


Document Reference and Title	DTB-P-06.1 Administering Medicines Policy			
Document Type	Policy			
Revision History	H	July 2024	Dottie Tots Leadership & Management Team	
	I	July 2025	Dottie Tots Leadership & Management Team	
	J	September 2025	Dottie Tots Leadership & Management Team	

EYFS Safeguarding and Welfare Requirement: Health

Providers must have, and implement, a policy and procedures for administering medicines. These must include systems for obtaining and recording information about a child's needs for medicines and for keeping this information up to date. (EYFS 2025, paragraph 3.45)

Policy Statement

Dottie Tots Nursery School is committed to promoting the health, safety and wellbeing of all children in our care. While we do not care for children who are acutely unwell, we will administer prescribed medication or agreed non-prescription medication when necessary to support recovery or manage long-term health conditions.

We will only administer medication if it is essential for the child's health during their time at nursery, and if it would be detrimental to the child's health not to do so.

General Principles

- Medicines will only be administered with prior written parental/carers consent, including clear dosage instructions.
- Medication must be:
 - In its **original packaging**
 - **Prescribed** by a healthcare professional (if applicable)
 - **In-date** and **clearly labelled** with the child's name and dosage
 - Accompanied by **written instructions** for use and storage
- **Staff Training:** All staff responsible for administering medication receive appropriate training and understand the importance of following this policy precisely.

- **Record Keeping:** Every instance of medicine administration is recorded in the Medication Record, signed by the administering and witnessing staff, and countersigned by the parent/carer on collection.

Prescribed Medication

- Only prescribed medicines will be administered. These include antibiotics, inhalers, Epipens, insulin, or other prescription medication.
- The child must be well enough to attend nursery while on prescribed medication.
- Parents must complete a Medication Consent Form detailing:
 - Child's full name and date of birth
 - Name of medication
 - Reason for administration
 - Dosage and frequency
 - Date and time of last dose
 - Storage instructions
 - Any known side effects
 - Signature and date
- Medicines are stored securely:
 - Refrigerated medicines are kept in a labelled container on the top shelf of the fridge.
 - Other medicines are stored in a locked or high-level box, out of reach of children.

Non-Prescribed Medication (Including Calpol and Piriton)

a. Parent-Supplied Non-Prescription Medication

- We may administer non-prescription medication such as liquid paracetamol (e.g. Calpol) or antihistamines (e.g. Piriton) when:
 - It has been provided by the parent/carer
 - It is in original packaging, clearly labelled, in-date, and includes dosage instructions
 - There is specific written consent for that medication
 - There is a medical need, such as high temperature, teething, or allergic reaction
- Administration will be:
 - Carried out by two trained staff (one being the manager or deputy)
 - Recorded fully and signed by both staff
 - Countersigned by the parent at collection

b. Nursery-Supplied Calpol and Piriton

- With prior written parental consent, the nursery may provide and administer:

- Liquid paracetamol (e.g. Calpol) for high temperature or pain
 - Antihistamines (e.g. Piriton) for suspected allergic reactions while awaiting medical attention or collection
- Parents must provide consent in writing at registration or via an emergency medication form (this can be sent via our nursery management system), including:
 - Child's name and date of birth
 - Medication name and dosage
 - Time of last known dose
 - Reason for use (e.g. allergic reaction, fever)
 - Any known allergies or sensitivities
- Nursery-held medication will be:
 - In-date and stored in original packaging
 - Checked regularly for expiry
 - Stored securely and only accessed by authorised staff
- Two trained staff (including the manager or deputy) will carry out and witness administration. All usage will be recorded and signed by staff and countersigned by parents at collection.
- Nursery-held medication will only be used in emergency or urgent situations. Repeated need for medication may indicate that the child is unwell and should be collected.

Administration Procedures

- Medicines must never be accepted without a fully completed Medication Consent Form.
- Each dose is measured carefully and double-checked by a second staff member before administration.
- A full record is kept each time medication is given, including:
 - Child's name
 - Medication name
 - Date and time of administration
 - Dose given and method
 - Staff signatures (administrator and witness)
- Parents/carers sign to confirm they have been informed.
- No child may self-administer medication under any circumstances.

Emergency and Life-Saving Medication

Includes: **Adrenaline auto-injectors (Epipens), insulin, rectal diazepam, emergency antihistamines**

- These must be:

- Clearly labelled
 - Accompanied by a signed healthcare plan and consent form
 - Stored safely and accessibly for staff at all times
- A Health Care Plan must be in place, written in partnership with parents and relevant health professionals, reviewed every 6 months or sooner if needed.
- Staff administering such medication must have specific training from a qualified health professional.

Long-Term Medical Conditions

- Children with ongoing medical needs will have:
 - A risk assessment
 - A Health Care Plan
 - Designated key staff who are trained and aware of the child's needs
- The care plan includes emergency procedures, medicine storage, signs to observe, and outing arrangements.

Managing Medicines on Trips and Outings

- Medication will be taken in a clearly labelled sealed container, along with a copy of the consent form and care plan.
- The child's key person or a trained, informed staff member will accompany them.
- All administrations will be recorded and signed by parents on return.

Safe Storage and Disposal

- All medicines are:
 - Stored securely and correctly (including refrigeration if required)
 - Checked regularly for expiry
- Out-of-date medication will be returned to parents for safe disposal.
- The child's key person or nominated staff member ensures medicine is returned to the parent/carer at the end of the day.

Food Allergy Exposure Response

- In the event of a child being exposed to a known allergen:
 1. Inform the manager or deputy immediately
 2. Follow the child's individual care plan
 - Administer antihistamine (e.g. Piriton) or Epipen if required

- Call 999 if symptoms escalate
- 3. Record full details and inform the parents immediately
- Staff failing to follow these procedures may be subject to disciplinary action in line with our safeguarding responsibilities.
- Food intolerance errors must also be reported and recorded, although they are not classed as medical emergencies unless stated in the care plan.

Staff Roles and Responsibilities

- Staff are reminded they have a legal Duty of Care to uphold the highest standards of care and comply with health-related policies.
- All staff receive induction training and periodic refreshers on:
 - Medication administration
 - Allergy and anaphylaxis awareness
 - Policy updates and procedures

Monitoring and Review

This policy is reviewed at least annually, or sooner if there are changes to the EYFS, legislation, or a serious incident occurs. All updates are shared with staff, who sign to confirm they have read and understood the changes.

Signatures


DTB-P-06.1

Administering Medicines Policy

Signed by - All staff at Dottie Tots (Please use additional space on the back of this paper if necessary)

By signing this means I have fully understood what is expected of me and I will carry out my duties in compliance to the details within this policy

Name	Position	Signature	Date

Document Reference and Title	<div>DTB-P-06.2</div> <div>Managing Children who are Sick or Infectious Policy</div>			
Document Type	Policy			
Revision History	H	July 2024	Dottie Tots Leadership & Management Team	
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Safeguarding and Welfare Requirement: Health

The provider must promote the good health of children attending the setting. They must have a procedure, discussed with parents and/or carers, for responding to children who are ill or infectious, take necessary steps to prevent the spread of infection, and take appropriate action if children are ill. (EYFS 2025: Section 3.58–3.60)

Policy Statement

At Dottie Tots, we aim to provide a safe and healthy environment for all children. We do this by preventing the spread of infection, responding promptly to illness, and taking appropriate action where necessary.

Paediatric First Aid Training

Most staff at Dottie Tots are already trained. From September 2025, all staff will either hold a current paediatric first aid qualification or have a confirmed booking to complete their training, ensuring full compliance and the ability to respond to emergencies promptly and competently.

Procedures for Children Who Are Sick or Infectious

- If children appear unwell during the day – for example, if they have a temperature, sickness, diarrhoea, or pains (particularly in the head or stomach) – our manager will call parents and ask them to collect the child, or arrange collection by a known carer.
- If a child has a temperature, we keep them comfortable (removing top clothing, sponging with cool water, avoiding draughts).
- A digital thermometer is used to check a child's temperature.

- If the child's temperature does not reduce and is worryingly high, staff may administer Calpol or a similar analgesic, but only with prior verbal parental consent (where possible). Parents sign the medication record when collecting their child.
- In an emergency, an ambulance will be called immediately and parents contacted. A trained member of staff will accompany the child if parents cannot get there in time.
- Parents are asked to seek medical advice before their child returns to nursery. Children should only return when they are well enough to participate in nursery activities.
- We reserve the right to refuse admittance to children who show symptoms of illness, sickness/diarrhoea, or a contagious infection/disease.
- Children prescribed antibiotics for an infectious illness must remain at home for at least 48 hours before returning.
- Children with sickness or diarrhoea must remain at home for 48 hours after the last episode.
- Certain activities (e.g. sand and water play, self-serve snacks) may be suspended during outbreaks to reduce cross-contamination risks.
- We always follow exclusion guidance issued by the UK Health Security Agency (UKHSA), even where parental GP advice may differ:
<https://assets.publishing.service.gov.uk/media/626669cb8fa8f523b7221b98/UKHSA-should-I-keep-my-child-off-school-guidance-A3-poster.pdf>

Reporting of Notifiable Diseases

- If a child or adult is diagnosed with a **notifiable disease** under the Health Protection (Notification) Regulations 2010, the GP will notify the UKHSA.
- When we become aware of a notifiable disease, the Manager will inform **Ofsted** and contact **UKHSA** for advice, acting on any guidance given.

Infection Control and Hygiene Measures

HIV and other viruses such as Hepatitis A, B, and C are spread through body fluids. Hygiene precautions for dealing with body fluids are the same for all children and adults. We:

- Wear single-use gloves and aprons when changing children or dealing with soiled clothing.
- Bag soiled clothing for parents to take home.
- Clean spills of blood, urine, faeces, or vomit with disinfectant solution; cloths are disposed of as clinical waste.
- Disinfect affected furniture, toys, and surfaces.
- Ensure children do not share toothbrushes.

- Carry out regular cleaning of toys, resources, and equipment, with additional cleaning measures implemented during outbreaks of illness.

Nits and Head Lice

- Nits and head lice are not a formal reason for exclusion, though in persistent or severe cases, parents may be asked to keep their child at home until treated.
- Parents are informed if cases of head lice are identified, and all families are encouraged to check and treat their child if necessary.

Staff Illness

- Staff who are unwell, particularly with infectious conditions such as diarrhoea, vomiting, or respiratory illness, must not attend work until they are fit to do so.
- Staff follow the same exclusion periods as children to prevent the spread of infection.

Communication with Parents

- Parents will be informed promptly if there is an outbreak of a contagious illness in the setting, while respecting confidentiality.
- Information will include details of symptoms to look out for, exclusion periods, and any additional measures in place.

Monitoring and Review

This policy will be reviewed annually, or sooner if there are changes to EYFS requirements, UKHSA guidance, or local health protection advice.

References and Guidance

- Statutory Framework for the Early Years Foundation Stage (EYFS) 2025
- UK Health Security Agency (UKHSA) – Health protection in children and young people settings, including education
- Department for Education (DfE) – Actions for early years providers

Signatures

DTB-P-06.02


Managing Children who are sick or Infectious Policy

I confirm that I have read and understood the Managing Children Who Are Sick or Infectious Policy. I agree to follow the procedures outlined within the policy at all times and to seek clarification from the Manager if I am ever unsure of my responsibilities.

I understand that it is my duty to follow this policy to promote the health, safety and wellbeing of children, families, colleagues, and visitors at Dottie Tots Nursery School.

Name	Position	Signature	Date

Policy to be reviewed as necessary or annually at a minimum.

Document Reference and Title	<div>DTB-P-06.3</div> <div>Recording and Reporting of Accidents and Incidents Policy</div>			
Document Type	Policy			
Revision History	H	July 2024	Dottie Tots Leadership & Management Team	
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	J	September 2025	Dottie Tots Leadership & Management Team	

Safeguarding and Welfare Requirement: Health (EYFS 2025, paras 3.66–3.67)

Providers must:

- *Keep a written record of accidents or injuries and first aid treatment.*
- *Inform parents and/or carers of any accident or injury sustained by a child, and of any first aid treatment given.*

Policy Statement

At Dottie Tots Nursery School we are committed to safeguarding the health, safety and welfare of children, staff, parents/carers, volunteers and visitors.

We follow:

- The requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS), September 2025.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- The Health and Safety at Work etc. Act 1974.

We keep accurate digital records of all accidents, injuries, and significant incidents. These are monitored to identify patterns, prevent recurrence, and promote a culture of safety.

Child protection matters and behavioural concerns are not recorded as accidents or incidents; these follow our separate Safeguarding & Child Protection Policy and Behaviour Management Policy.

Procedures

Accident and Injury Recording

- All accidents, injuries and first aid treatment are recorded digitally on Famly.
- Records are:
 - Completed promptly by the staff member who witnessed or dealt with the incident.
 - Reviewed and countersigned by the manager/deputy to ensure accuracy and follow-up.
 - Shared with parents/carers via Famly on the same day, or as soon as reasonably practicable.Parents are required to acknowledge the record digitally.
- Where appropriate, accident forms include body maps to show the location of injuries.
- Accident and injury records are stored securely within Famly in line with GDPR/Data Protection legislation and retained for at least 21 years and 3 months (the statutory limitation period for child injury claims).
- The management team reviews accident and injury data on Famly termly to identify trends, reoccurring hazards, and risk management priorities.

Reporting to Ofsted and External Agencies

We notify Ofsted as soon as reasonably practicable and always within 14 days of:

- Food poisoning affecting two or more children looked after on the premises.
- A serious accident or injury to, or serious illness of, a child in our care, and the action taken.
- The death of a child while in our care.

We also:

- Inform local child protection agencies of any serious accident, injury or death of a child in our care and act on their advice.
- Report any food poisoning affecting two or more people to the local Environmental Health Department.
- Comply with RIDDOR requirements and report to the Health and Safety Executive (HSE) as required, including:
 - Any work-related accident leading to hospital treatment for a child, parent/carer, visitor or staff member.
 - Specified injuries to employees (e.g. fractures, amputations, loss of consciousness, serious burns).
 - Work-related illnesses, occupational diseases or injuries causing over 7 days' incapacity.
 - Any work-related death.
 - Dangerous occurrences (e.g. gas leaks, building collapse, electrical failures, near misses that could have caused harm).

Incident Recording

- An incident log is maintained digitally on Famly.
- Incidents recorded include, but are not limited to:
 - Intruder gaining unauthorised access to premises.
 - Fire, flood, gas leak, or electrical failure.
 - Break-ins, burglary, theft, vandalism or damage to property.
 - Racist incidents or other discriminatory events.
 - An attack or assault on a child, staff member, or visitor.
 - A notifiable disease or illness outbreak.
 - A terrorist attack or threat.
- All entries include: date, time, nature of the incident, those involved/affected, action taken, whether reported to police/other agencies (with reference numbers), follow-up actions, and closure notes.
- If a crime may have been committed, written witness statements are taken, signed and dated.
- Emergency services are contacted immediately where necessary.
- In the unlikely event of the death of a child on site, emergency services advice is followed and records made accordingly.

Parent and Carer Communication

- Parents/carers are informed on the same day, or as soon as reasonably practicable, of any accident, injury, or first aid administered to their child via Famly.
- Parents are also informed of any significant incident which may affect their child's welfare or safety.
- Where appropriate, we share follow-up actions taken to manage risks.

Monitoring, Oversight and Review

- Accident and incident logs within Famly are reviewed termly by the management team to monitor patterns, near misses, and high-risk areas.
- Learning from these reviews informs staff training, risk assessments, and policy updates.
- Staff receive induction and refresher training on recognising, recording and reporting accidents and incidents.

Legal Framework

- Statutory Framework for the Early Years Foundation Stage (EYFS), September 2025
- Health and Safety at Work etc. Act 1974
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

- Management of Health and Safety at Work Regulations 1999
- Data Protection Act 2018 / UK GDPR

Further Guidance

- Ofsted Early Years Inspection Handbook (latest version)
- HSE Guidance on RIDDOR: www.hse.gov.uk/riddor
- DfE: Statutory Framework for the EYFS (2025)
- DfE: Keeping Children Safe in Education (KCSIE, 2025)

Signatures

DTB-P-06.03


Recording and Reporting of Accidents and Incidents Policy

Signed by - All staff at Dottie Tots (Please use additional space on the back of this paper if necessary)

By signing this means I have fully understood what is expected of me and I will carry out my duties in compliance to the details within this policy

Name	Position	Signature	Date

Policy to be reviewed as necessary or annually at a minimum.

Document Reference and Title	DTBKCC-P-06.4 Food and Drink Policy			
Document Type	Policy			
Revision History	H	July 2024	Dottie Tots Leadership & Management Tea	
	I	May 2025	Dottie Tots Leadership & Management Team	
	J	September 2025	Dottie Tots Leadership & Management Team	

Policy Statement

At Dottie Tots Nursery School, we are committed to promoting children’s health, safety, and wellbeing through the provision of nutritious, balanced meals, snacks, and drinks that meet individual dietary needs. Our approach complies with the statutory requirements of the Early Years Foundation Stage (EYFS), Ofsted expectations, and relevant food safety legislation.

We aim to support children to develop healthy eating habits, independence, and positive attitudes to food while ensuring robust procedures are in place to protect children with allergies, intolerances, and medical conditions.

Aims

- To ensure all meals, snacks, and drinks are healthy, balanced, and nutritious.
- To meet children’s individual dietary requirements, including allergies, intolerances, cultural, and religious needs.
- To promote independence, choice, and positive attitudes towards food.
- To provide safe mealtime environments that minimise risks of choking and allergic reactions.
- To maintain high standards of hygiene and food safety.

Meal and Snack Provision

- Meals and snacks are freshly prepared, healthy, and varied, following the government's *Eatwell Guide* and *School Food Standards*.
- Three main meals are provided where applicable (breakfast, lunch, tea) with healthy snacks (e.g., fruit, vegetables, wholegrain options).
- High-sugar foods, sweets, and processed foods are limited.
- Salt is not added to children's food, and sugar is minimised.
- Portion sizes are age and stage appropriate.
- Children are never forced to eat but are positively encouraged.

Drinks

- Fresh drinking water is available and accessible at all times.
- Only water and milk are served at meals and snacks.
- Fruit juice, fizzy drinks, and sugary drinks are not provided.
- Children are encouraged to drink regularly, especially during hot weather and after physical activity.

Special Dietary Requirements and Allergies

- On admission, full details of children's dietary needs, allergies, intolerances, and medical conditions are obtained and recorded.
- Individual Health Care Plans are developed with parents and, where necessary, medical professionals.
- Meals are clearly labelled and safely prepared to avoid cross-contamination.
- Emergency medication (e.g., auto-injectors, inhalers) is accessible at mealtimes and a trained member of staff is always present.
- All staff are trained to recognise and respond to allergic reactions promptly.
- This policy works in conjunction with our **Safer Eating Policy, Allergen Management Policy** and **Administering Medication Policy**.

Choking Prevention and Supervision (EYFS 2025)

- Children's safety during mealtimes is our highest priority.
- All staff will be paediatric first aid trained by September 2025; most are trained already.

- Children are closely supervised at all times while eating.
- Food is cut into appropriate sizes and textures according to children's age and stage. High-risk foods (e.g., whole grapes, popcorn, hard sweets, large chunks of meat/cheese, raw carrots) are not served.
- Small group sizes are maintained during meals to enable vigilant supervision and rapid response if required.

Independence, Social Skills, and Curriculum Links

- Mealtimes are social occasions where children sit together, develop table manners, and practise communication.
- Children are encouraged to feed themselves, pour drinks, and serve food where appropriate, fostering independence.
- Staff model positive eating habits and healthy choices.
- Food and nutrition are embedded into the curriculum, supporting **Physical Development** and **Understanding the World** in the EYFS. Children are encouraged to learn about food origins, sustainability, and healthy lifestyles.

Parental Involvement

- Seasonal menus are shared with parents in advance.
- Parents are consulted about their child's dietary needs and preferences.
- Parents providing food from home receive clear guidance on healthy packed lunches, choking hazards, and allergy awareness.
- Parents are informed promptly if their child has not eaten well.

Food Safety and Hygiene

- We are a registered food business and comply with the Food Standards Agency requirements, including *Safer Food Better Business*.
- All food handlers hold valid Food Hygiene and Safety certificates.
- We follow strict procedures for food storage, preparation, cooking, and serving.
- Allergen information is clearly displayed in line with the Food Information Regulations (2014) and Natasha's Law.

- Food temperature checks, cleaning schedules, pest control, and hygiene audits are maintained and recorded.

Alternatives for Parents Who Opt Out of Meals and Snacks (from September 2025)

At Dottie Tots Nursery School, we provide a full vegetarian meal service prepared onsite. Parents who choose not to use our catering service must ensure:

- All food items must be either commercially packaged, sealed, and labelled with full ingredient information *or* accompanied by a written full ingredients list provided by the parent (for example, details of the bread, spread, and fillings in a sandwich, or the ingredients used in home-baked goods).
- Packed lunches will be checked by staff on arrival. If a full ingredients list is not provided, the lunch cannot be accepted into the setting until the parent supplies the required information.
- Homemade meals, baked goods, or unpackaged mixed foods are not permitted due to allergy and cross-contamination risks.
- Packed lunches must follow our healthy eating guidelines (no sweets, chocolate bars, or fizzy drinks).
- We are a nut-free setting.

This procedure safeguards children with allergies, ensures transparency of ingredients, and maintains a safe, consistent, and healthy eating environment in line with allergy management procedures, Natasha's Law, and Ofsted requirements.

Monitoring and Review

- Menus and food provision are reviewed regularly against health standards and children's needs.
- Children's food intake, likes, and dislikes are monitored and shared with parents if relevant.
- Managers carry out regular audits of food safety, allergy management, and mealtime practice.
- This policy is reviewed annually or sooner in line with legislative changes (e.g., EYFS updates).

Legal Framework and Guidance

- Early Years Foundation Stage (EYFS) 2024 / 2025 update
- The Children Act 1989 and 2004
- Food Safety Act 1990
- Food Information Regulations 2014 (Natasha's Law)

- School Food Standards
- Eatwell Guide (Public Health England)
- Ofsted inspection framework and safer eating guidance

Signatures

DTBKCC-P-06.04


Food and Drink Policy

It is the responsibility of all staff to implement this policy consistently. Managers monitor compliance through regular audits, supervision, and training.

By signing below, I confirm that I have read, understood, and will follow the Food and Drink Policy.

Name	Position	Signature	Date

Policy to be reviewed as necessary or annually at a minimum.

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Safeguarding and Welfare Requirement: Health
EYFS 2025: 3.48 – 3.50

Policy Statement

At Dottie Tots Nursery School, we are committed to providing safe, nutritious, and environmentally responsible food for all children in our care. Our practices are designed to promote children's health, prevent choking, support individual dietary needs, and uphold excellent food hygiene standards. We are registered with the local authority Environmental Health Department as a food business operator and follow Food Standards Agency guidance, Environmental Health requirements, and the statutory EYFS 2025 framework.

We provide food on the following basis:

- Healthy snacks (primarily fresh fruit, vegetables and wholegrain options)
- Nutritionally balanced meals (usually including breakfast, lunch and tea)

Food Hygiene and Safety

Staff involved in food preparation and handling complete accredited food hygiene training, with certificates renewed at least every three years. All staff, including those not preparing food, receive induction training in basic food hygiene, safe eating, and choking prevention.

We follow *Safer Food, Better Business* guidance from the Food Standards Agency and apply HACCP principles in practice. Daily opening and closing checks are completed and recorded by the cook, manager, or deputy manager.

Fridge and freezer temperatures are recorded daily, and cooking and reheating temperatures are checked with a probe thermometer and logged. Cleaning schedules, pest control measures, and waste disposal are in place, with records maintained for inspection.

Surfaces, utensils, and equipment are sanitised before and after use, with colour-coded chopping boards and utensils used to avoid cross-contamination. Staff follow strict personal hygiene practices, including clean uniform, tied back hair, no jewellery, and thorough handwashing.

Children are never left unsupervised in food preparation areas.

Allergen and Dietary Requirements

Children's dietary requirements, allergies, and intolerances are recorded at enrolment, reviewed regularly with parents, and displayed on an up-to-date allergen register.

Children with allergies or medical dietary needs have an Individual Health Care Plan and use red-coded plates, bowls, and cups alongside a colour-coded placemat system (red = allergies, orange = intolerances, blue = parental preference).

For settings where meals are prepared in-house, food for children with allergies is served in clearly labelled, lidded containers with the child's full name and allergy information displayed. Each container is provided with its own serving utensil to prevent cross-contamination.

For settings where meals are supplied by an external caterer, individual meals for children with allergies are delivered in a separately labelled box, clearly marked with the child's details and allergy information, and are checked on arrival before being served.

All food labels are checked by two staff members before being served to children with allergies. Natasha's Law (Food Information Regulations 2014) is followed for any pre-packed food. Any food

brought in from home (e.g. for birthdays) must be accompanied by full allergen information before being shared.

The nursery maintains a strict no nut policy. All staff, including bank and volunteers, are briefed daily on children's dietary needs. Staff receive annual allergen awareness and choking response training.

Cross-reference: *Allergen Management Policy* and *Safer Eating Policy*.

Choking Prevention

We recognise that preventing choking is a critical safeguarding duty under the EYFS 2025. Staff are trained annually in choking awareness and emergency response.

Children are always seated and supervised when eating. Babies are fed in an upright position and never left to feed unattended, including with bottles. Foods that present a choking hazard (e.g. whole grapes, cherry tomatoes, hard raw vegetables, sausages) are prepared safely by cutting into smaller pieces, grating, or cooking to soften.

We do not allow children to walk, run, or play while eating or drinking. Staff model safe eating behaviours and encourage children to eat slowly, chew thoroughly, and drink water with meals. Any choking incidents are treated as medical emergencies and recorded in line with our *Accident and Incident Policy*.

Healthy Eating and Nutrition

Menus are nutritionally balanced and follow Eat Better, Start Better guidance and the UK Nutrient Standards for Early Years Settings.

Seasonal vegetarian menus are shared with parents and adapted to provide allergy-safe alternatives. Fresh drinking water is available at all times.

Children are encouraged to eat independently, at their own pace, in a positive, inclusive environment. Confectionery and sugary drinks are not provided.

Safe Weaning Practices

Parents are consulted before weaning, and a written weaning plan is agreed. NHS *Start for Life* weaning guidance is followed.

Common allergens such as egg, peanut, and wheat are only introduced with parental consent and in line with safe practice. Babies are always supervised when eating and fed in an upright position to reduce choking risk.

We never add salt, sugar, or honey to infant food. Feeding equipment is sterilised appropriately. Formula milk is prepared using boiled water above 70°C and used within two hours.

Children's Cooking Activities

All cooking activities are risk assessed in advance. Children are supervised at all times, with thorough handwashing before and after participation. Ingredients are allergen-checked and parents are informed if food is to be tasted.

Age-appropriate utensils and protective aprons are provided. Children are kept away from hot surfaces and electrical equipment. Cooking experiences are used to teach about food origins, nutrition, hygiene, and sustainability.

Sustainability and Environmental Responsibility

Portion sizes are carefully planned to reduce waste; leftovers are recorded and reviewed. Food waste is composted where possible, and packaging is recycled in line with local authority guidance.

Locally sourced, seasonal, and sustainable ingredients are prioritised, avoiding overly processed foods. Single-use plastics are avoided, with reusable plates, cups, and cutlery used instead. Menus are shared digitally with parents to reduce paper use.

Children are encouraged to respect food as a resource and learn about reducing waste.

Reporting and Record Keeping

Suspected or confirmed cases of food poisoning affecting two or more children are reported to Ofsted within 14 days and to the local Environmental Health Department.

All food safety incidents, near misses, and hygiene breaches are logged and investigated. RIDDOR reporting is followed where thresholds are met.

Records of temperature checks, cleaning schedules, pest control, and audits are maintained for inspection.

Monitoring and Review

This policy is reviewed annually or sooner if legislation, guidance, or practice changes. Internal audits, spot checks, and observations are carried out by the manager. External audits (e.g. Environmental Health inspections) are also used to maintain standards.

This policy links to the *Allergen Management Policy*, *Safer Eating Policy*, *Infection Control Policy*, and *Administering Medication Policy*.

Signatures


DTBKCC-P-06.05

Food Hygiene Policy

I confirm that I have read, understood, and agree to follow the procedures set out in the Dottie Tots Nursery School Food Hygiene Policy. I understand that it is my responsibility to carry out my duties in compliance with this policy to ensure the health, safety, and wellbeing of all children in our care.

Name	Position	Signature	Date

Policy to be reviewed as necessary or annually at a minimum.

Document Reference and Title	DTB-P-06.6 Sleeping and Resting Policy			
Document Type	Policy			
Revision History	H	July 2024	Dottie Tots Leadership & Management Team	
	I	July 2025	Dottie Tots Leadership & Management Team	
	J	September 2025	Dottie Tots Leadership & Management Team	

Policy Statement

At Dottie Tots Nursery School, the health, safety, and wellbeing of every child are our highest priority. We aim to provide a safe, nurturing, and emotionally supportive environment where children can thrive. Rest and sleep are vital for children’s healthy growth, development, and ability to learn.

The Early Years Foundation Stage (EYFS 2025) requires providers to ensure children’s physical and emotional needs are met, which includes making appropriate provision for rest and sleep.

We recognise that every child has different sleep and rest needs. Our provision supports individual routines, cultural practices, and parental preferences, while always following safe sleep guidance.

Aims

- To provide safe, hygienic, and age-appropriate sleep and rest opportunities.
- To follow current safe sleep guidance (e.g. Lullaby Trust) to reduce risks.
- To ensure children are always within sight and/or hearing of staff while sleeping.
- To carry out and record physical checks at least every 10 minutes.
- To work in partnership with parents and carers to respect children’s individual sleep patterns.
- To adapt arrangements for children with SEND, medical, or cultural needs in consultation with families.

Procedures

Sleep Environment

- Children may sleep in a cot, buggy, or on a sleep mat depending on age and developmental stage.
- Babies are always placed on their backs, with feet to the foot of the cot, and blankets tucked no higher

than shoulders.

- No pillows, cot bumpers, comforters, or soft toys are used in cots/sleep mats for under-twos.
- Children are never placed next to radiators, heaters, windows, or cords.
- Room temperature is maintained between 16–20°C, with adequate ventilation.
- Sleep mats and cots are spaced apart to allow safe access and monitoring.
- The sleep room door is kept ajar to support ventilation and supervision.

Hygiene and Equipment

- Each child has their own lightweight blanket (supplied at enrolment), which parents wash.
- Cots are fitted with a clean sheet for each use, laundered afterwards.
- Sleep mats are disinfected after every use.
- All sleep equipment (cots, mats, buggies) is regularly checked for safety, wear, and cleanliness.
- Shoes, hair accessories (clips, bands), and other potential hazards are removed before rest.

Monitoring and Supervision

- Children are always within sight and/or hearing of staff while sleeping.
- Staff carry out physical checks at least every 10 minutes, recording:
 - breathing and colour
 - sleep position
 - comfort and temperature
- Checks are recorded on the Famly system (or on paper if digital access fails).
- Staff remain present and alert in or near sleep areas at all times — reliance on hearing alone or monitors is not sufficient.
- Any concerns (e.g. difficulty breathing, excessive sweating, distress) are acted upon immediately following first aid and safeguarding procedures.

Routines and Parental Partnership

- Parents share their child's sleep preferences and home routines on enrolment; these are recorded in the child's care plan.
- Children are encouraged but never forced to rest.
- For children who do not sleep, a quiet, cosy area with books and calm activities is always available.
- Parents are informed of their child's rest and sleep times daily via the Famly system.
- Any changes to a child's sleep pattern are shared with parents promptly.

- The sleep room: lights are dimmed or switched off, and soft background sounds such as calming music, white noise, or ceiling projections may be used.
- Quiet time is an important part of the daily routine and is implemented in a flexible, responsive way.

Safeguarding and Inclusion

- All staff receive training in safe sleep practices as part of induction and ongoing CPD.
- Sleep arrangements are adapted for children with medical conditions, SEND, or cultural requirements, in consultation with parents and relevant professionals.
- Any incident or concern during sleep/rest is recorded and reported in line with safeguarding procedures.

Review and Compliance

This policy is informed by current guidance from the Lullaby Trust, NHS Safer Sleep advice, and statutory requirements in the EYFS 2025 framework. This policy will be reviewed annually, or sooner if statutory guidance changes. It reflects the EYFS 2025 requirements and Ofsted's expectations for safe, inclusive practice.

Signatures

DTB-P-06.06


Sleeping and Resting Policy

Signed by - All staff at Dottie Tots (Please use additional space on the back of this paper if necessary)

By signing this means I have fully understood what is expected of me and I will carry out my duties in compliance to the details within this policy

Name	Position	Signature	Date

Policy to be reviewed as necessary or annually at a minimum.

Document Reference and Title	DTBKCC-P-06.07 Allergy Management Policy			
Document Type	Policy			
Revision History	A	May 2025	Dottie Tots Leadership & Management Team	
	B	September 2025	Dottie Tots Leadership & Management Team	

Policy Statement

At Dottie Tots Nursery School, we are committed to safeguarding the health, safety, and welfare of every child. Allergies can be serious and potentially life-threatening; therefore, effective allergy management is a vital part of our safeguarding and welfare practice.

In line with the Early Years Foundation Stage (EYFS 2025) statutory framework and Ofsted's Education Inspection Framework (EIF), we follow robust procedures to identify, manage, and minimise the risks associated with allergies.

We work in close partnership with parents, carers, health professionals, and external agencies to ensure that every child's individual medical and dietary needs are fully understood, recorded, and consistently supported.

Our Commitments

- **Identification** – We gather detailed information on allergies and intolerances before a child starts with us, and update records promptly when circumstances change.
- **Training** – All staff receive induction and annual training in allergy awareness, food safety, and emergency procedures. From September 2025, **all staff are paediatric first aid trained**, ensuring they can recognise allergic reactions and respond quickly.
- **Risk Reduction** – We maintain strict controls in food preparation, storage, service, and

supervision to reduce the risk of allergen exposure.

- **Partnership with Parents** – We work openly with families, providing clear information on menus, food policies, and our approach to dietary requirements.
- **Emergency Response** – An **Individual Healthcare Plan (IHP)** is in place for every child with a diagnosed allergy. These are regularly reviewed, accessible at all times, and understood by all staff.
- **Culture of Vigilance** – Allergy management is embedded in daily safeguarding practice, with the nursery manager overseeing compliance and promoting awareness across the setting.

Allergy Management Procedures

Allergy Information Collection

- Allergy and dietary information must be provided before a child starts nursery.
- Parents/carers complete their Allergy and Dietary Information on Famly prior to starting.
- Records are updated annually or immediately upon notification of changes.
- An up-to-date Allergy List is displayed clearly in:
 - The kitchen
 - Nursery rooms

Staff Training

- All kitchen and nursery staff complete allergy awareness training.
- All staff will be paediatric first aid trained by September 2025 or booked onto paediatric first aid training.
- Staff are trained to:
 - Recognise signs of allergic reactions (mild to severe)
 - Correctly use adrenaline auto-injectors (AAIs/EpiPens)
 - Follow emergency procedures without delay

Kitchen Environment Control

- Separate preparation areas and equipment (e.g. chopping boards, knives) are used for allergen-free meals.
- Colour-coded utensils are used for allergen management.
- All surfaces and utensils are cleaned and sanitised before preparing allergy-safe meals.

- Allergen-free foods are stored separately and clearly labelled.

Ingredient Control

- All ingredients are checked upon delivery and before use.
- Only suppliers who provide full allergen information are used.
- Labels are double-checked each time a product is used (even if used before).
- No substitutions are made without management approval and allergen re-check.

Menu Planning

- Weekly menus that are prepared by us highlight all 14 major allergens. Where menus are created by external caterers, the manager checks the allergies for each meal prior to ordering.
- Allergy-safe alternatives are pre-approved by parents/carers.
- Where possible, meals avoid major allergens for the whole group rather than providing separate dishes.

Communication

- All staff, including relief and agency workers, are made aware of allergy procedures and individual children's needs.
- IHPs are accessible in both nursery rooms and the kitchen.
- The nursery manager oversees allergy procedures and ensures compliance.

Meal Service

- Allergy-safe meals are prepared and served first, covered, and kept separate.
- If the meals are prepared and cooked in the nursery, meals for children with allergies are served in a container clearly labelled with the child's name and allergy.
- A manager or deputy manager verifies all allergy-safe meals before serving.
- Children with allergies are closely supervised during meal and snack times.

8. Emergency Procedures

- All staff are familiar with each child's IHP and the location of their prescribed medication.
- A **spare AAI** is kept on site where prescribed.
- AAIs are stored accessibly (but securely) and checked monthly for expiry.
- In case of an allergic reaction:

1. Stay with the child and monitor closely.
2. Administer prescribed medication (e.g. AAI) immediately if required.
3. Call 999 for emergency services.
4. Inform parents/carers as soon as possible.
5. Complete an Incident Report Form and notify Ofsted if required.

Review and Auditing

- Allergy management procedures are reviewed every 6 months or sooner if statutory guidance changes.
- Allergy drills are practised termly with staff.
- Audit outcomes, parent feedback, and any incidents are used to improve procedures.

Roles and Responsibilities

- **Nursery Manager** – overall responsibility for policy compliance, staff training, and monitoring practice.
- **Deputy Manager** – ensures procedures are implemented daily, checks AAI expiry dates monthly.
- **Key Person** – ensures the child's IHP is followed and updates information with parents.
- **All Staff** – maintain vigilance, follow procedures, and report concerns immediately.

Compliance

This policy supports compliance with:

- **Early Years Foundation Stage (EYFS 2025)** – Safeguarding and Welfare Requirements (including safer eating and administering medicines).
- **Ofsted Education Inspection Framework (EIF 2024/25).**
- **Food Information Regulations 2014** (Allergen Labelling).
- **Food Safety Act 1990.**
- **FSA Food Allergy and Intolerance Guidance 2023.**
- **Health and Safety at Work Act 1974.**
- **Health and Safety (First-Aid) Regulations 1981.**
- **SEND Code of Practice 2015** – Individual Healthcare Plans.
- **DHSC Guidance on the use of adrenaline auto-injectors in schools (2017).**

Policy Links

This policy must be read in conjunction with:

- **Safer Eating Policy**
- **Administering Medicines Policy**
- **Safeguarding & Child Protection Policy**
- **Health & Safety Policy**

Signatures

DTBKCC-P-06.07


Allergen Management Policy

Signed by - All staff at Dottie Tots (Please use additional space on the back of this paper if necessary)

By signing this means I have fully understood what is expected of me and I will carry out my duties in compliance to the details within this policy

Name	Position	Signature	Date

Policy to be reviewed as necessary or annually at a minimum.

Document Reference and Title	<div>DTBKCC-P-06.08</div> <div>Safer Eating Policy</div>			
Document Type	Policy			
Revision History	A	September 2025	Dottie Tots Leadership & Management Team	

Policy Statement

Dottie Tots Nursery School is committed to ensuring that all children are kept safe and healthy during mealtimes, snack times, and food-related activities. We recognise that eating and drinking carry potential risks, including choking, allergic reactions, food contamination, and cross-infection. This policy outlines the measures we take to minimise those risks and to promote a safe, inclusive, and positive mealtime experience for every child.

Our approach is underpinned by the Statutory Framework for the Early Years Foundation Stage (EYFS 2025) and Ofsted requirements. We also draw on guidance from the NHS, Food Standards Agency, and Early Years Alliance to ensure our practices reflect the highest standards of safety, inclusion, and care.

Aims

- To provide children with safe, healthy, and age-appropriate meals and snacks.
- To protect children with allergies, intolerances, or other medical conditions.
- To prevent choking and minimise risks associated with eating and food preparation.
- To promote good hygiene, positive attitudes to food, and independence.
- To work in partnership with parents and carers to support safe and healthy eating habits.

Safer Eating Principles

Supervision

- All mealtimes and snack times are fully supervised by qualified staff who remain vigilant throughout.
- Staff sit with children to model safe eating practices, support conversation, and encourage independence.
- At least one staff member present holds an up-to-date paediatric first aid qualification.

Choking Prevention

- Foods known to present choking hazards are avoided or prepared in line with NHS safer eating guidance (e.g., grapes and cherry tomatoes halved lengthways, sausages cut into strips, hard fruits and vegetables softened or grated).
- Children are encouraged to eat slowly, chew thoroughly, and remain seated while eating or drinking.
- Running, playing, or lying down while eating is not permitted.
- Nuts and nut products are strictly prohibited across all settings.

Allergen and Medical Management

- Individual dietary, allergy, and medical needs are recorded during registration and regularly reviewed with parents and carers.
- Allergen information is shared with kitchen staff, displayed discreetly in food preparation and eating areas, and available to all staff responsible for the child.
- Alternative meals and snacks are provided where required, ensuring children are never excluded.
- Staff receive annual training on allergen management, recognising symptoms of allergic reactions, and administering appropriate treatment.
- Procedures in the Allergen Management Policy and Administering Medications Policy are always followed.

Food Hygiene and Safety

- All food preparation, cooking, and serving follows food hygiene regulations and is carried out by staff trained in food safety.
- Kitchen staff hold, as a minimum, Level 2 Food Safety qualifications.
- Equipment, utensils, and surfaces are cleaned and sanitised before and after use.

- Children wash their hands before and after eating and are encouraged to understand why this is important.

Inclusive Eating Environment

- Mealtimes are calm, positive, and social occasions that support children's personal, social, and emotional development.
- Children's cultural, religious, and family food practices are respected and accommodated.
- Opportunities are given for children to develop independence, for example by pouring drinks, serving themselves, and clearing away.

Procedures

Before Eating

- Children wash hands with soap and water, supervised by staff.
- Staff ensure surfaces and utensils are sanitised.
- Meals and snacks are checked against dietary and allergen lists.

During Eating

- Staff sit with children to monitor safe eating.
- Staff encourage good table manners and promote safe habits such as taking small bites and chewing food properly.
- Any incidents (such as a child refusing food, signs of allergy, or near-choking) are recorded and reported to parents.

After Eating

- Children's hands and faces are cleaned.
- Tables and eating areas are sanitised.
- Any food-related incidents are documented in accordance with the Accident and Incident Policy.

Partnership with Parents and Carers

- Parents are asked to provide up-to-date information about their child's dietary needs, allergies, or medical conditions, supported by medical evidence where relevant.

- Parents are informed of our food and snack menus in advance and are encouraged to share any concerns.
- Parents are reminded not to bring foods that pose allergy or choking risks, including nuts, whole grapes, and hard sweets.
- Cultural, religious, and personal preferences are respected, and parents are invited to discuss any specific requirements.

Staff Training and Awareness

- All staff undertake regular training in food safety, choking prevention, allergen awareness, and paediatric first aid.
- Induction training for new staff includes an overview of this policy and associated procedures.
- Practice is reinforced through team meetings, supervision, and scenario-based discussions.

Monitoring and Review

- The Nursery Manager conducts regular audits of food safety, hygiene, and mealtime practice.
- Policy compliance is monitored through observation of practice and staff feedback.
- This policy is reviewed annually or sooner if legislation, guidance, or circumstances change.

Related Policies

This policy should be read alongside and in connection with:

- Allergen Management Policy
- Administering Medications Policy
- Food and Drink Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Accident and Incident Policy

Signatures**DTBKCC-P-06.08****Safer Eating Policy – Staff Acknowledgement and Compliance Record**


I confirm that I have read, understood, and agree to follow the Safer Eating Policy at Dottie Tots Nursery School.

By signing below, I acknowledge my responsibility to:

- Comply fully with the procedures and expectations set out in this policy.
- Maintain vigilance at all times to safeguard children during meals, snacks, and food-related activities.
- Follow all requirements relating to allergy management, food hygiene, choking prevention, and safe supervision of children.
- Work in partnership with colleagues, parents, and carers to promote a safe and inclusive mealtime environment.
- Keep my knowledge and training up to date, including paediatric first aid, food safety, and allergy awareness.
- Report immediately to the Nursery Manager or Designated Safeguarding Lead if I have any concerns, incidents, or breaches relating to food safety, allergens, or child welfare.
- Recognise that failure to follow this policy may place children at risk and could result in disciplinary action in line with the Staff Code of Conduct and wider safeguarding procedures.

By signing below, I confirm that I take personal responsibility for upholding this policy and for ensuring the safety and wellbeing of every child in my care.

Name	Position	Signature	Date

Document Reference and Title	DTBKCC-P-06.09 Hot Weather Policy			
Document Type	Policy			
Revision History	A	June 2025	Dottie Tots Leadership & Management Team	

Policy Statement

At Dottie Tots Nursery School, we are committed to safeguarding the health, wellbeing, and comfort of all children in our care throughout the year. During periods of hot weather, children particularly babies and toddlers are more vulnerable to the risks of overheating, dehydration, and sun exposure.

We recognise our duty to take proactive and responsive measures to protect children from these risks while ensuring they continue to enjoy outdoor play and learning in a safe environment.

These procedures outline how we monitor temperatures, adjust routines, manage hydration, and safeguard children's health in line with the Statutory Framework for the Early Years Foundation Stage (EYFS) and relevant health and safety guidance. Our aim is to maintain a safe, cool, and nurturing setting during warmer conditions, with full transparency and cooperation between staff and parents.

Hot Weather Procedures

Monitoring Weather Conditions

Designated staff will check and document the local weather forecast (temperature and UV index) each morning from a reliable source.

When temperatures are forecast to exceed 24°C, the Nursery Manager or Deputy will initiate hot weather protocols.

At 26°C and above, outdoor play sessions will be risk assessed and may be shortened, relocated to

shaded areas, or restricted.

Staff will be briefed during the morning team meeting on expected weather and required adaptations to routines.

Clothing and Sun Protection

Parents are informed in advance to dress children appropriately for hot weather, including light, breathable clothing that covers shoulders and necks.

All children must wear sun hats when outdoors. Nursery will provide spares if a child arrives without one.

Sun protection cream (SPF 30 or higher water-resistant) must be applied before arrival and re-applied by staff throughout the day, with parental consent.

Children who do not have appropriate clothing or sun protection may be restricted from outdoor play for safety.

Hydration

Water bottles are to be clearly labelled and accessible to children throughout the day, indoors and out. Staff will conduct scheduled hydration checks and actively offer water to children every 30–45 minutes during hot weather.

Signs of dehydration are monitored and escalated to senior staff immediately.

Managing Indoor Temperatures

All rooms are equipped with thermometers to monitor ambient temperature throughout the day.

Blinds and curtains are closed during peak sun hours (11:00 am – 3:00 pm) to reduce heat build-up.

Fans and air circulators are used safely and positioned to avoid direct airflow on children.

If indoor temperatures exceed 26°C, physical activity is reduced, and additional cooling strategies (cool cloths, shaded play) are introduced.

Outdoor Play Adjustments

Outdoor activities are offered before 11:00 am and after 3:00 pm when temperatures allow.

Play is limited to shaded areas and may be broken into shorter sessions with cooling breaks indoors.

Children will not participate in vigorous activities such as running or climbing during hot weather.

Staff check equipment surfaces for heat before allowing use, and water play is incorporated to help

regulate body temperature.

Sleep and Rest Areas

Sleep rooms for babies and toddlers are monitored using thermometers.

Cot linens are kept light, and children are dressed in minimal layers during sleep.

Cooling aids such as blackout blinds and fans are used safely to regulate room temperature.

Sleeping children are frequently checked at 10-minute intervals.

Monitoring Children's Health

Staff are trained to recognise signs of heat stress and heat-related illness: flushed skin, excessive sweating, irritability, dizziness, or fatigue.

Any symptoms are acted upon immediately: the child is moved to a cool area, given water, and the manager/deputy is alerted.

Parents are informed of any symptoms, and an incident form is completed and reviewed by management.

If a child's condition worsens, first aid is administered, and emergency services are called.

Communication with Parents

Parents are reminded of hot weather procedures at the start of summer via newsletters or Famly.

Specific advice is shared on clothing, sunscreen, and hydration needs.

If a trip or outdoor activity is adjusted or cancelled due to heat, parents will be informed in advance.

Feedback from parents is welcomed and reviewed annually to improve hot weather planning.

Record Keeping

Temperature readings, sunscreen applications, hydration checks, and any heat-related incidents are recorded and stored securely.

These records are reviewed regularly to inform future risk assessments and updates to this policy.

All records are kept in line with the nursery's data protection and safeguarding policies.

Signatures

DTBKCC-P-06.08

Hot Weather Policy

Signed by - All staff at Dottie Tots (Please use additional space on the back of this paper if necessary)

By signing this means I have fully understood what is expected of me and I will carry out my duties in compliance to the details within this policy

Name	Position	Signature	Date

Policy to be reviewed as necessary or annually at a minimum.