

# EARLY YEARS HEALTH POLICY – WHEN A CHILD IS UNWELL WHILST IN THE SETTING

Updated September 2022

## Procedure for when an EYFS child is unwell whilst in the setting

- If a child is feeling unwell or it has been noticed that a child seems unwell, the member of staff in charge will talk to the child to try and establish what symptoms they are experiencing.
- Parents will be contacted and asked to collect their child as soon as possible. Whilst the child is waiting he/she will be comforted and monitored. They will wait in the classroom or in the school office, with a qualified first aider.
- If we are unable to make contact with the child's parents/emergency contacts, we will leave messages on all available contact numbers. If the phone call has not been returned then we will keep trying to make contact. The school nurse will be informed. If necessary, the school nurse will come and see the pupil. If the school nurse has seen the child and they have not improved and require further medical treatment, the child's doctor will be contacted and, if necessary, emergency services.
- Staff do not usually administer non-prescribed medicines. If they do, staff require written permission from the child's parents. Parents need to fill in the form Parental Agreement for Shrewsbury High School to administer medicine, copies are freely available on Firefly.

<https://shrewsburyhigh.fireflycloud.net/medical/medicine-consent->

However, if a parent/emergency contact is unable to collect the child within half an hour and the child needs medication, then the member of staff in charge will seek verbal approval from the parent during the telephone conversation. If a member of staff is unable to contact a parent then the member of staff will check the child's medical information on SIMs as the child's parents may have given consent for Paracetamol to be administered. When the parent collects their child they will be asked to complete and sign an 'Administration of Medication While at School' form which will already have been signed by a first aider and staff in charge. **Two** members of staff must always be present when a child is being administered medicine.

- If a child becomes seriously ill or has a serious accident whilst in the setting, then the emergency services will be contacted immediately as well as parents/emergency contacts and the school nurse. Shropshire Safeguarding Children's Board (SSCB) will also be informed.
- If a child has received any form of first aid treatment, a first aid form will be completed by a first aider and parents will be informed. This information is transferred onto RIVO.

**From March 2020, please also refer to whole school COVID guidance and protocols, as well as risk assessments in regards to a child becoming unwell in a setting:**

[T:\Staff\Prep Staff\A. Information for Staff 2020-21](#)

Ryan King  
Head of Early Years  
September 2022