patterns of absence may raise safeguarding concerns.

- Parents must notify the school at the earliest opportunity if their child will be absent from a scheduled session, providing a clear reason. Where absence is planned (e.g. family holiday, medical appointment), parents should inform the school as early as possible.
- If a child is absent without explanation, staff will make prompt contact with parents or carers to establish the reason. This will usually be on the first day of absence, following morning registration.
- If no response is received, further attempts will be made using all available emergency contacts.
- In the event of continued unexplained absence, the Designated Safeguarding Lead (DSL) will be informed and a decision made about whether to escalate concerns to external agencies.
- The DSL and Head of EYFS will maintain a record of children's attendance, monitoring for patterns such as frequent or prolonged absences. Parents will be contacted where attendance falls below an acceptable level, and meetings may be arranged to discuss how the school can work with the family to support improved attendance.

Illness

- If a child is absent due to a contagious/infectious disease, e.g. chickenpox or diarrhoea and vomiting, parents must follow government guidance (including isolation timeframes) and notify the school: <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/managing-specific-infectious-diseases-a-to-z>. Other parents may be notified, but children/families will not be named. In extreme cases, it may be necessary to notify relevant authorities, i.e. Environmental Health and Ofsted.

The term 'parent(s)' is used throughout this policy as a generic term to capture any adult taking responsibility for a registered child's care outside of the normal operations of our school. For example, our arrival and collection procedures must be followed by anyone over 16 carrying out this duty, whether they are the child's parent or not.



- Parents should consult the linked guidance and, if necessary, a medical professional if they are unsure about potential symptoms. We ask that parents always keep their child at home if they remain unsure.
- Children should not attend nursery if they are running a temperature over 37.5 and/or are pain relief dependent (e.g. Calpol).
- Children who have experienced sickness and/or diarrhoea must not attend school until 48 hours have passed since their last episode. If a child becomes unwell with sickness or diarrhoea at school, parents or carers will be contacted to collect them. The school reserves the right to make a judgement on individual cases regarding whether a child must be sent home.
- If symptoms are apparent on arrival or emerge throughout the day, we have a duty of care to limit the spread of any infection and ask parents to take their child home or collect them at their earliest convenience. If it is reasonable to isolate a child from their peers whilst awaiting collection, then this will always be in a safe and comfortable space with continuous supervision in place. If a child is brought to school clearly too unwell to attend, the Nursery Lead Practitioner, Head of EYFS or SLT reserve the right to refuse entry.
- In the event of a serious illness, the parent/carers will be contacted immediately, along with an ambulance if necessary. If the parent/carers is not contactable, a member of SLT will assume charge and, if necessary, accompany the child to hospital together with all the relevant details.

Accidents & Injuries

- Parents are required to fill in a 'pre-existing injuries' form if their child is injured as a result of an accident whilst outside of nursery care. Parents will be asked to complete the form even if they do not know the nature of the accident/reasons for the injury.
- All accidents and injuries occurring during the school day are recorded separately, in the following way:
 - Minor scrapes/bumps – the child will receive a First Aid slip which will be placed in their bag with details of the accident/injury and treatment given. They will receive a 'First Aid sticker' to alert parents to the fact they've had a minor accident. More detailed notes are recorded in a central 'Scrapes and Bumps' folder, and parents can request further information if needed.
 - More serious injuries are reported via an accident form, with information including the nature of the accident and injury, location and time, treatment given and by whom. The accident form is emailed to parents, who must acknowledge receipt of the form. A member of the EYFS team will call home if the incident is serious and requires further treatment; otherwise, EYFS staff will liaise with parents at the end of the day to ensure they are aware of the accident and how it occurred.



- In more serious cases, staff will be asked to provide a statement detailing how the accident occurred and the steps that were followed. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered.
- The person responsible for reporting accidents, incidents or near misses is the member of staff who saw the incident or was first to find the child where there are no witnesses.
- Accident/incident forms are reviewed by our School Business Manager for patterns, e.g. one child having a repeated number of accidents, a particular area in the school or a particular time of the day when most accidents happen. The School Business Manager must maintain oversight over this process, investigate any patterns and ensure that all necessary steps are taken to reduce risks.
- Children with minor head bumps should be monitored regularly throughout the day to ensure that additional injuries/symptoms of concussion do not emerge. If there are any concerns, then staff will speak to the Head of EYFS or another member of SLT, parents will be called, and the decision may be made to call an ambulance. If no concerns/symptoms emerge throughout the day, then parents will be informed of the accident as usual.
- Injuries that require professional medical attention must trigger an immediate call to parents and the appropriate emergency services. A child will never be allowed to travel in an ambulance alone, and staff will remain at the hospital until parents arrive.
- SLT must notify Wishford's responsible person, HSE (if applicable - RIDDOR) and Ofsted of any serious accident, illness or injury to, or death of, any child while in their care, and of the action taken. This must be done as soon as is reasonably practicable, but in any event, within 14 days of the incident occurring. A registered provider who, without reasonable excuse, does not meet this requirement commits an offence. Providers must notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and must act on any advice from those agencies

Arrival & Collection

- Parents must list persons with consent to collect their child(ren) upon registering. Staff will call known contacts to gain permission before releasing any child to an unknown person. Children cannot be released to a minor (under 16 years old).
- Parents are required to provide a collection password as a security measure and must inform the school if a new adult will be collecting their child, ensuring the collecting adult knows the password. Staff will be unable to release a child to any adult collecting who does not know the required information.
- Staff are duty-bound not to release a child to any person(s) if they deem it unsafe to do so. The school will then call known contacts to arrange alternative collection. If necessary, the police may also be contacted.
- Parents should give the nursery as much notice as possible if they know they are going to be late for collection.

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- Staff will begin calling known contacts no later than 30 minutes after an agreed collection time, if the late collection is unexplained. If contact cannot be made, then the police or children's services will be called for advice. At least two members of staff will remain on site until all children have been collected. Ofsted will be informed if the child is handed over to social services/police.

Behaviour & Bullying

- Staff receive regular training in the effective management of early childhood behaviours. Training includes the importance of recognising personal emotional and physical thresholds and relying on the support of colleagues rather than engaging in behaviour management when overly tired or stressed. Training is also targeted toward different age groups. Staff recognise, for example, that our youngest children's behaviour is often linked to fundamental needs (tiredness, hunger, thirst, temperature, cleanliness, etc.) and so will explore these resolutions before considering the need for any specific behaviour management.
- Staff will never use corporal punishment.
- Staff may use physical intervention only when necessary to prevent immediate danger of personal injury to the child, other children or adults. Any use of physical intervention will be recorded, and parents will be informed the same day.
- Rules and routines will be simple and consistently applied. Staff will model expected behaviour and regularly and positively reinforce expectations by publicly praising children who are following the rules and routines.
- If a child is/has caused harm to themselves or others, staff will use their training as outlined above. In addition, children will be engaged with the consequences of their behaviour so they can begin to learn that their actions can cause harm. These conversations and opportunities to accept responsibility and 'say sorry' are a crucial part of every child's development.
- If unacceptable behaviour is affecting the ongoing learning of a child and their peers, the school will work with their parents to create a behaviour action plan to follow and review regularly.
- Bullying is rare within the nursery age group as it is defined as deliberately and repeatedly aiming to cause another child harm. Children under five are capable of harming one another on more than one occasion, but they are unlikely to have the emotional awareness to do so deliberately, i.e. for the harm to be the primary aim of the action. Nevertheless, our nurseries develop routines and learning environments which promote fair, equal and inclusive treatment. If a particular relationship between peers is observed to be regularly negative or confrontational, then all of the procedures outlined above will be deployed.

Further information about Behaviour can be found within our EYFS Behaviour Policy.



Extreme Weather

To support our staff on days when UV levels are forecast to be high, the following procedures must be followed:

- The school provides a central suncream to be used throughout the day.
- Parents of children with sensitive skin must provide (and replenish) named, factor 50+ sunscreen to be kept at the nursery.
- All children must arrive at the nursery having already had all exposed areas covered in factor 50+ sunscreen. Sunscreen will be reapplied when necessary.
- Parents must send their child to school with an appropriately sized, named sunhat.
- Children will be encouraged to drink regularly on warm days.
- Room temperatures will be monitored, windows and doors kept open (whenever possible), and fans and air conditioning units used when available.
- Parents must inform the nursery if their child suffers from sensitive skin or has any known allergies to sunscreen.
- A first aider will attend to any child or colleague suffering symptoms as a result of extreme weather. In all cases, if there are any ongoing concerns, parents and emergency services will be contacted.

First Aid

- All classrooms have accessible First Aid kits which are regularly checked to ensure they remain fully stocked.
- At least one person who has a current Paediatric First Aid (PFA) certificate must always be on the premises and available when EYFS children are present and must accompany children on outings. The certificate must be for a full course.
- All staff counted in EYFS ratios must have PFA.
- PFA training must be renewed every three years and be relevant for workers caring for young children.
- Consent forms for household medications, plasters and sun cream are obtained when the pupil joins the school and kept in the pupil file. A phone call to the parent to confirm permission to administer household medication is made before it is given to the pupil, and the dose is recorded in the Administering Medicines Book by the person who gave the medication to the pupil. Only Paediatric First Aiders are permitted to administer to EYFS children. A note is kept on our database against pupils for whom we do not hold written permission from the parents to administer household medication.



Intimate Care

Children in EYFS have a dedicated nappy changing unit in the two-year-old room, which can be used for all EYFS children when needed. Only employees with a current DBS can carry out a nappy change on a child. These team members must ensure that they:

- Gather all the necessary items needed before each nappy change, for example, nappy, wipes, nappy sack, cream if necessary (where cream is used, each child should have their own named cream, and written permission from the child's parents/carers).
- Put on gloves and an apron. Use a new set of gloves and apron for each nappy change.
- Support the child if necessary to climb up the steps on the nappy changing unit.
- Remove the child's clothing to access the nappy. Remove the nappy and place it inside the nappy sack.
- If the child's clothes are soiled, bag them separately and send them home. Do not rinse them by hand.
- Using the wipes, clean the child from front to back and place the used wipes in the nappy sack. Tie the nappy sack and put it in the designated nappy bin.
- Put on a clean nappy and apply cream if necessary. Take off the gloves and apron and place them in the designated nappy bin. Dress the child.
- Help the child to wash their hands if this is age-appropriate, using liquid soap, warm water and paper towels.
- Using antibacterial spray and paper towels clean the changing mat, surrounding area and underneath the mat before leaving to dry and then wash and dry their hands.
- Record each nappy change in the child's care diary on Tapestry, including any upset stomachs, rashes, skin conditions or abnormalities.
- Staff will ensure nappy changing times are relaxed and support each child's growing independence.
- Children **must never** be left unattended on the changing station. Staff will check nappies regularly and ensure nappies are changed at least once every three hours.
- Children in pull-ups who are being toilet trained can be changed within the EYFS toilet cubicles, if it is comfortable to do so. The door must be left ajar, using the door stop to ensure supervision needs are met. Hygiene procedures must still be followed, and children who are using the toilet must be supported to wash their hands after use.
- Changing spaces must offer a suitable level of privacy whilst also ensuring that they are not a 'hidden' space. For example, a separate room but with a glass pane in the door or a corner of a care space away from the door and corridor. The Head of EYFS must ensure they are satisfied that the balance of supervision over privacy is sufficient for all changing areas within the nursery.



Toilet training

- Children are encouraged to achieve continence; this will be achieved through:
 - modelling;
 - positive praise;
 - working with parents and having high expectations.

Toileting accidents

- When changing a child, staff must ensure a child's privacy, dignity and security are maintained at all times.
- To maintain privacy, EYFS children will be changed in the EYFS toilets, using a doorstep to hold the door ajar.
- Staff will endeavour to promote the child's independence in toileting and, wherever possible, will offer verbal encouragement to the child before intervening physically to clean or change them.
- Children will only be changed by staff directly employed by St Edward's who will have undergone DBS checks. When changing children, staff should follow these procedures:
 - Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible, one pupil will be cared for by one staff member, but another staff member will be informed of this beforehand. All pupils will be encouraged to use the self-care skills that are appropriate for their age, e.g. removing clothing, wiping themselves, etc.
 - Where a situation renders a child fully dependent, staff will talk to the child about what is being done and give choices where possible.
 - Staff must always wear gloves when changing pupils and dispose of them appropriately afterwards.
 - If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness, etc., they must immediately report these to the Designated Safeguarding Lead.
 - Areas soiled by bodily fluids must be sterilised whilst wearing gloves and an apron. If any affected objects cannot be sufficiently sterilised, they must be removed from the nursery.
 - Any toileting accidents will be either added to the child's care diary or directly reported to the parent at the end of the day. Any soiled clothes must be bagged and sent home on the same day, though very soiled underwear can be disposed of.
 - Children will never be punished or told off for having an accident. Staff will be gentle, reassuring and supportive.



Mealtimes

- Mealtimes are seen as social occasions and promote interactions. Staff always sit with young children, interacting, promoting communication and social skills.
- Children will never be left unattended while eating/drinking.
- Children and staff wash their hands before handling/eating food. Table surfaces and chairs will be cleaned before and after eating.
- Parental wishes are carried out diligently. Children's individual personal, medical and religious requirements are discussed with parents before and during their time at nursery.
- Children are encouraged to eat independently and in a way that is appropriate for their age and stage of development.
- The school Chefs ensure that food is safe for the children, i.e. chopped up correctly. Staff must not give food to children they deem to be unsafe.
- Staff must not blow on food to cool it down.
- Registered providers must notify Ofsted of any food poisoning affecting two or more children cared for on the premises. This must be done as soon as is reasonably practicable, but, in any event, within 14 days of the incident.

Medication

Provided by parents

- If parents require school to administer medication to their child (both prescription and non-prescription medicine), they must first complete a Medication Consent Form.
- Prescribed medication must come in original, sealed packaging and with a named prescription label with clear administering instructions, including dosage.
- Prescription medicines should only be administered if they have been prescribed by a doctor, dentist, nurse or pharmacist. **Medicines containing aspirin should only be given if prescribed by a doctor.**
- Non-prescribed medication (e.g. Calpol following an injury or antihistamine to cover a mild allergy) should be clearly named and dated, ensuring the name/date label does not cover administering instructions and dosage guidelines.
- In cases where ongoing and more specialised care is required (e.g. asthma or allergens), a health care plan will be created, and specialist training will be provided for staff as necessary (e.g. EpiPen training).
- If a child is taking a specific antibiotic for the first time, they should remain at home for at least 24 hours after the initial dose to monitor for any adverse side effects.
- If a child refuses to take their medication, staff will encourage but not force them. The refusal will be recorded, and parents will be informed. Medication will never be concealed in food or drink.



Provided by school

- Our school carries an emergency stock of age-appropriate Calpol, Ibuprofen and antihistamine
- Our registration form authorises the use of these medicines in emergencies (where medication has not been supplied by the parents directly).
- In all cases, regardless of permission, every opportunity will be made to speak to someone with parental responsibility before administering the medication. A senior member of staff may take medical advice (NHS 111) if parents cannot be reached and there is a risk of overdose.
- Staff will check the child's daily record to ensure that medication hasn't previously been administered that day and that no dosage limits might be breached.
- The member of staff administering the medication will follow the manufacturer's guidance precisely.
- Any member of staff with administering medication training can administer medication within the school stock.
- Situations where it might be necessary to use school stock include:
 - A spike in temperature (above 37.5) during the day.
 - Following an injury when the child is clearly in pain.
 - Following an allergic reaction.
- All medication will be stored securely and according to manufacturer's/doctor's guidelines. Use-by dates will be followed. Staff administering medication will always have a colleague present to witness, and each dose will be recorded on the child's medication form, including time and dosage.

Sleep

- We recognise that throughout the day some children, particularly those that are younger, will require opportunities to rest and sleep. Individual sleep and rest patterns will be discussed and agreed with parents and met as far as possible within the daily routine.
- Parents will be informed through our online 'Care Diary' as to how much sleep their child has had whilst at nursery.

Rest times:

- Comfortable, 'cosy' areas are provided in each EYFS classroom to allow children to rest as and when they wish throughout the day.
- Opportunities will be given for children to sit quietly, listen to music, look at books and be read or sung to.



Sleep times:

- Staff members recognise that children have individual needs when being settled to sleep.
- A staff member is always in the room with the child and in close proximity to the quiet sleeping area.
- Comfort items such as blankets and toys from home will be used in line with parents' wishes and never used as a bribe or punishment.
- If a child does not settle to sleep after a period of time, they will be allowed to get up and play in another room.
- Staff will never force a child to stay awake.
- Physical restraint will never be used when settling a child to sleep.
- Outdoor clothing (shoes/coats) will be removed so that children are comfortable.
- Staff will ensure that children are clean and dry before putting them down for sleep.
- Mattresses will be placed away from radiators to ensure that children are comfortable and do not get too hot.
- There will be sufficient space between mattresses to minimise and prevent disturbance.

Staff helping children to settle

- We recognise that all children are different and may like to be comforted in various ways to soothe them to sleep. Forms of comfort that are acceptable are listed below:
 - Playing soothing music
 - Gently patting a child's back
 - Rubbing a child's back
 - Rocking a child to sleep - hand on back
 - Comforting them
 - Providing a quiet and calming sleep room

Ensuring children sleep safely:

- Children will be provided with a mattress, under sheet and blanket, which will be cleaned at least weekly, and the mattresses cleaned thoroughly using antibacterial cleaner.
- The temperature of the room will be kept between 16 and 20 degrees Celsius (monitored using a room thermometer).
- Children will be supervised at all times when they are sleeping.
- Sleeping children will be checked every ten minutes to ensure that they are safe. *This includes looking for the rise and fall of the child's chest, placing a hand on the chest/back or in front of their mouth to check for breathing if necessary, and ensuring the child is comfortable.*
- Children are never put down to sleep with a bottle to self-feed.
- For toddlers who use a dummy/soother, no strings or cords must be attached.
- No objects or toys can be obtained by the children when resting or sleeping.

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- No cords or strings of any kind are in or near the sleep area.
- There is enough space between each sleep mat to allow easy access to and around each one.

Staff Supervision

Senior leaders will conduct supervision meetings with all EYFS staff at least three times a year. Meetings will include individual wellbeing check-ins, discussions around individuals' roles and responsibilities, discussions on children's wellbeing and development and any child protection concerns, identified training needs, individual concerns and any support needed. These meetings are a key procedure in ensuring ongoing oversight of both the staff and the children's health and wellbeing.