



Ladybirds Newsletter  
Term 6 Week 4 w/c 25th June 2018

**Our topic... "All The Fun Of The Seaside"**

The children will be continuing with our seaside topic this week, we will be making all the creatures we find in the sea, fish, octopus, jellyfish etc. They will have lots of different resources available to make them with and we will display some of them on our topic board and some will come home with your child. On our mark making table we will be encouraging the children to draw sea creatures and we will be continuing with practicing to write our name.

During circle time we will be sharing the children's 'wow' moments and special achievements, we will be looking at sea themed stories and learning about the importance of staying safe in the water.

**Work Experience**

As some of you may have noticed we have Hannah our work experience student with us this week, the children really enjoy having her here and I hope you will help to make her feel welcome whilst she's in our setting.

**Deputy Manager**

As most of you are aware when Mrs Huntingdon left it meant we were left without a Deputy manager as this was her role. With our struggles to recruit, this position has never been filled which is not ideal as we need to have both manager and deputy manager roles in place. We have recently asked Mrs Maria if she would be our temporary deputy until October, and then if the situation is the same review this to make it a permanent role. Mrs Maria is happy to take on this role so from the 1<sup>st</sup> July she will be Ladybirds acting deputy Manager.

**Farm Visit Wednesday 18<sup>th</sup> July**

Thank you to all of the parents who have returned their permission slips, I have now booked the farm and the coach, so we are all looking forward to a lovely day out.

**Big Toddle Wednesday 27<sup>th</sup> June 9.30am- 10.30am Victoria Park**

Thank you to everyone who has returned their slips, the big toddle will be going ahead as planned we are still looking for a couple of extra helpers if anyone can spare the hour.

**Weather**

As you are aware it is going to continue to be extremely hot this week, we do keep the children in the shade as much as possible and make sure they have plenty to drink, but please could you make sure that your child has a **HAT** and **SUNCREAM** with them when coming to Ladybirds. Many Thanks

**Dates For Your Diary:**

As we are in our last term and I know it can be a busy one for parents, below are a couple of dates for your diary,

**Ladybirds Sports Day: 10<sup>th</sup> July – Morning Session. All Welcome, parents welcome from 10.15am ready to start at 10.30am.**

**Teddy Bears Picnic: Last day of term, 20<sup>th</sup> July. Morning Session. More details to follow later in the term.**

**30 Hours Funding:**

Please be aware that GOV.UK are advising parents who already claim and any new parents who will be claiming the 30hrs funding in September, to apply for your code before the end of June to make sure you have your 11 digit code ready for the beginning of next term. If you are a new parent who will be claiming then you will also need to pick a funding form up from ourselves so we are able to access your funding. Many Thanks

**30 Days Wild:**

For the whole of June Wiltshire Wildlife Trust is challenging people to go wild with nature!. Ladybirds has a wall chart up in the Pre-school room and we will be recording all of the wildlife and nature that we see throughout June. We would also like to hear of any wildlife adventures that you have outside of pre-school in the evenings or weekends so we can record these on our chart also. If you would like more information on this challenge please visit, [30dayswild@wildlifetrusts.org](mailto:30dayswild@wildlifetrusts.org).

**Easy Fundraising:**

Just a gentle reminder to sign up to our Ladybirds easy fundraising page to help raise money for Ladybirds, simply shop with any of over 3,300 online retailers including Amazon, Argos, John Lewis, and when you make a purchase, the retailer will send us a free donation at no extra cost to you. Just follow our link to sign up and start raising funds for Ladybirds,

<http://www.easyfundraising.org.uk/causes/ladybirdssalisbury>

### **Sun Hats and Sun Cream:**

As we are finally having some sunny weather could you please make sure your child has a sun hat and has sun cream applied before being dropped at Pre-school, if your child is attending all day could you please leave a bottle of sun cream with them so it can be reapplied during the afternoon session. Many Thanks

### **Wow moments:**

Thank you to all of you who have been using our 'wow' moments board in the foyer, we have been taking the slips in at circle time and sharing them with the children. It gives them a wonderful sense of achievement.

### **Nappy Changing:**

If your child currently wears nappies at Ladybirds, could we please request that there is a packet of baby wipes in your child's bag please for when we change them. Many thanks

### **Named Items:**

Could you please ensure that all your child's belongings are clearly named when coming into Pre-school, including any bags and backpacks. This will ensure that no confusion is made at home time. Also could all children have a spare pair of named wellies in Pre-school. Many Thanks

### **Snack time:**

We are running extremely low on snack donations, if any parents/carers are able to make any small donations of some healthy snacks in the new term we would be extremely grateful.

### **Policy Of The Week:**

Please could you spare 5 minutes to review our policy of the week. We encourage any feedback which you may have. Many thanks

Please remember that our door is always open and if you have any issues or concerns, we are always happy to speak with you. Thank You, From the Ladybirds team

## **. 6.2 Managing children who are sick, infectious or with allergies**

(Including reporting notifiable diseases)

### **Policy statement**

We provide care for healthy children through preventing cross infection of viruses and bacterial infections and promote health through identifying allergies and preventing contact with the allergenic substance.

### **Procedures for children who are sick or infectious**

- If children appear unwell during the day – have a temperature, sickness, diarrhoea or pains, particularly in the head or stomach – a member of staff calls the parents and asks them to collect the child, or send a known carer to collect on their behalf.
- If a child has a temperature, they are kept cool, by removing top clothing, sponging their heads with cool water, but kept away from draughts.
- The child's temperature is taken using a forehead thermometer strip, kept in the first aid box.
- In extreme cases of emergency, the child should be taken to the nearest hospital and the parent informed.
- Parents are asked to take their child to the doctor before returning them to the setting; the setting can refuse admittance to children who have a temperature, sickness and diarrhoea or a contagious infection or disease.

- Where children have been prescribed antibiotics, parents are asked to keep them at home for 48 hours before returning to the setting.
- After diarrhoea and/or vomiting, parents are asked to keep children home for 48 hours or until a formed stool is passed.
- The setting has a list of excludable diseases and current exclusion times. The full list is obtainable from [www.hpa.org.uk/webc/HPAwebFile/HPAweb\\_C/1194947358374](http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1194947358374) and includes common childhood illnesses such as measles.

#### *Reporting of 'notifiable diseases'*

- If a child or adult is diagnosed as suffering from a notifiable disease under the Health Protection (Notification) Regulations 2010, the GP will report this to the Health Protection Agency.
- When the setting becomes aware, or is formally informed of the notifiable disease, the manager informs Ofsted and acts on any advice given by the Health Protection Agency.

#### *HIV/AIDS/Hepatitis procedure*

- HIV virus, like 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.
- Single-use vinyl gloves and aprons are worn when changing children's nappies, pants and clothing that are soiled with blood, urine, faeces or vomit.
- Protective rubber gloves are used for cleaning/sludging clothing after changing.
- Soiled clothing is rinsed and bagged for parents to collect.
- Spills of blood, urine, faeces or vomit are cleared using mild disinfectant solution and mops; cloths used are disposed of with the clinical waste.
- Tables and other furniture, furnishings or toys affected by blood, urine, faeces or vomit are cleaned using a disinfectant.

#### *Nits and head lice*

- Nits and head lice are not an excludable condition, although in exceptional cases a parent may be asked to keep the child away until the infestation has cleared.
- On identifying cases of head lice, all parents are informed and asked to treat their child and all the family if they are found to have head lice.

#### **Procedures for children with allergies**

- When parents start their children at the setting they are asked if their child suffers from any known allergies. This is recorded on the Registration form.
- If a child has an allergy, a risk assessment form is completed to detail the following:

- The allergen (i.e. the substance, material or living creature the child is allergic to such as nuts, eggs, bee stings, cats etc).
- The nature of the allergic reactions e.g. anaphylactic shock reaction, including rash, reddening of skin, swelling, breathing problems etc.
- What to do in case of allergic reactions, any medication used and how it is to be used (e.g. Epipen).
- Control measures – such as how the child can be prevented from contact with the allergen.
- Review.
- This form is kept in the child's personal file and a copy is displayed where staff can see it.
- Staff will attend training in how to administer special medication in the event of an allergic reaction.(e.g.Epipen)
- Generally, no nuts or nut products are used within the setting.
- Parents are made aware so that no nut or nut products are accidentally brought in, for example to a party.

#### *Insurance requirements for children with allergies and disabilities*

- The insurance will automatically include children with any disability or allergy but certain procedures must be strictly adhered to as set out below. For children suffering life threatening conditions, or requiring invasive treatments; written confirmation from your insurance provider must be obtained to extend the insurance.

**At all times the administration of medication must be compliant with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage and follow procedures based on advice given in *Managing Medicines in Schools and Early Years Settings* (DfES 2005)**

#### **Oral medication**

Asthma inhalers are now regarded as "oral medication" by insurers and so documents do not need to be forwarded to your insurance provider.

- Oral medications must be prescribed by a GP or have manufacturer's instructions clearly written on them.
- The setting must be provided with clear written instructions on how to administer such medication.
- All risk assessment procedures need to be adhered to for the correct storage and administration of the medication.
- The setting must have the parents or guardians prior written consent. This consent must be kept on file. It is not necessary to forward copy documents to your insurance provider.

#### *Life saving medication & invasive treatments*

Adrenaline injections (Epipens) for anaphylactic shock reactions (caused by allergies to nuts, eggs etc) or invasive treatments such as rectal administration of Diazepam (for epilepsy).

- The provider must have:
  - a letter from the child's GP/consultant stating the child's condition and what medication if any is to be administered;
  - written consent from the parent or guardian allowing staff to administer medication; and
  - proof of training in the administration of such medication by the child's GP, a district nurse, children's' nurse specialist or a community paediatric nurse.

- Copies of all three documents relating to these children must first be sent to Morton Michel, our insurance company. Written confirmation that the insurance has been extended will be issued by return.

**Key person for special needs children - children requiring assistance with tubes to help them with everyday living e.g. breathing apparatus, to take nourishment, colostomy bags etc.**

- Prior written consent from the child's parent or guardian to give treatment and/or medication prescribed by the child's GP.
- The key person must have the relevant medical training/experience, which may include those who have received appropriate instructions from parents or guardians, or who have qualifications.
- Copies of all letters relating to these children must first be sent to our Pre-school Insurance Provider, Morton Michel, for appraisal. Written confirmation that the insurance has been extended will be issued by return.

If you are unsure about any aspect, contact the Pre-school Learning Alliance Insurance Department on 020 7697 2585 or email [membership@pre-school.org.uk](mailto:membership@pre-school.org.uk).

**Further guidance**

- Managing Medicines in Schools and Early Years Settings (DfES 2005)

**Other useful Pre-school Learning Alliance publications**

- Good Practice in Early Years Infection Control (2009)

This policy was adopted at a meeting of	_____	name of setting
Held on	_____	(date)
Date to be reviewed	_____	(date)
Signed on behalf of the management committee	_____	
Name of signatory	_____	
Role of signatory (e.g. chair/owner)	_____	