



First Aid, Sickness and Medication policy

Statement of intent

This setting believes that the health and safety of children is of paramount importance and we take steps to ensure the safe administration of medicines and first aid.

Method

First aid

All our staff are First Aid trained and at least two members of employed staff with current first aid training are on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children.

Our first aid kit complies with the Health and Safety (First Aid) Regulations 1981 and contains the following items :

- Triangular bandages (ideally at least one should be sterile) - x 4
- Sterile dressings:
 - a) Medium first aid x 2
 - b) Large first aid x 1
 - c) 5x5 non adherent dressing x 2
 - d) 10x10 non adherent dressing x 2
- Composite pack containing 20 assorted (individually-wrapped) plasters 1
- Sterile eye pads (with bandage or attachment)
- 6 safety pins
- Non-alcoholic antiseptic wipes
- Low allergy tape
- 2 crepe bandages
- 2 5cmx4m conforming bandage

The first aid box is easily accessible to adults and is kept out of the reach of children.

No un-prescribed medication is given to children, parents or staff.

First aid procedures:

- Staff must practice good hygiene at all times.
- Gloves must be worn by staff when dealing with any cuts, saliva or other bodily fluid.
- The staff member will record details of the accident and treatment given.
- The parent/carer must sign the form when they collect their child.

- The copy of the form must be given to the parent/carer for all head injuries and whenever a parent requests a copy.
- The form will be given to the manager for investigation.
- If the accident causes any major concern to the staff then the parent/carer will be informed.
- Any incidents must be reported to the manager for investigation.

The deputy manager will ensure that the first aid equipment is replenished and replace

Administration of medication

- Only prescribed medication may be administered. It must be in-date and prescribed for the current condition.
- Children taking prescribed medication must be well enough to attend the setting.
- Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents give prior written permission for the administration of medication (Administration of Medication Form attached). This states the name of the child, name/s of parent(s), date the medication starts, the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered.
- The administration is recorded accurately each time it is given and is signed by staff. Parents sign the medication record book to acknowledge the administration of a medicine.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- We use the Pre-school Learning Alliance's publication *Medication Record* book for recording administration of medicine and comply with the detailed procedures set out in that document.
- Medicines are generally administered by the Pre-school leader, Deputy or SENCO. If administered by key workers it is witnessed by the Manager.
- Administration of any medicine will be witnessed by a second member of staff.
- For children with long term or complex medication requirements we will produce bespoke consent forms/medication plans as each child's needs will be different.

Staff medication

- If a member of staff is taking medication which may affect their ability to care for children, they must seek medical advice. In such circumstances, staff will only be allowed to work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly.
- Staff medication on the premises must be securely stored and out of reach of children at all times.

Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents - or other authorised adults - if a child becomes ill while in the setting.

- We do not provide care for children who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease.
- Children with headlice are not excluded, but must be treated to remedy the condition.
- Parents are notified if there is a case of headlice in the setting.
- Parents are notified if there is an infectious disease, such as chicken pox.

- HIV (Human Immunodeficiency Virus) may affect children or families attending the setting. Staff may or may not be informed about it.
- Children or families are not excluded because of HIV.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times.
- The local authority's medical officer for environmental health is notified of any infectious diseases that a qualified medical person considers notifiable. (Infectious Disease (Notification) Act 1889). Ofsted is also informed where this is the case. The full list is obtainable from www.patient.co.uk and includes common childhood illnesses such as measles.

Accident and Incident procedures

In case of a medical emergency: Parents sign a consent form at registration allowing staff to seek any necessary medical advice or treatment. Staff will call the emergency services and provide details of the incident and details from the child's registration form. The parent/carer will be contacted and a member of staff will go with the ambulance with the child's registration details and consent forms and will remain with the child until the parent/carer arrives at hospital.

Recording and reporting of accidents and incidents

All accidents however small must be recorded on an accident form. They are accessible to all staff and volunteers, who know how to complete them. They are reviewed by the manager to identify any potential or actual hazards. All forms are kept for future reference for at least 21 years and 3 months. When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for RIDDOR and notify Ofsted. The manager must also inform the insurance company.

This policy was adopted at a meeting of	<u>Child's Play Pre-school</u>	name of setting
Held on (date)	<u>20/01/13</u>	
Signed on behalf of the Proprietor	<u></u>	
Role of signatory	<u></u>	
This policy was reviewed on	<u>22/05/20</u>	(date)
<i>continue as necessary</i>	<u></u>	(date)