

parent & Carer's Handbook



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Welcome to Scallywags

Scallywags Children's Nursery Loanhead is located in the heart of the village of Loanhead in Midlothian and was opened in May 2016 by Rhona and Robert Farren, after previously having Scallywags Children's Nursery in Edinburgh for 15 years.

In July 2026 we were acquired by Pinocchio's Children's Nurseries and are now part of the group although we maintain our name and branding.

The nursery is a converted and fully refurbished ex-servicemen's club with an enclosed garden area to the rear and a pram shed on the side of the building. It consists of 3 main playrooms equipped to accommodate children ages 0 to starting school age.

The nursery is registered to accommodate 80 children. We operate a 1:3 staffing ratio for our Wee Scallys (under twos), a 1:5 ratio for our Big Scallys (approx.2-3 year olds) and 1:8 for the Super Scallys (approx.3 – starting school aged children).

We provide meals including breakfast, morning snack, a hot lunch with dessert and afternoon snack as well as all nappies and wipes. If you wish to use reusable nappies you can provide these, please discuss this further with the management team.

Scallywags Children's Nursery commits to form positive relationships with parents in order to provide the best childcare and education.

We are always keen to hear suggestions about how we can improve the service so please do not hesitate to let us know.

Mission Statement

Scallywags Children's Nursery Loanhead aims to 'get it right for every child'. Provide an inclusive, caring and stimulating environment, ensuring the all-round development of the child, through high-quality care and experiences, whilst working in partnership with families.

Our Scallys vision is to create a setting which values the following:

S – Safety

Everyone has the right to feel safe, respected and protected.

C – Confidence

We strive to build confidence in both our children and staff. We want everyone to believe in themselves and have the courage to try new things; becoming confident individuals.

A – Active

We encourage everyone to be active to support emotional wellbeing, physical development and the creation of healthy habits, making our bodies strong whilst playing and having fun

L – Learning

We support everyone to learn, develop new skills and reach their full potential.

L – Local Community

We value our local community and encourage everyone to contribute, connect and make a positive difference.

Y – You

You matter. Your voice, ideas, feelings and experiences are valued.

S – Support

No one has to face challenges alone. We are here to listen, encourage and support you to reach positive outcomes.

Settling-in sessions

- We offer two settle sessions to introduce your child to nursery.
- The first – a 30 minute-long settle - consists of either mum/dad/guardian staying with their child in the nursery and discussing their needs/routine with the Early Years Supervisor (EYS) from their room.
- Your child's second visit – a two-hour settle – allows you to leave your little one with us for a couple of hours for him/her to settle into nursery and get to know our other Scallywags!

Parents Terms and Conditions

Deposit & Registration

- A deposit and non-refundable registration fee are required to register your child and place your child on Scallywags waiting list.

£80.00 - full time deposit

£50.00 - part time deposit

£25.00 – non-refundable registration fee

Please note your form will not be processed until both of these have been received. Payment can be made via bank transfer (details can be obtained from the nursery) or cash.

- Four weeks written notice is required when your child leaves Scallywags. Your deposit will be deducted from your final fee or returned to you via BACS on/around your child's last day.
- The deposit is non-refundable if the 4 weeks' notice is not given or if there are outstanding fees on your account.
- We will confirm your child's place as outlined below:

Wee Scallys (0-2 years) 3 calendar months before their start date.

Big Scallys (2-3 years) 1 calendar month before their start date.

Super Scallys (3 years – starting school) 1 calendar month before their start date

- If you have paid your deposit and are offered the required place and decide you no longer require the place your deposit is non-refundable.
- If your child is attending for a fully funded place only (GTTB2 OR 3-5 years), no deposit is required. Please note additional paperwork will be required to commence the funding and 4 weeks notice is still required when your child leaves.

Fees

- Fees are payable for all sessions booked for your child, regardless of absence, holidays or sickness.
- Your monthly invoice will be sent via the Famly app.
- Payment should be provided on your child's first day to cover your first month's fees and thereafter fees will be received via bank transfer, childcare vouchers or the Government tax free childcare scheme, on the first day of each month for the month ahead.
- Scallywags is open from 7.30am-6pm Monday to Friday throughout the year, with the exception of Christmas Eve when we close early, and closed between Christmas and New Year.
- Monthly fees are calculated by multiplying your weekly fee by 51 and dividing it by 12 months, unless your child attends term time only or receives funding, this will be calculated on an individual basis each month.
- The management reserves the right to increase fees by giving parents one month's notice.
- Failure to pay fees on time will result in parents being asked to keep their child at home until full payment has been received.

Nursery Sessions

- In the weeks prior to your child commencing at Scallywags we will contact to you to arrange two settling in sessions.

- Nursery opening hours are 7.30am-6pm (children's sessions begin at 8am). Please ensure you drop off and collect your child within their paid sessions. The nursery is only insured to care for children between 7.30am and 6pm and, therefore, it is important you collect your child on time.
- A late pick up fee of £15 is in operation for parents collecting their child after their session has ended. If a parent is persistently late then they will also be charged for the staff time in addition to the £15 penalty charge.
- If you decide to drop sessions, you have to give one month's notice in writing to the manager or alternatively one month fees in lieu. You can increase your sessions with an immediate effect if a space is available, however you must also put this request in writing.
- You are required to book a minimum of 4 sessions per week (1 session is equal to 1 half day).

Extra Sessions

- Scallywags can offer extra sessions provided space is available in the required room and we have sufficient staff on the day.
- The nursery manager will inform you if we can provide the session and ask for payment prior to the child attending the extra session.
- If you decide you no longer require your extra session, please give staff at least 24 hours notice or you will be charged for the extra session.
- Extra sessions may not be authorised where there are outstanding fees on your account.

School Deferral

- Those choosing to defer starting Primary 1 will have to reapply for a space.
- Places are not guaranteed and additional sessions above the 30 hour funding entitlement may not be available.
- Applications will be available in December, following mandatory school registration.

Personal Details

- It is essential that you inform the nursery in writing immediately of any changes regarding emergency contact details.
- If your child suffers any allergies, these should be written on their registration form, however, should your child develop an allergy during their time at nursery please inform the nursery in writing immediately. Equally if your child no longer has an allergy, please inform us in writing. For further information regarding our procedures for children with allergies and other medical conditions please refer to the section on Medicine on page 8 of this Handbook.
- We will review your child's details every 6 months on the Family app.

Outings

- At registration you will be asked to consent your child to being taken out with the nursery premises on local trips.
- If other nursery trips are arranged, taking your child further afield a separate permission sheet will then be required.

Photographs/video

- We like to use photos of the children at play within the nursery. In order to do this, and to comply with the Data Protection Act 2018 and the ICO, we would be pleased if you would sign and give your permission for us to take some photos of your child for our nursery displays, the Family app and our Facebook page.
- Some of the photographs taken may include other children and we therefore require your consent for your child to be involved in group photographs throughout their time at nursery. These photographs will also be used in in-house displays, on Family and the nursery Facebook page.
- Parents may bring cameras to special nursery events e.g. Christmas parties. If you would like your child excluded from any photos or videos, please put your wishes in writing to the Nursery Manager.

Child Protection

- We are committed to working in partnership with parents. As well as constantly striving to build children's self-esteem and confidence, we place a high importance on the safety and protection of children.
- All staff are trained in relation to child protection and wellbeing and therefore are committed to expressing any concerns they may have about a child within their care.
- We have in place Child Protection Guidelines that all staff must follow where there are concerns about a child. Should any parent wish to see the guidelines these are on display in the entrance hall.
- We adhere to various legislations and policies in relation to the protection of children and all our procedures are in accordance with the 'Edinburgh and Lothian's Multi-Agency Child Protection Procedures' as well as the National Guidance for Child Protection in Scotland 2023.
- Please also note that if the welfare of a child is at risk, we will contact Children's Services immediately without speaking to the parent/carers.
- Scallywags Child Protection Officers are Nicola Gibb (Nursery Manager) and Cavell Clark (Deputy Manager)

Important Contacts

- Child Protection Officers (Nicola Gibb/Cavell Clark) 0131 440 2004
- Care Inspectorate 0345 600 9527
- Scottish Social Services Council (SSSC) 0345 60 30 891
- Midlothian Early Intervention & Prevention Team 0131 271 3413
- Children & Families Contact Centre 0131 271 6674 (office hours) 0800 731 6969 (out of hours)
- Police Public Protection Unit (Dalkeith) 0131 561 6121/0131 561 6138
- Non-emergency police 101 or in an emergency 999.

Notification of a child's absence

- As a matter of procedure, we request that all parents/carers please contact Scallywags by **9am** for a morning session and **1pm** for the afternoon session if their child is going to be absent from nursery for any reason.
- If your child does not turn up for nursery and we have not heard from you within 2 hours of their usual drop-off time, then your child's room or Nursery Management may contact you to ensure nothing untoward has happened.
- Unfortunately, we cannot refund money if your child is absent from nursery, due to sickness, holiday or during public holidays, due to your place being retained, our staffing and maintenance costs.

Complaints

Scallywags Children's Nursery Loanhead aims to provide the highest quality care for all children in the nursery. Our intention is to work in partnership with parents/carers and we welcome suggestions on how to improve the nursery. If any part of the service we provide is unacceptable, the following steps should be taken:

Step 1: Express your concerns to a member of staff

Step 2: If this does not have a satisfactory outcome the problem should then be raised with the nursery's Deputy Manager (Cavell Clark)

Step 3: If you consider that you still have not had a satisfactory outcome the problem should then be raised with the Nursery Manager (Nicola Gibb)

Step 4: If the matter is not resolved to your satisfaction, you can report the complaint in writing to the Director. The complaint will be investigated, and the complainant will receive a written reply by the Director within 3 weeks.

Step 5: If the complainant is not satisfied with the Director's reply, the complaint should be directed to:

Care Inspectorate Telephone Number: 0345 600 9572
3C & D South
Victoria Quay
Edinburgh
EH6 6QQ

If the complaint is against management, please follow step 4 above.

Your child's first day at Scallywags Loanhead

Starting nursery can be a daunting experience for both the parents and child/children which is why here at Scallywags we will endeavour to make every effort to minimise any unnecessary upset when transitioning your child from home to nursery.

Knowing what to bring to nursery on your child's first day can be a stressful, which is why we provide most things including nappies, wipes, meals and snacks.

However, on your child's first day here at Scallywags we ask you bring a small bag with the following:

- Few sets of spare clothes (including vests, socks and pants) clearly labelled.
- Sun hat, sun cream, hat and gloves (seasonal).
- Indoor shoes.
- Wellies (seasonal).
- Comforters – if required.
- Prescribed medication – if required, we recommend having a second lot prescribed so it can be stored here.
- Calpol with a letter stating you have signed the consent and provided the Calpol.
- Nappy cream – if required.
- Clean bottle for each feed – if required
- Measured out formula for each feed or clearly labelled and dated breast milk – if required

Staff

Scallywags Loanhead's staff team is made up of the following members:

Katrina Weir – Operations Director
Steve Thomas – Chief Financial Officer (CFO)

Nicola Gibb – Nursery Manager
Cavell Clark – Deputy Manager

Wee Scallys:

Zoe Murray – Early Years Supervisor (working towards BA)
Sophie Sim – Early Years Practitioner
Louise Winks – Early Years Practitioner (UNCRC Champion)
Ashley Nevison – Trainee Early Years Practitioner (working towards SVQ Level 7)
Cerys-Mia Sheerin – Early Years Practitioner (maternity leave)
Olivia Bain – Early Years Practitioner (maternity leave)

Big Scallys: Chloe Mitchell – Early Years Supervisor
Rachel McCormack – Early Years Practitioner
Sean O'Donnell – Early Years Practitioner

Tegan Halcrow - Early Years Practitioner
Stephanie Gibb – Trainee Early Years Practitioner (working towards SVQ Level 7)
Courtney Barrie – Early Years Practitioner

Super Scallys: Louise Bell – Early Years Supervisor (working towards BA)
Gemma Muir– Early Years Practitioner
Caitlyn Hay – Early Years Practitioner (Inclusion Lead)
Shuk 'Man' Cheng – Early Years Practitioner
Justyna Malczak - Trainee Early Years Practitioner (working towards HNC)
Nicola 'Nikki' Kidd – Trainee Early Years Practitioner (working towards SVQ Level 7)

Kitty McClay – Bank Staff

Staff will cover in different rooms as required.

Please see our staff slide show on the monitor in the reception hall or the Family App newsfeed for more information.

Promoting Positive Behaviour Policy

As children grow and develop, they will begin to take some responsibility for their actions and decide what is "right" and what is "wrong". Children need to have boundaries set for their behaviour. Within Scallywags the children rely on the adults for support in this and we as a staff team will endeavour to act as positive role models at all times.

We agree to: -

- Promote positive behaviour – using methods that are realistic and developmentally appropriate;
- Be consistent and fair;
- Abide by the Promoting Positive Behaviour Policy of the setting disregarding personal beliefs/values.

Promoting Positive Behaviour

We encourage positive behaviour at all times and will endeavour to resolve undesirable behaviour in the following manner:

- Setting clear boundaries, relevant to an individual child's age/stage of development;
- Using a restorative approach with the pre-school children inviting them to discuss the behaviour and reach solutions in an independent manner;
- Redirection to another activity, where relevant/possible;
- Discussion with the child/children involved in any incident that does occur;
- Praising children for acceptable behaviour.

Where the undesirable behaviour may cause harm to the well being of other children or adults the child may be removed from the situation in order to ensure the well being of the other children and adults. Parents/carers would be informed when collecting their child of any such incident and we would welcome any input/feedback from parents to work together in managing their child's behaviour.

Classes

We offer additional curricular activities throughout the year. Information on current classes can be found on our information screen in the main hallway or ask the nursery staff for further information. Classes are optional and at a small additional cost for parents. Any costs associated with extra curricular classes are paid in advance, usually for an 6-10 week block of classes.

Toothbrushing – Brush Bus Programme

We work in partnership with NHS Child Smile and provide every Super Scally who attends Scallywags Loanhead with their own toothbrush for brushing their teeth. This will be consented to in your child's registration form.

If you do not wish for your child to take part in this please express this in writing to the Manager.

Individual Care Plan

Scottish Statutory Instruments 2011 No.210 requires us to keep a Personal Plan, sometimes referred to as a Care Plan for every child in our care, this "sets out how the service user's health, welfare and safety needs are to be met."

Your child's Care Plan will consist of various parts. Parts will be kept in their file in the managers cupboard and other relevant information stored within your child's playroom. You must notify us of any changes to be made to this, including change of contact details, allergies or intolerances or anything else which may affect your child's health, safety and welfare. The Care Plan will be reviewed "at least once in every six-month period" (*Scottish Statutory Instruments 2011 No.210, 5 paragraph 2*).

Famly App

Here at Scallwags we use an app called Famly. After your child's first settle you will be sent an email from Famly prompting you to set up login in details (please check your junk mail as it can often end up there).

On the app you will find your child's personal file where all the details you provided at the time of registration can be found, please check this and notify us of any changes that may need made. We also request you check and confirm these twice in a calendar year.

Via Famly you will be able to keep up to date with your child's day; you can see what they have had to eat, if they have slept and how long for, alongside a few other updates. Further to this, the app gives you the opportunity to see all your invoicing and accounts, message the office as well as your child's room directly, record absences/holidays, follow any nursery news/events, keep up to date with activities happening in your child's room and follow their learning journey.

Learning Journey

Your child's journey on Famly app is an ongoing working document which considers the Pre-birth to Three framework, Realising the Ambition or The Curriculum for Excellence, it provides a continuous profile of your child's learning and development both at home and at nursery. The aim of this journey is to allow a collaborative approach between home and nursery in supporting your child's ongoing learning. It provides an opportunity to celebrate and record your child's achievements in all areas of their life. Your child's journey is available at any time for you to view online, it is also helps form the focus of discussions at parent's night.

As a parent, you can help contribute to their journey by:

- Taking time to share with your child the information contained within their journey.
- Adding comments and home achievements regularly.
- Sharing with staff your child's interests at home.
- Commenting on the planning posts on the Famly newsfeed

Curriculum

Pre-Birth to Three

With regards to our youngest children we follow the "Pre-Birth to Three" framework which supports the planning and delivery of learning opportunities suitable for the children aged 0-3 years.

This framework pulls together information that will support the Early Years Sector in using the four key features;

- Relationships
- Responsive Care
- Respect
- Rights of the Child

Through the 4Rs effective support and relevant opportunities are developed and offered to our under 3s. Various activities and learning opportunities are planned throughout the year taking into account the needs of individual children.

Curriculum for Excellence (3-5yrs)

We follow the principles of the Curriculum for Excellence for our 3 to 5 year old children in respect of their ongoing learning and development. This framework enables us to ensure that we work towards developing and educating our young children to become:

Successful Learners with enthusiasm and motivation for learning and openness to new ideas and determined to reach high standards of achievement. We will do this through:

- Use of literacy, communication and numeracy skills
- Use of technology for learning
- Thinking creatively and independently
- Learning independently and as part of a group
- Making reasoned evaluations
- Linking and applying different kinds of learning in new situations

Confident Individuals with physical, mental and emotional wellbeing, self respect and ambition. We will do this through:

- Relating to others and manage themselves
- Pursuing a healthy and active lifestyle
- Being self aware
- Developing and communicating their own beliefs and view of the world
- Living as independently as they can
- Assessing risk and take informed decisions
- Achieving success in different areas of activity

Responsible Citizens with respect for others and a commitment to participate responsibly in life while developing a knowledge of the world and Scotland's place in it. We will do this through:

- Developing knowledge and understanding of the world and Scotland's place in it
- Understanding different beliefs and cultures
- Making informed choices and decisions
- Evaluating environmental, scientific and technological issues
- Developing informed ethical views of complex issues

Effective Contributors with resilience and self-resilience, who can communicate, work in partnership, solve problems and be enterprising and creative. We will do this through;

- Communicating in different ways and in different settings
- Working in partnership and teams
- Taking the initiative and lead
- Applying critical thinking in new contexts
- Creating and develop
- Solving problems
-

The above are used alongside the UNCRC, Getting It Right For Every Child (GIRFEC), 'Realising the Ambition: Being Me and various other Government and Care Inspectorate legislations and documents.

Parent/Carer Input and Feedback.

Sallywags Children's Nursery Loanhead is always looking to improve on our service and practice as well as continuing to do well in areas already established. A great way of us doing this is through parent/carers feedback and suggestions. We encourage you to give feedback whenever you feel necessary through

various methods such as email, Family message, verbal or popping a note in the suggestions and feedback box.

Parent/Carer input also benefits the children's learning experiences; therefore, we encourage you to come in and take part in various activities such as reading/story sessions, baking sessions or if you have a profession, hobby or talent to talk to the children about we would love you to come in. If this is something you are interested in please let the office know.

Sickness and Absence

Sickness and Diarrhoea

It is very easy for other children to pick up an infection which could soon spread around the nursery.

If your child is sick at home, at night or in the morning, please do not bring them to nursery until **48 hours AFTER** the last period of sickness/diarrhoea.

If a child is sick at nursery we will call and ask you to come as soon as possible to take them home, similarly if there are three episodes of diarrhoea we would call and ask for them to be collected. Diarrhoea is defined as 3 or more liquid or semi-liquid stools ([type 6 or 7](https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/managing-specific-infectious-diseases-a-to-z#diarrhoea-and-vomiting-gastroenteritis)) within a 24-hour period in adults and older children or any change in bowel pattern in young children (UK Health Security Agency <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/managing-specific-infectious-diseases-a-to-z#diarrhoea-and-vomiting-gastroenteritis>). In these circumstances, you are requested to keep them at home until **48 hours AFTER** the sickness/diarrhoea has stopped.

When young babies are teething, we understand that they often have a loose nappy. However, this is quite different from diarrhoea.

Sickness and diarrhoea are highly infectious and can be passed on to other children and staff. It then becomes difficult for the Nursery and other parents to stop it recurring. Please, therefore, do not bring your child to Nursery when still suffering from this condition.

High Temperature

If your child's temperature is over 38 degrees, then he/she should not be at Nursery.

If your child's temperature rises above 38 degrees while he/she is at Nursery we will contact you and administer Calpol with your consent, if you have provided this, and you will be asked to collect your child. The child will then be monitored until you arrive.

If we are unable to make contact with the primary guardian/s we will contact the emergency contacts, but Calpol may not be administered.

We will never delay in calling 999 should we feel it is necessary.

Conjunctivitis

Conjunctivitis is an infectious eye condition. If your child contracts conjunctivitis we request that they do not return to nursery until you have sought advice from a pharmacist. If your child displays signs of having conjunctivitis at Nursery, we will contact you and ask you do the above. If your child's eyes are extremely weepy and causing discomfort, we will ask they stay at home.

Communicable Diseases

Exclusion Periods for the most Common Diseases

Your child should not attend nursery if they are suffering from any of the following diseases. Our recommended minimum exclusion days are noted below (guidance was taken from Public Health Scotland (March 2024) *Health protection in children and young people settings, including education*).

(Please be understanding and adhere to these for everyone's benefit).

Infection or symptoms	Minimum period of exclusion	Comments
German Measles (Rubella)	5 days from onset of the rash	Preventable by vaccination (MMR x 2 doses). Pregnant staff, unvaccinated/partially vaccinated people should seek prompt advice from their GP
Chicken Pox (Varicella Zoster).	Until blisters are all crusted over or 5 days, whichever is longer.	Pregnant staff, new babies or people with weakened immune systems should seek advice from their GP/Midwife.

Hand, Foot and Mouth	None	If a large number of children affected contact HPT. Exclusion may be considered in some circumstances
Measles	4 days from onset of rash.	Contact HPT. Preventable by immunisation. (MMR x 2 doses). Pregnant persons, children under 12 months, unvaccinated and people with weakened immune systems should seek prompt advice from their GP.
Mumps	5 days from onset of swelling and well enough to return.	Preventable by vaccination (MMR x2 doses).
Cold Sores	None	Avoid kissing and contact with the sore. If aggravated, weeping or causing pain, seek medical advice. If cold sore lasts more than 10 days contact GP.
Conjunctivitis	See previous page.	If an outbreak/cluster occurs, consult your local HPT.
Ringworm	Not usually required as long as child is receiving treatment.	
Scabies	24 hours after starting treatment, may be longer depending on individual case.	Contact HPT if 2 or more cases (outbreak). 2 treatments are required including co-ordinated treatment for household and close contacts.
Impetigo (Streptococcal Group A skin infection).	Until lesions are crusted or healed or 48 hours after starting antibiotics .	
Head lice	None	
Scarlet Fever	24 hours after starting anti-biotics.	Contact HPT if 2 or more cases in 10 days or if a case is serious resulting in hospitalisation or if there is already chicken pox or flu in the setting. Antibiotic treatment is recommended for the affected child.
Sickness & Diarrhoea	48 hours from last episode of diarrhoea or vomiting.	See previous page.
Meningococcal meningitis/ septicaemia.	Until received treatment and recovered.	Contact HPT. Meningitis ACWY and B are preventable by vaccination. Types B and C most common. There is no reason to exclude siblings or other close contacts of a case.
Meningitis due to other bacteria	Until recovered.	Contact HPT if 2 cases within 4 weeks. Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case.
Threadworm	None	Treatment is recommended for the child and household contacts.
E. coli O157 (Shiga Toxin-producing E. coli) STEC.	Should be excluded until confirmed negative by screening.	For some groups (for example pre-school infants, food handlers, and care staff working with vulnerable people), longer periods of exclusion may be

		required. This could include people who have tested positive but do not have symptoms. HPT will likely contact to advise.
Typhoid and paratyphoid (enteric fever)	Should be excluded for 48 hours from the last episode of diarrhoea Further exclusion may be required for some children until they are no longer excreting. HPT will advise	Inform HPT.
Whooping Cough	48 hours from commencing treatment, or 14 days from onset if no treatment (21 days for adults).	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks.

Coughs and colds do not require exclusion unless they are severe, and the child is distressed. If you are unsure or concerned seek medical advice.

We will follow the guidelines from the Public Health Scotland and UK Health Security Agency for any other communicable disease.

Medicine

Sallywags Children's Nursery Loanhead have taken guidance from the Care Inspectorate in relation to the administration of medicines for children.

“Care service staff should not give the first dose of a new medicine to a child. Parents should have already given at least one dose to ensure that the child does not have an adverse reaction to the medication. This would obviously not include emergency medication such as an epi-pen.”
(Care Inspectorate, HCP-0514-087).

Medicine no longer required for which it was prescribed, or which is out of date will be returned to the parents/carers.

Administering Non-Prescribed Medication

We are unable to administer non-prescribed medication unless in the instance of a high temperature. The guidelines for this are outlined below:

We have taken the decision, where a child's temperature is 38degrees or above, to administer paracetamol (maximum 5ml) when in the best interests of the children in our care and with the full knowledge and agreement of the parent/carer/emergency contact. We have put strict guidelines in place that must be adhered to and these are as follows;

- Parents must give prior consent and provide the paracetamol which will be stored away from the children and clearly labelled with the child's full name, DOB and expiry date.
- All necessary action is taken before considering the administering of medication e.g. removing clothes to reduce temperature.
- The parent/emergency contact will be contacted prior to paracetamol being administered to discuss the decision.
- The Manager on duty must make the final decision regarding administering paracetamol.
- A non-prescribed medication form should be completed by staff and signed by management and parent on collecting their child from nursery.
- Medication must be checked by two members of staff and administered by a senior staff member.
- The parent/emergency contact will be asked to collect the child even if paracetamol is administered.

Please note, we will not hesitate to contact emergency services if we think it is in the best interests of the child to do so.

Administering Prescribed Medicine

Children who have been prescribed medication from their GP can continue to attend nursery as normal with written consent from parent/carer in relation to the administering of the medication whilst at nursery. Obviously, this is not the case for any illness that falls under the communicable diseases noted on pages 10-12.

When bringing prescribed medication to nursery it must be in the original packaging provided by the pharmacy with the child's name clearly noted and an expiry date visible.

The following procedures are in place:

- Senior staff will check the child's medication has been prescribed by a doctor.
- The parent/ carer should complete a medication form and sign it before leaving. **We cannot give a child medication without the parent/ carer written permission.**
- If the medication is for a specific length of time this must be written and should be signed for everyday.
- Only one medication to be written on each form.
- Only qualified staff to administer medicine which should also be witnessed by another member of staff.
- Always double check the name on the bottle and that the correct child is receiving the correct dosage of medication.
- Management should be notified of any medication to be administered.

Children attending the nursery with known long-term illnesses and allergies will have the information noted in their Medical Care Plan detailing any medical requirements and relevant guidance associated with their condition(s). There will be additional forms for parents/carers to complete specific to their child's condition and these **must** be updated with any changes, we rely on parents/carers to provide regular updates in this regard.

Adverse Weather Policy

At Scallywags Children's Nursery Loanhead we have an adverse weather policy in place to ensure our nursery is prepared for all weather conditions that might affect the running of the nursery such as floods, snow and heat waves.

If any of these incidents impact on the ability of the nursery to open or operate, we will contact parents via Famly app.

We will not take children outdoors where we judge that weather conditions make it unsafe to do so.

- **Flood**

In the case of a flood we will follow advice from the correct professional bodies to enable all children and staff to be safe and to maintain continuity of care.

- **Snow or other severe weather**

If high snowfall or another severe weather condition such as dense fog, is threatened during a nursery day then the Duty Manager along with the Directors will take the decision as to whether to close the nursery. This decision will take into account the safety of the children, their parents and the staff team. In the event of a planned closure during the nursery day we will contact all parents to arrange for collection of their child.

In the event of staff shortages due to snow or other adverse weather we will contact all available off duty staff and/or agency staff and group the children differently until they are able to arrive. If we are unable to maintain statutory ratio requirements after all avenues are explored, we will contact the Care Inspectorate to inform them of this issue, recording all details in our incident file. If we feel the safety, health or welfare of the children is compromised then we will take the decision to close the nursery.

If Midlothian Council take the decision to close local nursery provisions any children who attend Scallywags for a fully funded place will not be permitted to attend nursery during these closures.

Unfortunately, if we have been advised to close the nursery due to government weather warnings, we are unable to refund fees or offer days in lieu.

Business Continuity Plan

Nursery outbreak

In relation to a nursery outbreak, Scallywags Children's Nursery Loanhead will take advice from other professional bodies, where required, and the following steps will be taken:

- All staff made aware of the signs and symptoms of the illness.
- Parents/carers notified by email and a poster of the symptoms and the procedure to follow should the symptoms arise, will be displayed in the nursery.
- Staff, parents/carers and children encouraged to practice simple infection control procedures e.g., thorough hand washing and the catch it, bin it, kill it technique used and the use of hand gel (where necessary).
- Ensure that all our staff and children's details are up to date.

Recording of an outbreak:

- The manager should be notified of any child/staff absences related to any recent outbreaks.
- Records should be kept, and the Care Inspectorate should be notified of an outbreak of any infection where 2 or more linked cases are present with similar symptoms. The Care Inspectorate will be informed via Eforms. They can also be contacted on 0345 600 9527 or by calling our inspector directly.

Business Continuity:

If children cannot attend nursery due to the closure of a room/whole nursery, payment will be reduced to 50% of your fee for that period.

If children are required to not attend nursery as stipulated by other regulatory bodies or required to self-isolate due to contact from, for example, Test and Protect, parents will be required to pay full nursery fees, as this requirement is out with our control.

Scallywags Children's Nursery Loanhead will endeavour to remain open and where staff are affected we aim to use part time/agency staff to cover absences if necessary.

If staff members are on annual leave with no plans/bookings, we will make contact in the aim they can attend work and take their annual leave at a later date.

Forced Nursery closure or a reduced level of service may be considered if too many of the work force are absent. This may be due to various factors including an outbreak, isolating due to household or contact from regulatory bodies e.g. Test and Protect.

If the nursery still does not have adequate staffing to provide the correct staff to child ratios within the playrooms we will endeavour to provide a reduced level of service. We will look at prioritising childcare as follows:

1. Keyworkers (Category 1 & 2) and vulnerable children – both parents/single parent are keyworkers and both cannot work from home
2. Keyworker Category 1 – one parent is classed as a category 1 keyworker but neither parent can work from home
3. Keyworkers Category 2 - one parent is classed as a category 2 keyworker but neither parent can work from home
4. All other children receive a percentage of their usual sessions depending on what the nursery can accommodate per room with staffing.

If closure is stipulated by regulatory authorities we will advise our service users at the earliest opportunity to enable them to make alternative arrangements. If there is an enforced closure due to an outbreak of disease then nursery fees are payable as normal due to business overheads which will therefore ensure the nursery provision will return to normal after closure.

Pandemics

In relation to any pandemics, Scallywags Children's Nursery Loanhead will take advice from regulatory bodies and the following steps will be followed:

- All staff made aware of the signs and symptoms of the illness.

- Parents/carers notified by email and a poster of the symptoms and the procedure to follow should the symptoms arise, will be displayed in the nursery.
- Staff, parents/carers and children encouraged to practice simple infection control procedures e.g. thorough hand washing and the catch it, bin it, kill it technique used and the use of hand sanitiser (where available).
- Ensure that all our staff and children's details are up to date.
- Follow any Government enforced rules.

Recording of pandemic:

- The manager should be notified of any child/staff absences related to any recent pandemics.
- Records should be kept, and the Care Inspectorate should be notified of an outbreak of any infection where 2 or more linked cases are present with similar symptoms within a continuous 14 day period. The Care Inspectorate will be informed via Eforms. They can also be contacted on 0345 600 9527 or by calling our inspector directly.

Business Continuity:

As above.

Gas, electricity & water related incidents

In relation to incidents caused by any of the above e.g. gas leak, power cut, Scallywags Children's Nursery Loanhead will take advice from the correct professionals and the following steps will be followed:

- If severe and/or an immediate threat to the health and safety of the staff and children, the building will be evacuated (following fire procedure).
- All staff made aware of the situation and risk assessments put in place.
- Parents/carers notified if necessary, via the Family app.

Recording of incident:

- Director should be notified as soon as possible.
- Management should record the incident and any advice requested/given and who from.
- Care Inspectorate notified

Business Continuity:

Scallywags Children's Nursery Loanhead will endeavour to remain open if safe to do so. In the result of nursery closure, the following will be done:

- All children and staff will gather in Loanhead Memorial Church until parents are able to collect their child.

Please also see *Adverse Weather Policy*.