

# HANHAM TODDLERS PRE-SCHOOL

Title	Health and Hygiene	Reference	P2-22-2
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## 1.0 Policy

- 1.1 The Pre-School shall promote a healthy lifestyle during the day-to-day work with children and adults.
- 1.2 Wherever possible, as part of routine and special activities of each session, the Pre-School shall either introduce or promote good practices of healthy living and hygiene.

## 2.0 Scope

- 2.1 This procedure is applicable to the Hanham Youth Centre Premises and defines the processes to be followed to promote the health of the children in the care of the Pre-School through diet, hygiene, first aid and exercise.

## 3.0 Referenced Documents

*Statutory Framework for the Early Years Foundation Stage*

Pre-School Reference File

P2-1 Child Admission

P2-14 Play

P2-21-1 Health and Hygiene

UK Health Security Agency Checklist – 27 April 2022

Managing Medicines in Schools and Early Years Settings – Issue: March 2005  
(ref. 1448-2005DCL-EN)

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

## 4.0 Definitions

*The Pre-School:* Hanham Toddlers Pre-School

*Board of Trustees:* the body that has the overall responsibility for the day-to-day running of the Pre-School, comprising the Trustees, including the Pre-School Manager(s).

Approved	Print Name	S Rouch	Position: Manager
	Signature	Signed copy held in Master Procedure Manual	Date: 23 November 2022
Authorised For issue	Print Name	K Ricketts	Position: Chair
	Signature	Signed copy held in Master Procedure Manual	Date: 25 November 2022
Issue: 2		Date: November 2022	Page 1 of 13

Title	Health and Hygiene	Reference	P2-22-2
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## 5.0 Procedure

### 5.1 Contents

- 5.1 Contents
- 5.2 Introduction
- 5.3 Health
- 5.4 Illness
- 5.5 Medication
- 5.6 First Aid
- 5.7 Emergencies
- 5.8 Hygiene
- 5.9 Food and Drink

### 5.2 Introduction

- 5.2.1 The Pre-School has links with the local area Health Authority, as well as other Health Agencies via a Health Visitor who provides advice and information. (Also see the Child Admissions procedure P2-1).
- 5.2.2 Parents/Carers shall have the opportunity to discuss health issues with the Pre-School staff and have access to the information available to the Pre-school.

### 5.3 Health

- 5.3.1 All adults attending the Pre-School premises shall observe that smoking, or vaping, is not permitted within the buildings or in areas where children are under the Pre-School's responsibility.
- 5.3.2 Children shall have the opportunity to exercise and play outdoors throughout the year, either in the Pre-School's outside play area or through organised outings to parks or other community play spaces. (Also see the Play procedure P2-14).

### 5.4 Illness

- 5.4.1 All Parents/Carers shall be provided with a copy of the Infectious Diseases letter. This shall be included in the Parents Induction Pack.

Title	Health and Hygiene	Reference	P2-22-2
5.4.2	<p>Parents/Carers shall be requested to keep children away from the Pre-School who exhibit an infectious condition. The following, non-exhaustive list defines the Pre-School's practice in relation to certain diseases:</p> <ul style="list-style-type: none"> <li>• Chicken Pox – until all blisters are crusted or skin has healed</li> <li>• Conjunctivitis – until infection has cleared or a minimum of 24 hours from the start of prescribed antibiotic drops</li> <li>• Diarrhoea – 48 hours from symptoms having cleared</li> <li>• German Measles/Rubella – 9 days or advised by GP</li> <li>• Hand, Foot &amp; Mouth – no restriction</li> <li>• Head Lice – no restriction</li> <li>• Impetigo – until lesions are crusted or a minimum of 48 hours from the start of prescribed antibiotic treatment</li> <li>• Measles – 5 days from the onset of rash</li> <li>• Mumps – 5 days from the onset of swollen glands</li> <li>• Ringworm – no restriction from the start of treatment</li> <li>• Rotavirus – 48 hours from diarrhoea or vomiting having cleared</li> <li>• Scabies – no restriction from the start of treatment</li> <li>• Scarlet Fever – 5 days from the start of treatment</li> <li>• Temperature – until normal for 24 hours or advised by GP</li> <li>• Threadworm – no restriction</li> <li>• Vomiting – 48 hours from symptoms having cleared</li> <li>• Whooping Cough – 21 days from the onset of the illness or 5 days from the start of antibiotic treatment</li> </ul> <p>Note: Any child on antibiotics shall be excluded for 24 hours following the start of treatment</p> <p>Note: The above also applies to Pre-School staff and their children.</p> <p>This information shall be referred to in the Prospectus and provided in full in the Parent/Carer pack.</p>		
5.4.3	<p>In the case of immunisation, the child exhibits symptoms of being unwell, Parents/Carers shall be requested to keep children away from the Pre-School for 24 hours from the immunisation taking place.</p> <p>This information shall be provided in full in the Parent/Carer pack.</p>		
5.4.4	<p>Details of the illness shall be requested to be provided to the Pre-School so that, if necessary, provision can be made to inform other users of the Pre-School and informed observations of any child in the care of the Pre-School who may appear unwell during a session can also be made.</p>		

Title	Health and Hygiene	Reference	P2-22-2
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5.4.5 In the case of any of the following OFSTED shall be notified, along with the local Health Protection Unit (HPU), if notified to do so by the Children & Young People Information Service (CYPIS):

- more than one child or adult attending the Pre-School being diagnosed as suffering from food poisoning
- any child or adult attending the Pre-School being diagnosed as suffering from meningitis
- the diagnosis of any notifiable disease identified as such in the Public Health (Control of Disease) Act 1984
- a notification requirement being applied in relation to Public Health (Infectious Diseases) Regulations 1988

OFSTED contact details:

Early Years Complaints Helpline: **0 300 123 1231**

Address: OFSTED  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

e-Mail: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

HPU contact details:

Telephone: **0 845 504 8668**

5.4.6 In the case where an illness or disease is diagnosed as being work related, consideration shall be made of making a report following the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

The report shall be made by the Manager(s) and the Chair informed. Contact organisations and numbers are contained in the RIDDOR booklet.

A copy of the RIDDOR booklet is located in the Pre-School Reference File, located in Classroom 5 (see Setting Plan located in the Pre-School Reference File).

5.4.7 When a Notification Requirement has been posted, the necessary details of the specific requirement shall be placed in the Pre-School Reference File.

5.4.8 In cases where children become ill when in the care of the Pre-School, where possible they shall be isolated from other children in order to limit opportunities of cross infection.

It may be necessary to contact Parents/Carers to collect their child. Contact details of Parents/Carers or other nominated adults shall be recorded in each child's personal record file, as well as the relevant class register.

Title	Health and Hygiene	Reference	P2-22-2
<p>5.4.9 Children or adults attending the Pre-School who have cuts or open sores shall be required for them to be dressed.</p> <p>5.5 <u>Medication</u></p> <p>5.5.1 When situations arise where a child attending the Pre-School is on prescribed medication it shall be administered by the child's Parents/Carers wherever possible as defined in the Prospectus and Parents induction pack.</p> <p>5.5.2 Where a child has a specific medical need that requires the administering of medication whilst the child is in the care of the Pre-School, each member of staff involved shall be made fully aware of their responsibilities.</p> <p>Information relating to a child's medical condition shall remain confidential at all times and all associated documentation shall be kept by the Manager. Only information necessary for the child's well being whilst in the care of the Pre-School shall be shared with those adults who have responsibility for the child.</p> <p>5.5.3 If appropriate, an Individual Health Care Plan, (IHCP), shall be developed for the Pre-School to help staff identify necessary safety measures to support children with medical needs and to ensure that they and others are not put at risk. Eg. in the case of significant asthma, epilepsy, diabetes, anaphylaxis, etc.</p> <p>The IHCP shall be developed with inputs from:</p> <ul style="list-style-type: none"> <li>• the child's GP</li> <li>• Pre-School Manager</li> <li>• the child's Parents/Carers</li> <li>• child's Group Leader</li> <li>• staff identified to administer necessary medicines</li> </ul> <p>Parents/Carers may also provide a copy of their Family Service Plan.</p> <p>Note: Where an IHCP is put into place for a child suffering from such things as Asthma, Epilepsy, etc. the Parents/Carers shall also be requested to provide a copy of the child's Management Plan, as detailed in the Prospectus and Parents Induction Pack.</p> <p>5.5.4 For certain conditions information relating to staff training, etc. shall be required to be supplied to the Pre-School's insurance provider using the Insurance Information Form (Form F14), as this could result in the child being excluded from the setting if not completed.</p> <p>5.5.5 In circumstances where a child has a specific medical condition or need, the Pre-School shall require that a Parent/Carer attends such events as trips, special occasions, etc. to care for their child. This shall be defined in the Prospectus and the Parent/Carer Induction Pack.</p>			
Issue: 2	Date: November 2022	Page 5 of 13	

Title	Health and Hygiene	Reference	P2-22-2
5.5.6	<p>Where intimate care is required to be provided, the privacy of the child shall be assured by either taking the child to another room or location or by removing all other children and adults from the area as necessary.</p> <p>As necessary, specific training shall be provided to individual staff responsible for the care of a child with specific medical needs and/or the administering of medicines. A record of all training and copies of any certificates shall be retained in the staff training records and a copy of any relevant details included in the individual child's Health File.</p> <p>In no circumstances shall staff administer medicines without appropriate professional training having been provided.</p> <p>Where prescribed medication is absolutely required to be administered whilst the child is in the care of the Pre-School, the Parents/Carers shall be required to give written permission for a member of staff to administer the medication by completing a Request for Administering of Medication Form (Form F14), as defined in the Prospectus and Parents Induction Pack, stating:</p> <ul style="list-style-type: none"> <li>• medication name</li> <li>• administering method</li> <li>• prescribed dosage</li> <li>• administering frequency</li> </ul> <p>Note: This information need only be given by one Parent/Carer.</p> <p>The medication shall also be supplied in its original container and be labelled clearly by the prescriber with:</p> <ul style="list-style-type: none"> <li>• the child's name</li> <li>• medication name</li> <li>• administering method</li> <li>• prescribed dosage</li> <li>• medicine expiry date</li> <li>• administering frequency</li> <li>• any likely side effects</li> </ul> <p>All medication at the Pre-School premises shall be kept securely.</p> <p>In the case of medication that is required to be more generally available, eg. Asthma inhalers or Epipens, these shall be individually labeled with each child's name and kept in the relevant classroom, under the direct control of the Group Leader. The Epipen shall be kept in the same room as the child when present at the Pre-School.</p> <p>Note: In no circumstances shall children be permitted to carry and administer their own medicines. (This shall also be defined in the Prospectus).</p>		
Issue: 2	Date: November 2022	Page 6 of 13	

Title	Health and Hygiene	Reference	P2-22-2
<p>5.5.10 An Administering of Medication Form, (Form 12), shall also be used to record the following:</p> <ul style="list-style-type: none"> <li>• the date</li> <li>• the name of the receiving child</li> <li>• medication name</li> <li>• the time(s) that the medication was administered</li> <li>• the dosage</li> <li>• the name of the administering member of staff</li> <li>• the signature of the administering member of staff</li> <li>• the name of the second member of staff present</li> <li>• the signature of the second member of staff</li> <li>• the signature of the child's Parent/Carer</li> </ul> <p>The child's Parent/Carer shall also be required to sign the Administering of Medication Form when the child is collected at the end of the session.</p> <p>5.5.11 If, for whatever reason, a child refuses to take their prescribed medicine, its administering shall never be forced by the attending members of staff.</p> <p>If this occurs, the child's Parent/Carer shall be contacted and the situation explained.</p> <p>A record shall be made by completing the Administering of Medication Form, (Form 12) and entering <b>REFUSED</b> in the 'Dosage' column. The child's Parent/Carer shall be required to sign the Administering of Medication Form when the child is collected from the session.</p> <p>5.5.12 Any medicines which remain in the care of the Pre-School, (eg. Asthma Inhalers), shall be stored securely outside of operational hours.</p> <p>5.5.13 All unused medicines shall be returned to the child's Parent/Carer for disposal.</p> <p>5.5.14 Where injections are required to be administered, the child's Parents/Carers shall be requested to provide sharps boxes for the disposal of needles, unless defined otherwise by a child's IHCP.</p> <p>All sharps boxes shall be returned to Parents/Carers for disposal.</p> <p>5.5.15 Medicines which are required to be carried during outings shall be determined as part of the planning needs of the outing. Refer to paragraph 5.4.5 and Outings Procedure (P2-6).</p>			
Issue: 2	Date: November 2022	Page 7 of 13	

Title	Health and Hygiene	Reference	P2-22-2
5.6	<p data-bbox="237 153 358 191"><u>First Aid</u></p> <p data-bbox="131 226 1451 296">5.6.1 First aid boxes and a <i>Medication File</i> shall be available during operational hours in the kitchen area of the room of main use, out of reach of all children.</p> <p data-bbox="237 336 1360 405">Both shall be stored in the Office, (see Setting Plan contained in the Pre-School Reference File), which is locked out of hours.</p> <p data-bbox="131 445 1427 552">5.6.2 All first aid equipment and consumable items shall be maintained and replenished or replaced, as necessary. Sterile items shall remain sealed in their packaging until needed.</p> <p data-bbox="237 592 1487 661">All items that have exceeded their defined shelf life shall be removed and replenished as necessary. Disposal of expired items shall be via the local pharmacy.</p> <p data-bbox="131 701 1463 884">5.6.3 Although the minimum requirement is for 1 qualified First Aider, holding a current paediatric first aid certificate, (eg. St. Johns Ambulance), to be present on the premises at all times, it is the Pre-school practice for there to be at least one qualified member of staff per class, or a minimum of 4 qualified First Aiders present – whichever is the greater.</p> <p data-bbox="131 924 1468 993">5.6.4 Where necessary training shall include the recognising of and responding appropriately to the needs of children with chronic medical conditions, such as Asthma and Epilepsy.</p> <p data-bbox="237 1033 1468 1140">A record of all training and copies of certificates shall be retained in the staff training records and a list of current First Aiders shall be contained in the Pre-School Reference File and displayed on the Notice Board within the classroom.</p> <p data-bbox="131 1180 1438 1287">5.6.5 Where First Aid is required to be administered, a record shall be made using the First Aid Form (Form 13), located in the folder kept on the table in the room of main use, detailing:</p> <ul data-bbox="261 1287 1192 1713" style="list-style-type: none"> <li>• date</li> <li>• the child's name</li> <li>• the time</li> <li>• the injury being treated</li> <li>• the cause of the injury</li> <li>• the treatment</li> <li>• the name of the member of staff who administered the treatment</li> <li>• the signature of the administering member of staff</li> <li>• the name(s) of other attending member(s) of staff</li> <li>• the signature(s) of other attending member(s) of staff</li> <li>• the signature of the child's Parent/Carer</li> </ul> <p data-bbox="131 1753 1468 1860">5.6.6 Where intimate care is required to be provided, the privacy of the child shall be assured by either taking the child to another room or location or by removing all other children and adults from the area as necessary.</p>		
<b>Issue:</b> 2	<b>Date:</b> November 2022	<b>Page 8 of 13</b>	



Title	Health and Hygiene	Reference	P2-22-2
5.6.7	<p>The Parent/Carer collecting the child at the end of the session shall be informed of the incident by the Group Leader, shown the Form and requested to countersign acknowledging having been informed of the incident.</p> <p>5.6.8 If a child has received any form of head injury, including such minor incidents as a bang or bump, a record shall be made using the Head Injury Form (Form 21), well as completing a First Aid Form (Form 13), and following the requirements of Paragraph 5.6.7.</p> <p>A “Bumped Head” sticker shall be used to alert other members of Staff and make them aware of the incident.</p> <p>The Parent/Carer collecting the child at the end of the session shall be informed of the incident by the Group Leader and handed the Form for their future reference. In this instance the Parent/Carer countersignature of the First Aid Form is also to confirm having received the Head Injury Form.</p> <p>5.6.9 The First Aid practice of informing Parents/Carers of incidents shall be included in the Parent/Carer Induction Pack</p> <p>5.6.10 Where First Aid is required to be administered to an adult, a First Aid Form, (Form 13), shall also be completed.</p>		
5.7	<u>Emergencies</u>		
5.7.1	<p>If a situation arises where the need for emergency services are required, the following practice shall be followed:</p> <ul style="list-style-type: none"> <li>• Dial 999</li> <li>• request the required service: <ul style="list-style-type: none"> <li>- Police</li> <li>- Fire Brigade</li> <li>- Ambulance</li> </ul> </li> <li>• state telephone number: <ul style="list-style-type: none"> <li>- <b>0 792 300 6349</b> (Pre-school mobile telephone)</li> </ul> </li> <li>• location: <p style="margin-left: 40px;"><b>Hanham Toddlers Pre-School</b>  <b>Hanham Youth Centre</b>  <b>High Street</b>  <b>Hanham</b>  <b>Bristol</b></p> </li> <li>• postcode: <ul style="list-style-type: none"> <li>- <b>BS15 3EJ</b></li> </ul> </li> <li>• exact location within the setting</li> <li>• name</li> <li>• name of child (if ambulance is being called)</li> <li>• brief description of situation, eg. Symptoms</li> </ul>		
Issue: 2	Date: November 2022		Page 9 of 13

Title	Health and Hygiene	Reference	P2-22-2
<p>Note: When an ambulance is called, Ambulance Control shall be informed that the ambulance is to attend at the rear of the building and a member of staff shall meet the ambulance and direct the crew to the incident.</p> <p>5.7.2 Where children or Staff attending the Pre-School have known conditions that may need emergency medical treatment, eg. the need for the use of an <i>Epipen</i>, specific instructions for staff to follow shall also be located adjacent to the telephone.</p> <p>A copy of this specific information shall be included in:</p> <ul style="list-style-type: none"> <li>- the child's personal file</li> <li>- the individual member of staff's personal file</li> </ul> <p>5.7.3 Where emergency medical treatment is required an ambulance shall always be called. Staff shall never use their own vehicles, etc. to transport casualties.</p> <p>5.7.4 Where such an incident occurs involving a child, their Parents/Carers shall be contacted immediately to inform them of the situation.</p> <p>Where such an incident occurs involving an adult/member of Staff, their nominated next of kin shall be contacted immediately to inform them of the situation.</p> <p>5.7.5 In the event of a child requiring to be taken to hospital, the Manager or nominated member of staff shall accompany them in the ambulance, or follow behind, depending on National guidelines at the time.</p> <p>In the event of an adult/member of Staff requiring to be taken to hospital, they shall only accompanied depending on the nature of the individual incident.</p> <p>5.7.6 Depending on the nature of the emergency consideration shall be made for the need to report the incident following the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.</p> <p>The report shall be made by the Manager and the Chair informed. Contact organisations and numbers are contained in the RIDDOR booklet which is kept in the Pre-School Reference File.</p> <p>5.8 <u>Hygiene</u></p> <p>5.8.1 It is the Pre-School staff's responsibility to ensure that good hygiene practices are observed at all times, helping to prevent the spread of infection.</p> <p>5.8.2 The Pre-School shall endeavor to provide at least one wash hand basin and toilet for every 10 children attending any one session. Where this ratio cannot be maintained due to increased numbers, the Pre-School shall consult with the owners of the premises, as defined in the Safety Procedure (P2-21-1), Section 5.5.7.</p>			
Issue: 2	Date: November 2022	Page 10 of 13	

Title	Health and Hygiene	Reference	P2-22-2
5.8.3	<p>Under the supervision of the Pre-School staff the children shall be encouraged to take responsibility for their own hygiene. The following is not an exhaustive list and should be treated as the minimum to be observed.</p> <ul style="list-style-type: none"> <li>• Hands shall be washed after every use of the toilet.</li> <li>• Paper towels shall be used and replaced or disposed of appropriately.</li> <li>• Paper tissues shall be available in each class room and when necessary children shall be encouraged to blow or wipe their own noses.</li> <li>• Children shall be encouraged to shield their mouth when coughing and sneezing.</li> </ul> <p>5.8.4 Any spills of body fluids, such as blood, vomit, excrement, etc. shall be cleared immediately, wearing appropriate Personal Protective Equipment, eg. Gloves, apron, etc. All affected surfaces, including floors, shall be disinfected using appropriate cleaning solutions as necessary. Contaminated fabrics, including clothes, shall be thoroughly washed in hot water.</p> <p>Affected clothes shall be placed in polythene bags and handed to Parents/Carers when collecting their child. In these instances spare, laundered clothing shall be provided by the Pre-School, on loan.</p> <p>Parents/Carers shall be expected to return loaned clothes laundered ready for use. This shall be defined in the Parents/Carers Induction Pack.</p> <p>5.9 <u>Food and Drink</u></p> <p>5.9.1 It shall be ensured that children are prevented from walking around carrying food and drinks.</p> <p>5.9.2 Fresh water shall always be available for children attending the Pre-School.</p> <p>5.9.3 Whenever food is provided, only healthy, wholesome products shall be used, promoting and extending the children's understanding of a healthy diet.</p> <p>Where milk is provided, this shall generally be full fat or semi-skimmed.</p> <p>5.9.4 Parents/Carers shall be encouraged to follow a healthy eating practice when supplying packed lunches, etc. Details are available on-line via gov.uk and NHS websites and a specific letter requiring to be returned with an acknowledgment signature shall be included within the Parent/Carer pack.</p> <p>5.9.5 Appropriate staff shall be trained in basic food hygiene. All training shall be recorded in the relevant staff training records.</p>		
Issue: 2	Date: November 2022	Page 11 of 13	

Title	Health and Hygiene	Reference	P2-22-2
5.9.6	<p>Any child's medical or personal dietary requirements, (religious group, vegetarian, vegan, etc.), shall be catered for within the provision of food and drink whilst attending the Pre-School.</p> <p>Parents/Carers shall be requested to provide written details of any special dietary requirements, including allergies, which shall be recorded for use when providing food and drink during Pre-School sessions.</p> <p>5.9.7 All adults involved in the handling or preparation of food shall always wash hands thoroughly using soap and running water prior to commencing the activity. This also applies to following the disposal of waste and using the toilet.</p> <p>5.9.8 Any adult suffering from a skin condition or infection shall not be involved in any activity relating to the preparation or handling of food products.</p> <p>5.9.9 Raw and cooked foods shall be prepared and kept separately to avoid contamination. Once prepared, all food shall be covered and either kept refrigerated or piping hot, as required.</p> <p>Fresh fruit or vegetables are to be prepared by washing thoroughly.</p> <p>5.9.10 Any food or drinks that require heating shall be heated immediately prior to serving and shall not be left to stand.</p> <p>No food or drink shall ever be re-heated.</p> <p>5.9.11 Food shall only be used on the day that it is prepared or packaging opened. All unused, left over or waste shall be disposed of appropriately and kept out of the reach of children.</p> <p>5.9.12 All utensils used for the preparation of food and drinks shall be wash up immediately after use and stored in a suitably clean environment out of the reach of children.</p> <p>5.9.13 Only new or clean cloths associated with food and drink preparation (eg. Tea towels, dish cloths, etc.), shall be supplied prior to the start of each session.</p> <p>All used cloths shall be removed at the end of each session to be either washed or disposed of.</p>		
<b>Issue:</b> 2	<b>Date:</b> November 2022	<b>Page 12 of 13</b>	

Title	Health and Hygiene	Reference	P2-22-2
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## 6.0 Amendment Record

Issue 1:  
First issue

### Issue 2:

**Section 3** – include reference to UK Health Security Agency Checklist and remove reference to P2-11 and replace with P2-21-1

**Signature Block** – update names of Manager and Chair

**Section 4** – re-word Definitions to reflect the introduction of the Board of Trustees

**Paragraph 5.3.1** – reference to vaping included

**Paragraph 5.4.3** – rewritten

**Paragraph 5.4.6** – remove reference to Operational Plan and reword

**Paragraph 5.4.7** – replace reference to Operational Plan with Pre-School Reference File

**Paragraph 5.4.8** – include isolation details

**Paragraph 5.5.3** – remove reference to Asthma School Card

**Paragraph 5.5.9** – rewritten

**Paragraph 5.5.10** – remove reference to medicine storage cupboard

**Paragraph 5.5.12** – rewritten

**Paragraph 5.5.13** – remove reference to storage and disposal requirements

**Paragraph 5.5.14** – include disposal requirements for sharps boxes

**Paragraph 5.6.1** – rewritten

**Paragraph 5.6.2** – rewritten

**Paragraph 5.6.3** – remove and renumber remaining paragraphs

**Paragraph 5.6.5** – remove reference to Operational Plan replace with the Pre-School Reference File and include list of current First Aiders in classroom

**Paragraph 5.6.6** – remove reference to First Aid Form location

**Paragraph 5.7.1** – replace mobile telephone number with the current number and include ambulance instructions from paragraph 5.7.5

**Paragraph 5.7.2** – broaden applicability to cover Staff

**Paragraph 5.7.4** – re-written

**Paragraph 5.7.5** – remove and renumber remaining paragraphs

**Paragraph 5.7.6** – reworded and reference made to incidents involving adults

**Paragraph 5.7.7** – replace reference to *The Bristol Standards* with the Pre-School Reference File

**Paragraph 5.8.2** – remove reference to P2-11 and replace with P2-21-1

**Paragraph 5.8.4** – include reference to Personal Protective Equipment

**Paragraph 5.9.3** – more detail included

**Paragraph 5.9.4** – advice letter and details of gov.uk and NHS websites included