



## **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*

At least one member of staff with current first aid training is 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

In addition to the first aid equipment, each box should be supplied with:

- 5 pairs of nitrile disposable gloves
- 1 plastic disposable apron
- a children's forehead 'strip' thermometer
- 1 pair of blunt sharp scissors

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.

At the time of admission to the setting, parents' written permission for emergency medical

advice or treatment is sought. Parents sign and date their written approval.

#### *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 will only be administered by the Pre-school leader, deputy or SENCO.
- 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](http://www.patient.co.uk) and includes common childhood illnesses such as measles.

This policy was adopted at a meeting of	Child's Play Pre-school	name of setting
Held on (date)	01/03/13	
Signed on behalf of the Proprietor		
Role of signatory		
This policy was reviewed on		(date)
<i>continue as necessary</i>		(date)