



CARGILFIELD

PRE-PREP HANDBOOK 2023-2024

Welcome to Cargilfield Pre-Prep.

The information in this booklet is designed to guide you through our routines and procedures.

STAFF

Deputy Head Pre-Prep

Mrs Emma Buchanan

ebuchanan@cargilfield.com

Nursery Staff

Mrs Tiffany Murdoch, Head of Nursery

nursery@cargilfield.com

tmurdoch@cargilfield.com

Miss Lauren Eddington, Early Years Practitioner

leddington@cargilfield.com

Mrs Vicki Thomson, Early Years Practitioner

vthomson@cargilfield.com

Mrs Karen Millar, Early Years Practitioner

kmillar@cargilfield.com

Miss Katie Nicol, Early Years Practitioner

knicol@cargilfield.com

Mrs Olga Reda, Early Years Practitioner

oreda@cargilfield.com

Miss Kitty Thomson, Early Years Practitioner

kthomson@cargilfield.com

P1 - P3 Teaching Staff

Mrs Vin Parker

vparker@cargilfield.com

Mrs Anne Fidelo

afidelo@cargilfield.com

Mrs Dawn Spencer

dspencer@cargilfield.com

Mrs Eily Quayle

equayle@cargilfield.com

Mrs Emma Buchanan

ebuchanan@cargilfield.com

Miss Taisie Pennick

tpennick@cargilfield.com

CARGILFIELD SCHOOL

45 Gamekeeper's Road, Edinburgh, EH4 6HU

Telephone: 0131 336 2207

Email: admin@cargilfield.com Website: www.cargilfield.com

Cargilfield is an Educational Charity No. SC005757 Company Registration No. SC025080

Support Staff

Mrs Gaynor Prentice

gprentice@cargilfield.com

Mrs Millie Scott Dempster

msscottdempster@cargilfield.com

Specialist Teaching Staff

Ms Alexa Hare - Art

ahare@cargilfield.com

Mrs Stephanie Ayer - French

sayer@cargilfield.com

Mrs Fiona Mackerron - French

fmackerron@cargilfield.com

Dr Joanna Allsop - Music

jallsop@cargilfield.com

Miss Mhairi Hastie Smith - PE

mhastiesmith@cargilfield.com

Mrs Caroline Brockbank - Scottish Country Dancing

School Nurses

Louise MacGregor

nurse@cargilfield.com

Jenny Sinclair

nurse@cargilfield.com

Useful Phone Numbers

Cargilfield Main Office

0131 336 2207

Pre-Prep, P1 - P3

0131 336 0197

Nursery

0131 336 0191

School Nurses

0131 336 0182 / 0131 336 2207

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School Hours

08.00am	Early Birds open
08.15am	Classrooms open
08.45am	Nursery morning session begins
08.45am	P1 - P3 Lessons begins
11.15am	Nursery afternoon session begins
12.15pm	Nursery Morning Session ends
12.45pm	Nursery Morning Session ends - if attending a club
3.00pm	School day ends
4.00pm	P1 - P3 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. Children must be in their classrooms by 8.45am to start the morning session.

At the end of the day, Nursery children should be collected from the Nursery. P1 - P3 children will be brought to the Headmaster's Lawn for collection at either 3pm or after club activities at 4pm.

Children in the After School Club (ASC) may be collected at any time up until 4.50pm from the Pre-Prep, after which they go up to the dining room for supper. Following supper, they will return to the Pre-prep for collection between 5.30pm - 6pm. On Friday nights, a substantial snack is provided instead of supper, and all children should be collected from the Pre-Prep by 5.30pm.

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 on 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.

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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 email the class teacher and the school nurse directly on **EACH** day of the absence. 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. 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

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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 minibuses which are generally used when going on trips. Sometimes however children are transported by a 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 during 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 finishes between 5pm and 6pm.

The full list of each term's activities is sent home, during the holidays prior to term starting, 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 £12 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 Please be aware that children will miss academic time to go to music lessons.

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Regular mini-concerts are held which allow children to perform in front of a small group of their peers and parents and at other times these are put online.

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 to pass messages on to other teachers as they are always busy with the children).

For P1-3 - 0131 336 0197 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 are mapped out. It also provides parents with the opportunity to meet 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. The Nursery has Parent/Teacher consultations 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. To make an appointment with the Headmaster please contact the School Office.

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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) and social media platforms.

Meals and Snacks

Nursery children are provided with a healthy snack, in the morning and afternoon. P1 - P3 children have a snack and fruit during the morning break along with the choice of milk or water. A snack is provided at 3pm for children going to clubs and before 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 the Nurse about this if they have any questions or if 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.

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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. The School's behaviour policy can be found on the website.

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 their 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 fundraising 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 to make parent contact lists available to the FOC class reps. If you would like to be contacted by your class rep, then please email them directly. The list will be in your Starter Pack.

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.

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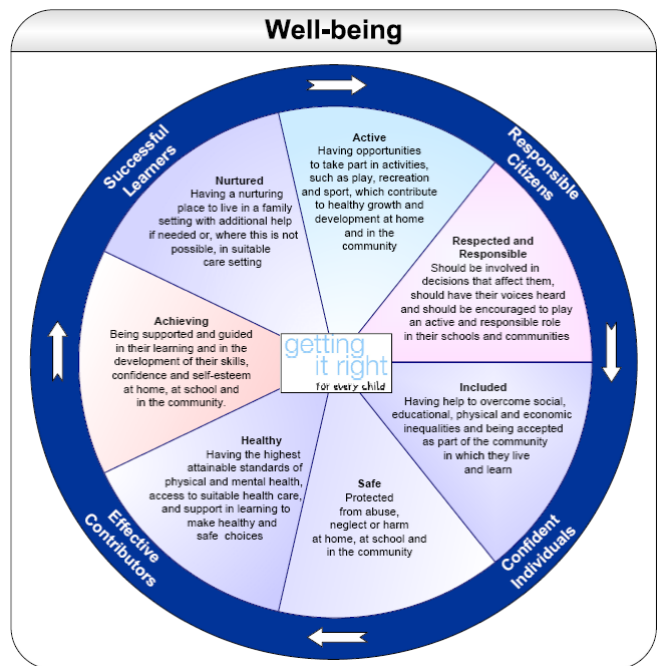
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GIRFEC - Getting it Right for Every Child

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 in August 2016. The well-being 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



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.

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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.

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

Remember to keep it fun!

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APPENDIX 1

Safety Rules for the Pre-Prep Playgrounds

1. No child should be left unattended by an adult on 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 Murdoch.
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.

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APPENDIX 2

AFTER SCHOOL CLUB 2023 - 24

Our After School Club (ASC) is situated in the Pre-Prep building. There are 14 Nursery places and 28 P1, P2 and P3 places available.

ASC is for Nursery children from 3pm - 6pm (5.30pm on Fridays) and for children from P1-P3 after activities from 4pm - 6pm (5.30pm on Fridays). Should you require a one-off booking for P1-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 with the Nursery, 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 as much as possible, and for those staying after 5.00pm, supper is given in the main dining room.

To ensure the smooth running of the After School Club we have an online booking system in place to allow us to fairly meet the needs of all our parents:

- Please go to cargilfield.schoolcloud.co.uk and enter your name, your child's name and their date of birth, to log in.
- As you move through the booking, you will be asked what time you are going to pick up. If it is different every day, please select the "other" option and email asc@cargilfield.com with the specifics. Otherwise, select your pick-up time from the drop-down list.
- Please make bookings as early as you can, we are very popular and can get fully booked on certain days.
- If you have pre-booked, but your child will not be using their place for any reason, please remove the booking from your account or email asc@cargilfield.com as early as possible.
- If you do not cancel, you will still be charged the appropriate rate.

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- 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 email asc@cargilfield.com or call the main school office on 0131 336 2207 so that the message can be passed on.

The charging for After School Club is as follows:

Nursery

- 3pm – 4.00pm £11.50
- 3pm – 5.00pm £15.00
- 3pm – 5.30pm £16.75 (including supper)
- 3pm – 6.00pm £18.50 (including supper)

Pre-Prep

The Pre-Prep classes will do a club first between 3pm - 4pm before going to After School Club.

- 4pm – 5pm £11.50
- 4pm – 5.30pm £13.25 (including supper)
- 4pm – 6.00pm £15.00 (including supper)

- If you are late to pick up you will be charged for the next hour's rate.
- The After School Club runs from 3pm - 6pm. 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.



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APPENDIX 3

UNIFORM LIST 2023-24

Day Wear

Nursery

Cargilfield fleece, navy

Sturdy waterproof trousers, navy. **With loop for hanging on pegs**

Sturdy waterproof jacket, navy. **With loop for hanging on pegs**

Wellington boots

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

Woolly hat and gloves (Autumn and Spring Terms)

Sun hat (Summer Term)

P1 - P3 | Girls

Cargilfield cotton polo neck, blue (Autumn and Spring Terms)

Cargilfield gingham blouse, blue (Summer Term)

Cargilfield pinafore, navy

Cargilfield cardigan, navy

Tights/long socks, red (Autumn and Spring Terms)

Ankle socks, red (Summer Term)

P1 - P3 | Boys

Long Sleeved shirt, blue (Autumn and Spring Terms)

Short-sleeved shirt, blue (Summer Term)

Cargilfield cord shorts, navy

Cargilfield tie, red (elastic version best at this age)

Cargilfield navy v-neck jersey

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

Ankle socks, red (Summer Term)

P1 - P3 | Boys and Girls

Leather shoes, black

Winter coat, navy. Preferably with a hood

Cargilfield fleece, navy

Sturdy waterproof trousers, navy. **With loop for hanging on pegs**

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Sturdy waterproof jacket, navy. **With loop for hanging on pegs**

Wellington boots

Long-sleeved nylon overall, blue

Gloves, navy

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

Named water bottle

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

Games Wear

P1 – P3 | Girls and Boys

Cargilfield Stadium Pants, navy

Cargilfield ¼ zip jacket. Optional but recommended.

Cargilfield Boys Pro Poly shorts/Cargilfield Girls PE shorts, navy

Cargilfield PE t-shirt, red

Ankle socks, white

Cargilfield rucksack, navy

Indoor and outdoor trainers – 1 pair of each

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.



Autumn/Spring Term



Summer Term



PE & Games

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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 interest. 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 judgment 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, spelling (summer term only), 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.

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APPENDIX 5

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's medical policies.

The school nurses, Louise MacGregor and Jenny Sinclair are in overall charge of the medical provision at school.

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 is 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.

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- On receipt of the medicine the School Nurse, Class Teacher 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.
 - The expiry date of medication.
 - Storage instructions.
- The School Nurse, Class Teacher 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 will be administered to a child before 11.30am, 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 before school (time and dosage given).
- All medication is to be recorded on iSAMS or in the medical diary (Pre-Prep medical room or surgery).
- All medicines will be administered by the School Nurse, Class Teacher or a member of the Nursery or Pre-Prep Staff, unless otherwise stated.
- Children who self-medicate will be supervised by the School Nurse, 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

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

Nursery

- Parents are asked to provide two sachets of appropriate aged paracetamol labelled with the child's name and the medicine expiry date.
- Paracetamol will only be administered if consent has been given.

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- 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, 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. 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 sachets when used.

Primary 1 to 3 and the Upper School

- All parents will be asked to complete a paracetamol consent form.
- Paracetamol will be administered by the School Nurse, Class Teacher, houseparent or a member of the Pre-prep staff.
- The School Nurse, houseparent or Class Teacher 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 if paracetamol has been administered during the day.

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

IBUPROFEN is not to be given to children with ASHTMA unless authorised by a prescribing medical professional. The school does not hold this medication. If a parent requests that ibuprofen be administered they are required to provide the medication, fill in a consent form and it will be administered by the School Nurse (or by a staff member competent in administering medication).

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.

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- Asthma inhalers and adrenaline auto-injectors 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 surgery or in a dedicated fridge in the Pre-Prep building.

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 monthly by the School Nurse.
- Nursery and Pre-prep Medical room stock will be replenished and checked regularly by the School Nurse.

In the event of a drug error, staff should:

- Stay calm
- Check all the information again to be clear on what the error is
- Report the error to the nurse and/or the headmaster
- Ask the nurse, if not already present, to check on the child
- Contact the child's parent/carer to inform them of the error and agree next steps
- Arrange for advice to be sought from the child's GP- parents to do
- Document the error on iSAMS
- Complete an incident report.

If at any point after the medication has been administered the child starts to show signs of being unwell, staff should call 111 for immediate advice and support.

If the child loses consciousness, experiences difficulties breathing, or shows any other signs of serious illness staff should call 999.

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 available to keep them away from other children for an extended period.

I have included below, a link to the NHS Infection Control document (which applies to all childcare 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>

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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 it 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 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' for further information.

L. MacGregor - School Nurse – May 2023

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