

## DMNS Bumps at Home Policy

### Policy statement

To maintain the highest standard of safeguarding and child welfare by ensuring clear communication between parents and staff regarding a child's physical health and medical needs.

### 'Bumps at Home' Reporting Procedure

To ensure the safety of all children and to protect the integrity of our staff, the nursery operates a 'Bumps at Home' reporting system.

- **Requirement:** Parents/guardians must disclose any injury sustained by the child outside of nursery hours upon arrival at the setting.
- **Scope of Reporting:** This includes, but is not limited to:
  - Visible injuries (bruises, scrapes, cuts).
  - Non-visible injuries that may require monitoring (head bumps, sprains, or limb pain).
  - Injuries resulting from falls or accidents at home.
- **Documentation:** A staff member will record the details in the official 'Bumps at Home' book. This record ensures that all team members are aware of any additional support or monitoring the child may require during the session.

### Medication Administration and Safety

The nursery adheres to strict safety protocols regarding the storage and administration of medication.

- **Handover Protocol:** All medications must be handed directly to a member of staff at the start of the session.
- **Storage:** Under no circumstances should medication be left in a child's bag or cubby. All medicine must be stored in the designated secure area by nursery staff.
- **Documentation & Dosage:** Parents are responsible for providing up-to-date information regarding:
  - Correct dosage instructions.
  - Specific requirements for administration.
  - Changes to existing care plans.

### Compliance and Cooperation

Adherence to these policies is imperative for the collective safety of the nursery environment. These measures allow us to provide the best possible care and remain compliant with national safeguarding standards.

### Inquiries:

Should you have any questions regarding these procedures or wish to update your child's care plan, please contact Sandra directly.