

# First Aid, Medication and Sickness Policy

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*Safeguarding and Welfare Requirements / 3.45, 3.46, 3.47, 3.51, 3.52, 3.66, 3.68, 3.69, 3.71*



At all times, at least one member of staff with a current first aid certificate (relevant to young children and infants) is on the premises at Lime Tree Nursery. At least one suitably qualified member of staff will also accompany all outings. 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
- is regularly checked by a designated member of staff and re-stocked etc.
- is easily accessible to adults
- is kept out of the way of children.

At the time of admission to the setting, parents'/carers' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Our accident book:

- is kept safely and accessible
- is known to all staff, including how to complete it
- is reviewed at least half termly to identify any potential or actual hazards.

Ofsted is notified of any injury requiring treatment by a GP or hospital, as well as in the extremely unlikely circumstances of the death of a child or adult. Confidentiality will always be adhered to. This is a requirement of registration, from the Early Years Foundation Stage. Local authority and MASH are also notified. All of these to be notified within 14 days.

Accident Procedure

All accidents must be recorded in the appropriate book. This is to ensure legal compliance and appropriate gathering of information needed to inform all relevant persons. Detailed records will be kept of any accidents, which will outline how the accident occurred, any injury sustained, time, treatment and follow-up process.

Parents are required to sign the entry when they arrive to collect their child.

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Sickness and Medicine Policy

If a child becomes ill whilst they are attending the setting, they will be monitored (e.g. taking the child's temperature on a regular basis) and if it is felt that it is not beneficial for



them to continue with us that day, the setting manager will phone the parent/carer and inform them of the situation.

Parents must notify us immediately if they are aware that their child has a contagious illness, even if it has yet to be confirmed by a doctor. If a child has such an illness, we will require written, medical confirmation that they are fit to return to the setting.

Children suffering from sickness, diarrhoea, high temperature or the possibility of being infectious must refrain from attending the setting until they are clear from the symptoms for at least 48 hours. Any child with more than 2 bouts of Diarrhoea will be sent home immediately to avoid the risk of this spreading around the setting. More than 2 cases will be reported to OFSTED within 14 days.

If a child has been sent home from Lime Tree Nursery due to ill health they should not be re-admitted until the child is suitably recovered or until the GP says they can return.

The setting will only administer prescribed medicine which is clearly labelled with the child's name, medicine type, amount to be administered and the correct date. No un-prescribed or over the counter medicine given by a parent/carer will be administered.

The exception to this would be if your child develops a seriously high temperature. In this situation, up to a maximum of 5ml of a paracetamol designed for children, such as Calpol, would be administered if the parent/carer has given the setting prior consent. We will also attempt to reduce the temperature by tepid sponging and giving fluids and request parents'/carers' attendance as soon as possible.

If a parent/carer wishes their child to be given paracetamol in this situation, they must complete a consent form. Verbal consent is inadequate, no matter what situation arises. Parents/carers must be informed at all times before paracetamol is given to ensure the child has not had any previously to prevent over dosing, and this will only be administered by the management team and cross checked by a qualified staff member. However, this procedure will only be completed in the event of an emergency.

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If a child is taking antibiotics they must be kept away from the setting for at least 48 hours to enable the medicine to take effect.



Parents/carers of a child who requires prescribed medicine during their time with us must complete a medicine form each day. If this form is not completed daily, and signed by the parent/carer the medicine will not be administered. Details of when the last dosage was given must be reported and recorded when the child arrives at the setting. However, if the medication is a long-term arrangement then a specific consent form may be used.

Children will be administered the correct dose by a senior member of staff, which will be witnessed by another member of staff. They will both sign and record the time accurately.

On collecting their child, parents/carers must sign to say that they agree that the medicine has been administered.

If a child has a severe allergy and requires epinephrine, then training must be completed by the child's key person and other staff. Unless this training is completed the child's attendance at the setting will be delayed.

Any injury to a child or parent requiring a GP or hospital visit is reported to the local office of the Health and Safety Executive and Ofsted.

We meet our legal requirements for the safety of our employees by complying with RIDDOR <http://www.hse.gov.uk/riddor/>

**We report to the local office of the Health & Safety Executive:**

- any accident to a member of staff requiring treatment by a GP or hospital; or
- any dangerous occurrences (e.g. an event which does not cause an accident but might have done).

Children's prescribed medicines are stored in their original containers, are clearly labelled and are not accessible to the children.

If the administered prescription requires medical knowledge, training will be provided for the relevant member of staff by a health professional, for example, the use of an EpiPen®.

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### Medical Guidelines

Please refer to attached public health guidelines on:



**Guidance on infection control in schools and other childcare settings.**

**The following diseases are notifiable under the Public Health (Control of Disease) Act 1984 or the Public Health (Infectious Diseases) Regulations 1988.**

- Acute encephalitis
- Acute poliomyelitis
- Anthrax
- Cholera
- Diphtheria
- Dysentery
- Food poisoning
- Leptospirosis
- Malaria
- Measles
- Meningitis
- Meningococcal
- Pneumococcal
- Haemophilus influenza
- Viral Meningococcal septicaemia (without meningitis)
- Mumps
- Ophthalmia neonatorum
- Paratyphoid fever
- Plague
- Rabies
- Relapsing fever
- Rubella

Must be reported within 14 days

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- Scarlet fever
- Smallpox
- Tetanus
- Tuberculosis
- Typhoid fever
- Viral haemorrhagic fever
- Viral hepatitis
- Hepatitis A
- Hepatitis B
- Hepatitis C
- Whooping cough
- Yellow fever

**Leprosy is also notifiable, but directly to the Health Protection Agency © Health Protection Agency**

