

Pre-Prep Handbook

2022-2023

Welcome to Cargilfield Pre-Prep. The information in this booklet is designed to guide you through our routines and procedures.

**Staff**

**Deputy Head in charge of Pre-Prep**

Mrs Emma Buchanan [ebuchanan@cargilfield.com](mailto:ebuchanan@cargilfield.com)

**Nursery Staff**

Mrs Jan Harber [nursery@cargilfield.com](mailto:nursery@cargilfield.com) or jharber@cargilfield.com (Head of Nursery)

Miss Lauren Eddington [leddington@cargilfield.com](mailto:leddington@cargilfield.com) (Early Years Practitioner)

Ms Vicki Thomson [vthomson@cargilfield.com](mailto:vthomson@cargilfield.com) (Early Years Practitioner)

Mrs Karen Millar [kmillar@cargilfield.com](mailto:kmillar@cargilfield.com) (Early Years Practitioner)

Mrs Elaine Murray [emurray@cargilfield.com](mailto:emurray@cargilfield.com) (Early Years Practitioner)

Miss Katie Nicol [knicol@cargilfield.com](mailto:knicol@cargilfield.com) (Early Years Practitioner)

Miss Kitty Thomson [kthomson@cargilfield.com](mailto:kthomson@cargilfield.com) (Early Years Practitioner)

**P1-3 Teaching Staff**

Mrs Vin Parker [vparker@cargilfield.com](mailto:vparker@cargilfield.com)

Mrs Anne Fidelo [afidelo@cargilfield.com](mailto:afidelo@cargilfield.com)

Mrs Dawn Spencer [dspencer@cargilfield.com](mailto:dspencer@cargilfield.com)

Mrs Eily Quayle [equayle@cargilfield.com](mailto:equayle@cargilfield.com)

Mrs Emma Buchanan [ebuchanan@cargilfield.com](mailto:ebuchanan@cargilfield.com)

Miss Taisie Pennick [tpennick@cargilfield.com](mailto:tpennick@cargilfield.com)

**Support Staff**

Mrs Gaynor Prentice [gprentice@cargilfield.com](mailto:gprentice@cargilfield.com)

Mrs Millie Scott Dempster [mscottdempster@cargilfield.com](mailto:mscottdempster@cargilfield.com)

**Specialist Teaching Staff**

Mrs Stephanie Ayer [sayer@cargilfield.com](mailto:sayer@cargilfield.com) (French)

Dr Joanna Allsop [jallsop@cargilfield.com](mailto:jallsop@cargilfield.com) (Music)

Mrs Caroline Brockbank (Scottish Country Dancing)

Miss Mhairi Hastie Smith [mhastiesmith@cargilfield.com](mailto:mhastiesmith@cargilfield.com) (PE)

Mrs Fiona Mackerron [fmackerron@cargilfield.com](mailto:fmackerron@cargilfield.com) (French)

Ms Alexa Hare [ahare@cargilfield.com](mailto:ahare@cargilfield.com) (Art)

**School Nurse**

Louise MacGregor [nurse@cargilfield.com](mailto:nurse@cargilfield.com) (School Nurse)

**Useful Phone Numbers**

School Office 0131 336 2207

Pre-prep (P1-3) 0131 336 0197

Nursery (only) 0131 336 0191

Louise MacGregor (School Nurse) 0131 336 0182/0131 336 2207

**School Hours**

8.15am Classrooms open

8.45am Nursery morning session begins

8.45am P1-3 Lessons begin

11.15am Nursery afternoon session begins

12.15pm Nursery Morning Session ends (12.45pm if attending a club)

3.00pm School day ends

4.00pm P1-3 activities end (Please do not linger in the playground area after pick up as the space is used by the ASC and for Upper School games sessions).

**Arriving and Leaving**

Classrooms open at 8.15am.

At the end of the day Nursery children should be collected from the Nursery. P1-3 children will be brought to the Headmaster’s Lawn for collection at either 3pm or after activities at 4pm.

Children in After School Club (ASC) may be collected at any time up until 5.15pm from the Pre-Prep, after which they go up the dining room for supper. They can be collected from the Upper School library after supper. On non-boarding weekends supper is not served on Friday nights and all children should be collected from the Upper School Library.

Parents/carers are responsible for the health and safety of their child/children before drop off and after pick up. No child may be left unattended at any time in the school grounds and the playground rules must be followed at all times. A copy of these can be found in Appendix 1.

Parents must inform the School if their child is being collected by a different person from normal e.g. by a relative or another parent. This should be done either through an email to the class teacher or through the office.

A prompt pick up is essential as staff have other commitments after the end of the school day.

**Lateness and Absences**

It is very important that your child arrives in time to get settled before the start of lessons.

If your child is going to be absent, please either phone the school (0131 336 2207) on each day of absence or email the class teacher directly. This should be done before 8.20am.

Where children need to leave school during school hours for medical appointments etc. the parent must inform the class teacher in advance and collect them from and return them to the class teacher. Children must also be signed in/out from the main office.

Requests for absence during the school day should be made in writing to the Headmaster. We would appreciate as much notice as possible.

**Emergency details**

It is vital that parents keep us informed in writing of any changes to contact details.

**Uniform**

The uniform list can be found in Appendix 3. Please ensure all items of clothing and footwear are clearly named. If your child has lace up shoes please ensure they are able to tie the laces.

Long hair should be tied back and only plain navy or red hair bands should be worn. Boys’ hair should be above their collar. Jewellery (including earrings) should not be worn.

There is a Lost Property basket in the Pre-Prep foyer and outside the main school library.

**The Curriculum**

All children in the Pre-Prep follow a curriculum based on Curriculum for Excellence, published by the Scottish Government. Each term staff send home an outline of what will be covered in all the curricular areas. The approaches taken to teaching and learning are fully explained at the information evenings held at the start of the Autumn Term.

Specialist teaching starts at Cargilfield in the Nursery with Music and French. Scottish Country Dancing and PE begin in Primary 1 and Art in Primary 3.

Pre-Prep children go on a variety of trips each term which are designed to enhance the learning taking place in the classroom and to allow them to experience the world around them, and the opportunities Edinburgh has to offer. Trips are announced in the School calendar with details being confirmed nearer the time by email. The cost of the majority of P1-P3 trips is included in the fees and you will be informed in advance of any extra charges which will be made. Nursery trips are charged as extras.

We welcome a limited number of parent helpers on some of our trips, provided they are happy to comply with our policies and procedures.

The school has its own mini buses which are generally used when going on trips. Sometimes however children are transported by hired coach.

Parental permission for trips is obtained when a child joins the school. Any child for whom permission has not been received will not be permitted to go on any outings.

**Homework**

From Primary 1-3 regular homework is set and staff will explain how this works at the information evening. Details and guidance on this can also be found in our homework policy in Appendix 4.

**Extra-Curricular Activities**

Education at Cargilfield extends beyond the classroom curriculum to provide opportunities for children to develop a range of other skills and interests. For Nursery children there are optional activities on offer several days per week after the end of the morning session. Activities for P1-3 pupils are held between 3pm and 4pm each day. On some days during the week, late activities are available for Primary 3 which finish between 5pm and 6pm.

The full list of each term’s activities is sent home with instructions on how to book. The arrangements can differ depending on the term. Some activities have limited places so if these are over-subscribed names are pulled out of a hat. Activities run by Cargilfield staff are charged at £10 per term but those run by external providers are charged individually. Please note that any child taking part in hockey or rugby will require a mouthguard and will not be allowed to participate unless they have one.

Initially P1 is very tiring for children so it is often a good idea to limit the number of activities in the first term.

**Individual Music Lessons**

We recommend that children do not begin to learn a musical instrument until they are in Primary 2. However Dr Allsop, our Head of Music, is always very happy to discuss the options with parents and can be contacted by email at [jallsop@cargilfield.com](mailto:jallsop@cargilfield.com) Please be aware that children will miss academic time to go to music lessons.

Regular mini concerts are held which allow children to perform in front of a small group of their peers and parents.

**Assemblies**

Children from P1-3 attend assemblies regularly throughout the week. Friday’s Good Work assembly is an opportunity to celebrate the successes and achievements of the week.

**Performances**

Each year group puts on a performance for parents during the year. The dates of these appear in the School Calendar and details are emailed to parents by staff.

**Contact with Teachers**

If for any reason you urgently need to contact your child’s class teacher during the day please call the following numbers:

For Nursery - 0131 336 0191 (please note this number is for the Nursery only and staff will not be able pass messages on to other teachers as they are always busy with the children).

For P1-3 - 0131 336 0197 and leave a message. These will be picked up at regular intervals throughout the day.

In an emergency please contact the School Office on 0131 336 2207.

An information evening for parents is held in the first week of the Autumn Term. At this, class routines are explained, and the curriculum plans for the year mapped out. It also provides parents with the opportunity to meet (or meet virtually) the class teacher and other parents, and have any questions answered.

Formal parent/teacher consultations for P1-P3 take place in November and March and a full written report is provided at the end of the Summer Term. Nursery has Parent/Teacher consultation each term. In addition to the ongoing learning journal a summary report is provided at the end of the Summer Term.

If you have any concerns at other times, do not hesitate to speak to your child’s class teacher. It is preferable to do this at the end of a school day, as first thing in the morning teachers are busy preparing their rooms and then welcoming children in. The quickest and most reliable way to contact a teacher is via email. Please be aware that staff, due to teaching commitments, may not see emails during the working day and, therefore, may not be able to respond until after 4.00pm. Should you wish to contact Emma Buchanan please do this either by email or phone. To make an appointment with the Headmaster please contact the School Office.

Class teachers email home a Round Up of the week each Friday which keeps parents up to date with what their children have been doing. This often also contains details of the arrangements for upcoming events which are in the School Calendar. The Calendar will be available on the school website and the free Cargilfield app.

The Cargilfield Publiciser is sent out regularly. Reports on events which have taken place from Nursery to Form 8 can also be found on the School website ([www.cargilfield.com](http://www.cargilfield.com)), Facebook, Instagram and Twitter.

**Meals and Snacks**

Nursery children are provided with a healthy snack, morning and afternoon. P1-3 children have a snack and fruit at morning break along with the choice of milk or water. A snack is provided at 3pm for children going to clubs and also at After School Club. Please provide children from P1-P3 with a named water bottle. This will be taken home daily.

Lunch is prepared in our kitchen each day and eaten together in the dining room. Members of the teaching and support staff always eat with the children in order to develop healthy eating habits and to encourage them, by example, to develop their table manners.

At lunch there is a main course, a vegetarian option and a pudding. Fresh fruit is always provided. We can cater for allergies and special dietary requirements but will require full written details of these before starting.

**Health**

It is very important that parents keep the School up to date with any health issues their child may have so please keep the Class Teacher and School Nurse up to date at all times. Children should not be sent to School if they are unwell and the School must be notified if a child is suffering from an infectious disease.

Please refer to the Nursery and Pre-Prep Medical policy (Appendix 5).

**Sun Protection**

If deemed necessary nursery staff will apply sunscreen to pupils in their care and keep supplies of sunscreen in the Nursery. Parents should speak to Mrs Harber about this if they have any questions or their child is allergic to specific brands of sunscreen. For pupils in P1-3 parents should apply long lasting sunscreen to their child before they come into school. Please do not use any sunscreen which contains nut oils. We have emergency supplies of Nivea 30 Kids sunscreen which will be applied if felt necessary. Please inform the School Nurse and Class Teacher if you do not want this applied to your child.

Children are welcome to bring in sun hats and these should be clearly named.

**Expectations of Behaviour**

It is expected that pupil behaviour in the Pre-Prep will be exemplary. This is achieved through a code of behaviour which promotes good relationships, allowing everyone to work together in an effective and considerate way. Children are taught to have respect for others, to be helpful and to have an awareness of the responsibility they have for their own actions. We praise and reward children for good behaviour in a variety of ways. The school’s approach to managing behaviour in the Pre-Prep will be explained at the information evening in the first week of term.

**Anti-Bullying**

Our aim is to provide a supportive, caring and safe environment in which children may learn without fear of being bullied. Behaviour that is deliberately hurtful and repeated over time will not be tolerated. Our Health and Wellbeing programme encourages all children to reflect on behaviour and helps develop social skills and strategies to deal with these experiences. The Anti-bullying policy is on the website.

**Friends of Cargilfield**

**The Friends of Cargilfield (FOC) is a group of parents who meet regularly to plan fund raising and social events for the School.** FOC members are also class reps for their year groups. As a result of recent changes to data protection legislation, the School is no longer able make parent contact lists available to the FOC class reps. If you would like to be contacted by your class rep, then please email the directly. The list will be in your Starter Pack.

**GIRFEC - Getting it Right for Every Child**

Getting it Right for Every Child (GIRFEC) is the Scottish Government's approach to improving services for children and key parts of it became law from August 2016. The wellbeing of all children and young people is at the heart of GIRFEC. The expectation is that the universal services of education and health will work together in a consistent way with children and their families to provide quick and effective support when it is needed.

Wellbeing is described by 8 indicators (sometimes called SHANARRI):

* Safe
* Healthy
* Achieving
* Nurtured
* Active
* Respected
* Responsible
* Included

**And Finally**

We are often asked by parents how they can support their children’s learning at home. Parents are children’s first teachers and therefore a lot of what they have always instinctively done is still valuable.

**Reading**

Read to and with your child as much as possible. At school we read to promote a love of literature from an early age. You can do the same. Stories at bedtime are a natural way to settle your child for a good night’s sleep. At the same time, you are creating important positive associations with reading and literature. This love of literature is the foundation of your child’s life-long reading experience. Don’t forget to let them see you reading so they appreciate the value of reading as a life-long skill.

When you are out and about ask your child to read signs for you. These may be street signs or labels on museum items or on monuments. Having a go is much more important than accuracy, and you can help with the hard words. Remember to ask what the sign means.

**Writing**

When you are out and about get your children to send postcards to their friends and relations. Always carry some stamps and a pen for this purpose. This encourages them to do a manageable amount of writing, and then, in due course, enjoy the positive feedback when people receive their words.

Encourage your children to make notes for you when you are planning a task. For example, dictate your shopping list, then when you get to the supermarket, ask them to read out the items for you. This reinforces the usefulness of writing, and that it is even more than conveying a story.

During the longer breaks encourage your child to create their own journal of their experiences. Allow them to choose a special notebook and encourage them to put in items, e.g. tickets and photos, which they have collected. In addition, discuss their treasures and suggest they write notes to explain their significance. The more enthusiastic you are, the more they will want to develop their journal. Do not worry if they do not write a diary as such, just share and enjoy their written reflections.

**Numeracy and Other Mathematical Skills**

Depending upon what stage your child is at there are lots of informal ways you can help your child. Get them to read numbers on, say, houses you are passing. Ask which number comes before and after. Ask them to read out prices for you. Practise tables and number bonds when you are stuck in traffic. Make up numerical problems for your child to solve while shopping, e.g. “how many sandwiches will we need if Granny and Grandpa come on our picnic?” Bake with your child as the measuring of ingredients is excellent practice, as well as the baking itself being a vital life skill. Play shops with your child using plastic or real coins. Encourage them to spot 2d and 3d shapes in the home and when you are out and about and see if they can spot patterns. Encourage your child to tell the time both on analogue and digital clocks, starting with “o’clock”, then “half past” and so on. Play games that involve counting or patterns. Make your home maths-friendly by having equipment such as rulers, scales, etc all readily available. When you use them explain what you are doing to your child. Encourage your child to make comparisons, e.g. which is the heaviest, longest, smallest fastest, hottest, most expensive etc.

Your child’s class teacher can tell you exactly at what level to pitch your questions.

Remember to keep it fun!

**Appendix 1**



**Safety Rules for the Pre-Prep Playgrounds**

1. No child should be left unattended by an adult in the School grounds at any time.
2. Children may only use the climbing frames and playground equipment when they are with an adult who is directly responsible for them and who is closely supervising them. Once a child has been collected by an adult they are then that person’s responsibility. **The School does not accept liability for any accidents which happen as a result of children using the climbing frames and playground equipment while under the supervision of parents or carers.**
3. The bark underneath the climbing frame must not be thrown.
4. Children must not climb, balance on or walk along the walls of the outdoor theatre or link corridor under any circumstances.
5. The nursery play area is exclusively for the use of the Nursery and must not be used at any time by the other Pre-Prep children without permission from Mrs Harber.
6. All children must stay in the Pre-Prep play area and only leave by the gate when accompanied by an adult.
7. Dogs must not be brought into the Pre-Prep playgrounds.
8. The tree house is out of bounds at all times to Pre-Prep children.
9. Children must wear socks and shoes at all times, bare feet are not allowed for obvious reasons.

**Appendix 2**



After School Club

Our After School Club is situated in the Pre-Prep building. There are 30 places available and it is extremely popular.

ASC is for children from Nursery and P1 from 3pm-6pm (5.30pm on Friday) and for children from P2-P3 after activities from 4pm-6pm (5.30pm on Friday). Should you require a one-off booking for P2 and P3 children we will endeavour to fit them into an activity between 3-4pm. If this is not possible they will go directly to ASC from 3pm.

While your child is in the ASC we provide the opportunity for free play along with a range of structured activities, such as arts and crafts, Lego and construction, jigsaws and board games. Children are very much involved in planning themes and activities. We provide the opportunity for outside play and games each day. Snacks are provided for all children and those staying after 5.00pm will be given supper in the main dining room.

To ensure the smooth running of the After School Club we have a few procedures in place to allow us to meet the needs of all our parents:

* All requests for on the day bookings should be emailed to [asc@cargilfield.com](mailto:asc@cargilfield.com) by **9am**. Please state what time your child will be going in and out when emailing. You will then be contacted by email to confirm whether or not a place is available.
* If you have pre-booked a place, but no longer require it on the day, please email [asc@cargilfield.com](mailto:asc@cargilfield.com) by **9am** to cancel it. If you have pre- booked a place and do not cancel it by this time, you will still be charged at the appropriate rate. Please also remember to cancel any bookings if your child is absent from school for any reason.
* Should you decide at the last minute to pick your child up at 3pm rather than have them go to After School Club, please inform the ASC staff in person so they know not to expect them.

* If there are any last-minute changes to your plans please call the main school office on 0131 336 2207 so that the message on can be passed on.
* The charging for After School Club is as follows (this is due to change and new prices will be sent out):
* 3pm start - First hour £10.50
* 4pm start - First hour £12.50
* 5pm start £10.50
* Then per half hour £1.75
* If you are late to pick up you will be charged for the next hour’s rate.
* The After School Club runs from 3pm to 6pm and please ensure your child is collected by 6pm. There will be an extra charge of £10 if you are more than a few minutes late.
* A new booking system is being put in place for September 2022 and details of this will follow.

**Appendix 3**

**Nursery and Pre-Prep**

**Day Wear**

**Nursery**

Cargilfield navy fleece

Sturdy navy waterproof trousers **with loop for hanging on pegs**

Sturdy navy waterproof jacket **with look for hanging on pegs**

Wellington boots

Cargilfield cap, cricket hat or bobble hat available from Second Hand Uniform shop (optional)

Wooly hat and gloves (Autumn and Spring Terms)

Sun hat (Summer Term)

**P1-3 - Girls**

Cotton blue polo neck (Autumn and Spring Terms)

Blue gingham blouse (Summer Term)

Cargilfield navy pinafore

Cargilfield navy cardigan

Red tights/long red socks (Autumn and Spring Terms)

Red ankle socks (Summer Term)

**P1-3 - Boys**

Long Sleeved blue shirt (Autumn and Spring Terms)

Short sleeved blue shirt (Summer Term)

Cargilfield navy cord shorts

Cargilfied red tie

Cargilfield navy v neck jersey

Cargilfield navy knee-length socks with red tops (Autumn and Spring Terms)

Red ankle socks (Summer Term)

**P1-P3 – Boys and Girls**

Black leather shoes

Navy winter coat (preferably with a hood) - Optional

Navy hat (Cargilfield hats can be ordered from the Second Hand Uniform shop)

Navy gloves

Cargilfied navy fleece

Sturdy navy waterproof trousers

Sturdy navy waterproof jacket

Wellington boots

Long-sleeved blue nylon overall

Cargilfield book bags available from school on the first day of term

Named water bottle

Cargilfield cap, cricket hat or bobble hat available from Second Hand Uniform shop (optional)

Continued on next page

**Games Wear**

**P1–3 – Girls and Boys**

Cargilfield navy tracksuit bottoms OR plain navy joggers

Cargilfield navy tracksuit top (optional but recommended)

Cargilfield Pro Poly navy PE shorts (boys)/Cargilfield navy PE shorts (girls)

Cargifield red PE/Divisional t-shirt

White ankle socks

Cargilfield navy rucksack

Indoor and outdoor trainers

Dependent on activity choices – mouthguard (hockey and rugby), studded boots (for those doing clubs on grass), hockey stick (optional)

All stationery will be provided so pencil cases are not required.

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**Summer Term Autumn/Winter Term Sportswear**

**Appendix 4**



**Pre-Prep Policy for Homework**

Homework is routinely set in the Pre-Prep. Adult supervision and support where the adult sits with the child while doing the homework can make an enormous difference to the child’s rate of progress in school.

Homework is designed to reinforce and apply learning which has taken place in the classroom. Parents should use their own judgement as to how long their child should spend on it. However the School would suggest that between 15 and 20 minutes is plenty and certainly no longer. Too much homework is not in the child’s interests. They have worked hard all day at school and also need to play. There is enormous value in the learning that takes place through play.

If a child is struggling to complete their homework, parents must use their judgement to decide whether children should be allowed to stop. A short note/email to the class teacher should explain unfinished work.

Homework will consist of:

* **Primary** 1: reading, phonics, mental maths, spelling (summer term only), weekend news (optional), Show and Tell preparation (2 per term)
* **Primary 2**: reading, spelling and mental maths, presentation preparation (4 per year)
* **Primary 3**: reading, spelling and mental maths, presentation preparation (4 per year)

Homework will be explained in detail at the information evenings held by each year group in September.

**Appendix 5**

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**NURSERY AND PRE PREP MEDICAL POLICIES**

These policies set out instructions for the safe and appropriate administration of medication to pupils with medical needs within the school and state guidelines for some regular health issues encountered within the school. Parents must complete a medical form for each child, which will confirm you have read and agree with the school medical policies.

**Administration of Medication (prescribed and non-prescribed)**

Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children may have longer term medical needs and may require medicines on a long-term basis to keep them well, for example, a child with diabetes. Other children may require medicines in particular circumstances, for example, a child with severe allergies or asthma.

When parents request that their child is to be given medication,during the school day, or during activities out with the school premises, the following process is to be adhered to:

* The School Nurse or the Deputy Head are to be satisfied that it is either necessary or desirable that the medication is administered.
* Please inform the Class Teacher and School Nurse, by email, if your child has been unwell and requires medication or medical attention during the school day.
* If your child requires any regular medication, if they need medication when away on a school trip (prescribed medication or anything 'over the counter' that you wish them to have), or when boarding, a parent/guardian needs to bring the medication to the Nurse. The medication should be named, in the original packet and a consent form must be filled in for that specific medication (this is valid for the duration of the injury/illness). If this is not done, the medication WILL NOT be given to the child. **The consent form can be downloaded from the iSams Parent App.**
* On receipt of the medicine the School Nurse, Class Teacher, Matron or a member of the Nursery or Pre-Prep staff should check that the medication is clearly labelled and with the following:
* the child’s name.
* the medicine name; dosage required; how often the medicine is to be given and for how long.
* expiry date of medication.
* storage instructions.
* The School Nurse, Class Teacher, Matron or a member of the Nursery or Pre-prep staff is to ensure that an accurate record is kept of all medication brought in from home.
* **No paracetamol/Calpol will be administered to a child before 1130am, unless parents confirm they have had none prior to coming to school. Please always let the School Nurse know if your child has had any paracetamol/Calpol before school (time and dosage given).**
* All medication is to be recorded in medication file held in the Pre-prep Medical Room or in the ledger in the Main Surgery.
* All medicines will be administered by the School Nurse, Class Teacher, Matron or a member of the Nursery or Pre-prep Staff, unless otherwise stated.
* Children who self-medicate will be supervised by the School Nurse, Matron, Class Teacher or Nursery or Pre-prep staff, unless other arrangements have been made by the School Nurse or the Deputy Head (Pre-prep).
* Where a child refuses to take medicine, they should not be forced to do so. Please contact the School Nurse and parents immediately.

**Administration of paracetamol/Calpol**

Due to Care Inspectorate guidelines we have separate procedures for the administration of paracetamol/Calpol in the Nursery from the rest of the school.

**Nursery**

* Parents are asked to provide two sachets of appropriate aged paracetamol/Calpol labelled

with the child’s name and the medicine expiry date.

* Paracetamol/Calpol will only be administered if consent has been given.
* Prior to administration the School Nurse or a member of the Nursery Staff will contact the parents.
* If unable to contact parents a child must not be given paracetamol/Calpol, except in an emergency situation when the School Nurse, Head of Nursery or Deputy Head will make the final decision.
* Parents are to be informed of the dose and time that their child has been given paracetamol/Calpol. A record of this should be signed by a member of staff and the parent and a copy kept by the Head of Nursery.
* Nursery Staff are asked to remind parents to replenish paracetamol/Calpol sachets when used.

**Primary 1 to 3 and the Upper School**

* All parents will be asked to complete a paracetamol/Calpol consent form.
* Paracetamol/Calpol will be administered by the School Nurse, Class Teacher, Matron or a member of the Pre-Prep staff.
* The School Nurse, Class Teacher or Matron will attempt to contact the parent before administering the medication and check if and when it had previously been given, if not already known, at home. Parents will be informed by the School Nurse or Class teacher if paracetamol/Calpol has been administered during the day.

**ASPIRIN should never be given to a child under 12. Please seek advice from School Nurse if parent is insistent.**

**IBUPROFEN is not to be given to children with ASHTMA. The school does not hold this medication. If a parent requests that Ibuprofen be administered they require to provide the medication, fill in a consent form and it will be administered by the School Nurse (other member of staff is School Nurse not available).**

**Storage of Medication**

* The School Nurse is responsible for the safe storage of all medicines.
* All medicines are kept under lock and key. All Nursery and Pre-Prep staff should be aware of how to access the Medical Room.
* Asthma inhalers must be readily available to pupils and will be kept in a safe place by the class teacher in the Pre-Prep.
* If any medicine needs to be refrigerated it will be stored in a sealed and labelled container in the Nursery or Pre-Prep.

**Renewal and disposal of supplies**

All named out of date medication is returned to the parent for disposal.

* All named medication is returned to the parent at the end of the Summer Term.
* School held non-prescribed medication will be checked weekly by School Nurse.
* Nursery and Pre-Prep Medical room stock will be replenished and checked by the School Nurse weekly.

**Vomiting and Diarrhoea Policy**

If your child has **ANY** vomiting or diarrhoea, the current advice from health authorities across the UK is that children **should** be kept off school for a period of 48 hours following the **last** episode.

This rule needs to be enforced in order to avoid the spread of infectious disease and its impact on the school community. Please be aware that if a child becomes ill during the school day, they will need to be collected as we do not have the facilities or staff availability to keep them away from other children for an extended period.

I have included below, a link to the NHS Infection Control document (applies to all child care facilities):

<https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2448/documents/1_infection-prevention-control-childcare-2018-05.pdf>

**Head Lice Advice**

This is the current advice from the Scottish Government regarding the detection and treatment of head lice:

<https://www.gov.scot/publications/national-guidance-managing-head-lice-infection-children/pages/1/>

Detection

This guidance advises that parents check their children using the ‘wet comb’ on a weekly basis. If head lice are found, all other family members should be checked and, if necessary, treated. Checks should be continued following treatment to ensure that it has been effective and to detect any re-infection.

Treatment

Once infection is detected, there are two treatment approaches. One option is the use of insecticide lotions and an alternative is removal by wet combing, sometimes called 'bug busting'. Both methods require continued combing to remove any unhatched eggs.

I have also attached the NHS Scotland leaflet ‘Head Lice- Information for Parents’:

<http://www.healthscotland.com/uploads/documents/25-Head%20Lice-Dec2016-English.pdf>

**As per the school handbook, please make sure that girls have their hair tied back with a red or navy hair tie and that boys’ hair is off the collar and trimmed so that is does not flop into their eyes.**

Head injuries (see separate guideline for treatment of concussion)

If your child has a head injury, they will be assessed by the coach/teacher with them and if they are concerned, they will call the school nurse for an assessment. If your child has any urgent symptoms\*, we would require them to be assessed in hospital. If they had any mild symptoms\*, we would suggest they stay off games for 24-48 hours and re-assess them, before recommencing games.

\*Please see the ‘Concussion Guideline’ on the website for further information.

**L. MacGregor - School Nurse – May 2022**