



Cundall Manor School

## EYFS Policy

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### Supervision of Pupils (EYFS)

This policy covers children in EYFS and Key Stage 1. It should be read in conjunction with the whole supervision school policy.

This policy details supervision arrangements for the children in our setting. Children are supervised at all times and we ensure that at all times we meet the needs of all children and ensure their safety. The safety of children is recognised as being of paramount importance. It is the responsibility of all staff to supervise children at all times and to ensure their safety. Statutory adult to child ratios are adhered to strictly at all times.

The building doors are opened at 8:30am. Parents bring children to the classroom where they are met by the class teacher. Children may be brought into Pre-Prep Before School Care by prior arrangement with the Pre Prep staff. At this time, the child is greeted by the two members of staff who supervise before-school care each morning from 8:15am – 8:30am with a direct hand over by the parent. The child is then marked present on the Before School Care register and is supervised by staff until 8:30am. Staff then escort the children for a direct handover to their class teachers.

#### This is a plan of the school day:

8:30am	School commences
8:30am - 8:45am	Registration
8:45am - 10.20am	Lessons
10.15am - 10.45am	Snack Time and Break
10:45am - 11:45am	Lessons
11:45am - 12:15pm	Pre-Prep Lunch
12:15pm - 12:50pm	Pre-Prep Lunch Break
12:50pm - 3:20pm	Lessons
3:20pm	End of school day

3:20pm - 4:00pm

Enrichment for children who are booked to stay.  
(Reception – Form 2)

3:20pm -4:00pm

After school care in Nursery. (Nursery only)

4:00pm – 6:00pm

After School Club in Brick Building.

The children are taken out to the classroom door by the class teacher and are released directly to their parent/carer.

The children have a varied timetable incorporating many different subjects, please see class timetables.

If a child is staying for enrichment they are taken to their enrichment by the class teacher (Reception – Year 2 only).

Children who stay for enrichment are handed directly to the parent/carer by the member of staff who had taken them for enrichment.

Children staying for after school care are handed directly to the parent/carer who will sign them out. There are two members of staff on duty from 4:00pm – 6:00pm who run after school club. Nursery children who stay in after school care until 4:00pm remain in the Nursery classroom with two supervising members of staff until they are collected by their parents or other pre-authorised persons.

Key pads are used on doors at all times, and key pad codes which are not shared with parents of children, are changed regularly

When children leave a building, they are supervised at all times by a teacher/teaching assistant.

Where a person other than a parent or nominated person on the pupil information form is collecting a child a 'Permission to Pick Up' Form must be filled in.

Parents select a password to be used when staff do not know the person picking up a child.

**Pre Prep Lunch, Lunch Break, Snack Time and Break** - The children are assisted and supervised at all times by the Pre-Prep class teachers and teaching assistants. They are escorted to play areas and handed over directly to duty staff at break times. At the end of break times, staff collect the children directly from the play area. If a child needs to use the toilet during playtime, they will be taken to the Reception building and supervised.

At **all** times, children remain in sight and/or hearing of a supervising member of staff, and as much as possible they remain within both sight **and** hearing. Definition of 'within hearing' is that the supervising member of staff can hear the child's normal speaking voice.

The Staff: child ratios for EYFS children are adhered to at all times.

### **Intimate Personal Care**

Early Years practitioners are committed to providing personal care for the children that has been recognised as an assessed need, (such as applying sunscreen, ensuring personal hygiene, washing hands and face, assisting with toileting and nappy changing, cleaning a child after a toileting accident, attending to any medical needs etc) Intimate personal care includes hands-on physical care in personal hygiene and having physical presence or observation during such activities.

Practitioners ensure that they:

- maintain the dignity of the individual child.
- are sensitive to their needs and preferences.
- maximise safety and comfort.
- protect against intrusion and abuse.
- respect the child's right to give or withdraw their consent.
- encourage the child to care for themselves as much as they are able dependent on age and protect the rights of everyone involved.

## Diversity and Support

The diversity of individuals and communities is valued and respected. No child or family is discriminated against. In addition to this there are other vulnerable groups of children and young people that may require support with personal care on either a short, longer term or permanent basis due to SEN or a disability, medical needs or a temporary impairment.

This could include:

- children and young people with limbs in plaster following an accident
- children and young people needing wheelchair support
- children and young people with pervasive medical conditions

Please see:

Whole school Supervision of Pupils Policy  
EYFS Child Collection and Lost Child Policy

This policy clarifies the procedure for storing and administering medication in the EYFS. We ask parents to bring medication to school only when absolutely necessary.

This policy covers EYFS and Key Stage 1.

This policy should be read in conjunction with the whole school policy.

## **Administration of Medicine (EYFS)**

### **Procedure**

Health records are obtained on admission from parents on a Pupil Health Questionnaire.

Information about medical conditions/medication where appropriate is given to staff and displayed in the staff room.

Usually only medicines prescribed by a doctor or pharmacist will be administered to a child. Medicines containing Aspirin will only be administered if prescribed by a doctor. Prescription medication will not be administered unless prescribed by a doctor, dentist, nurse or pharmacist. Parents are encouraged to administer medication at home where possible.

Medication takes two forms.

1. Regular medication for long-term conditions or chronic diseases e.g. asthma
2. A short course of prescribed medication e.g. antibiotics

1. Written permission must be obtained from parents for individual medicines to be administered. Parents must fill in a Permission to Administer Medication (MAR) form which includes name of medication, dosage and timings.

2. Only staff that hold current paediatric first aid training are able to administer medication.

3. The member of staff administering medication must fill in and sign the MAR, and the parents will be informed on the same day that the medicine has been administered.

4. A second member of staff must witness the administration of medicine and countersign the form as well.

5. The parent must also sign the form to acknowledge at the end of the school day.

6. Medicine must be in original packaging with clear instructions for dosage amounts and times. Staff can only administer the stated dosage at the stated time.

7. If a child administers their own medication e.g. inhaler, the member of staff present should fill in the medication form.

8. A copy of the form must be made and kept by the school nurse in the pupil medical records.

9. If the administration of any medication requires specific training this must be in place before any medication can be given.

### **Storage of Medicines**

All medication will be kept in the locked medication cabinet in the staff room, unless it needs to be refrigerated. Inhalers and Adrenaline-Auto injectors must be kept to hand in a central, safe, accessible location.

All medication should be clearly labelled with the child's name and dosage information.

The school nurse will check medication for expiry dates each term and report to parents if medication needs to be replaced.

Medicines will not be disposed of at school, but will be returned to parents for disposal.

## **Staff Medication**

Staff with medication in school must store this securely and out of the reach of children at all times. In addition, all members of staff must disclose if they are taking any medication that might affect their ability to care for children.

## **Hygiene and Infection Control**

Children are taught how to minimize the risk of infection e.g. hand washing.

Staff will use gloves provided when dealing with vomit, faeces, blood and bodily fluids. Gloves and soiled matter will be secured in bin bags and collected by the site staff for disposal. Clothing to be taken home will be secured in a sealed bag until the parent arrives.

Permanent staff have completed food hygiene and handling training.

## **Illness at School**

If a child complains of feeling unwell, they will be monitored by staff and given reassurance. If they appear 'under the weather', but are not showing specific symptoms and are not in distress the staff will observe them closely and inform the parents at pick up time.

If a child displays specific symptoms and is ill a member of staff will stay with the child and keep them safe. Another member of staff will telephone the parents using the contact details given on the pupil information form. It is the responsibility of parents to inform us of any changes in contact details.

If any member of staff feels unsure, they should ask the School Nurse for advice.

In cases of severe illness call the emergency services. **If in doubt we will call 999.**

Parents are expected to share any health concerns e.g. head lice, chickenpox, impetigo. The School Nurse will then share this information with parents via email. The confidentiality of the child will always be respected.

Parents will be asked for health information at the beginning of each year. Where appropriate the School Nurse will inform the kitchen and staff of any food allergies/intolerances.

We will follow Public Health England (PHE) guidance as to the number of days a child or member of staff should be absent from school to try to contain the spread of any infectious diseases.

This information is displayed in the staffroom or can be found on the PHE website and on staff shared under policies.

**Record Keeping**

Records will be audited annually by the School nurse.

**Related Policies**

First Aid Policy

Health and Safety Policy

Safeguarding and Child Protection Policy

**Use of Mobile Devices in EYFS**

Mobile phones are not allowed within the EYFS buildings. Staff working in EYFS should leave their mobile phone or smart devices in the staff room which is not located in the EYFS setting.