



# St Tudy Pre-school

## Administering medicines, illness and emergencies

Our Pre School is committed to encouraging and promoting good health and to dealing efficiently and effectively with illnesses and emergencies that may arise while children are in our care.

### First Aid

Under duties set out in the Health and Safety (First Aid) Regulations 1981, the Pre-School recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given at the pre-school.

The Pre-School has a responsibility to the safety of all children within our setting so all our members of staff are now fully First Aid trained and certificated. They are responsible for maintaining the correct contents of all First Aid boxes and administering basic First Aid when necessary and appropriate.

The First Aid box will be regularly checked to ensure its contents are up to date, in good condition and fulfil the criteria set out in the Health and Safety (First Aid) Regulations 1981.

The box should contain:

- A card or leaflet giving general guidance, including Register/Instructions for parents numbers and children's specific medical needs (updated regular)
- Sterile triangular bandages
- Sterile Adhesive plasters
- A sterile eye pad with attachment
- Cotton wool
- Crepe bandages
- A sterile gauze
- Micropore tape
- Sterile cornering for serious wounds
- Individually wrapped assorted dressings/tapes
- Waterproof disposable gloves
- A disposable bag for soiled material
- Foil Blanket
- Protective face shield
- Scissors
- Sterile Eye Solution
- Ice packs (click/clack)

The location of the First Aid box is situated in the managers office on top of filing cabinet.

Our pre-school takes this First Aid Kit on all off site visits or outings. This is the responsibility of the designated First Aider, or where this is not possible, the manager.

## **In the Event of a Major Accident, Incident or Illness**

The Pre School requests that parents/guardians/carers complete and sign the Emergency Medical Treatment Form, within the Enrolment pack, enabling the manager or any member of staff so empowered, to give permission for emergency medical treatment for their child in the event of a major accident, incident or illness occurring during the session.

In such an event, the following procedures will apply:

- The manager/deputy manager will be notified and take responsibility for deciding upon the appropriate action.
- The First Aider will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parent/guardian/carer to arrive.
- If the child needs to go straight to hospital, an ambulance will be called. The parent/guardian/carer will also be contacted. A member of staff will accompany the child to the hospital if the parent/guardian/carer has not yet arrived and it is essential to move on. They will give consent to medical treatment being given, so long as the Emergency Medical Treatment Form has been completed and signed.
- If a member of staff is to leave with the child, procedures to ensure the correct staffing ratios have not been affected should take place and be rectified immediately.
- Children's records will be taken to hospital with the child.
- If the child does not need to go straight to hospital but their condition means they should go home, the parent/guardian/carer will be contacted and asked to collect their child. In the meantime, the child will be made as comfortable as possible and be kept under close supervision (from this point on, the provisions of the Pre School's Infectious and Communicable Diseases policy will govern the child's return to the pre-school).
- Parents/guardians/carers will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by the Pre-School and its staff.
- All such accidents or incidents will be recorded in detail and logged in a Incident Form and stored in the Rainbow folder. Parents/guardians/carers will be asked to sign in the relevant section of the form to acknowledge the incident or accident and any action taken by the pre-school and its staff.
- The manager and other relevant members of staff should consider whether the accident or incident highlights any actual or potential weaknesses in the pre-schools policies or procedures, and act accordingly, making suitable adjustments where necessary.

## **In the Event of a Minor Accident, Incident or Illness**

- In the first instance, the manager or deputy manager will be notified immediately and take responsibility for deciding upon any appropriate action.
- If the child does not need hospital treatment and is judged to be able to safely remain at pre-school, the First Aider will remove the child from the activities and, if appropriate, treat the injury/illness themselves.
- If and when the child is feeling sufficiently better, they will be resettled back into the activities, but will be kept under close supervision for the remainder of the session.
- At the end of the session, the First Aider will fully inform the parent/guardian/carer of the incident or accident and any treatment given and ask for the Incident form to be read and signed.
- If the injury or illness incurred is such that treatment by the First Aider is deemed inappropriate, but does not warrant hospitalisation, the parent/guardian/carer will be contacted immediately and asked to collect their child. Until the parent/guardian/carer arrives, the child will be kept under close supervision and as comfortable as possible (from this point on, the provisions of Pre School's Infectious and Communicable Diseases policy will govern the child's return to the pre-school)
- All such accidents and incidents will be recorded in detail and logged in a Incident Form and filed in the rainbow folder and parents/guardians/carers should sign to acknowledge the incident and any action taken.

- The manager and any other relevant staff will consider whether the accident or incident highlighted any actual or potential weaknesses in the Pre School's policies or procedures, and make suitable adjustments if necessary.
- In cases where it was deemed a serious incident or illness Ofsted is to be informed within 14 days.

## Medication

- When a child has been notified to us about being on medication we can administer and keep records of medication on permission from the parent/guardian/carer.
- Staff may only administer medication to the child if it is prescribed by a GP, and if the request to do so is from the child's parent or carer and is given in writing at the start of a session, stating frequency and dosage. Parents/carers can make such a request by completing and signing the Administering Medication Form.
- Staff have the right to decline such a request from a parent/guardian/carer if they are in any way uncomfortable with this. The pre-school is likely to decline a request from parents/guardians/carers to administer medication where this involves technical knowledge or specific training.

### **The procedure for administering medication at the Pre School is as follows:**

Medication will never be given without the prior written request of the parent/guardian/carer and a written and signed instruction from the child's GP, including frequency, dosage, any potential side effects and any other pertinent information. Where the administration of prescription medicine requires technical/medical knowledge, individual training will be provided for staff from a qualified health professional. The training will be specific to the individual child. The staff will also be responsible for ensuring that:

- Prior consent is arranged and parent / carer/ guardian to complete Medication form.
- All necessary details are recorded.
- That the medication is properly labelled and safely stored during the session.
- Another member of staff acts as a witness to ensure that the correct dosage is given and signs form.

If for any reason a child refuses to take their medication, staff will not attempt to force them to do so against their wishes. If and when such a situation occurs, the Manager and the child's parent/carer will be notified, and the incident recorded on the medication form.

Staff will not administer 'over the counter' medication e.g. Calpol, only that prescribed by the child's GP.

Where children carry their own medication (asthma pumps or insulin for example) the pre-school recommends that staff hold onto the medication until it is required. This is to minimise possible loss of medication and to ensure the safety of other children. Inhalers should always be labelled with the child's name.

If there is any change in the type of medication – whether regarding dosage or other changes to the information given on the Administering Medication Form – a new form must be completed.

Full details of all medication administered at the pre-school, along with all Administering Medication Forms, will be recorded and stored in the Rainbow folder.

## Sun Protection

The manager and staff understand the dangers posed to children and themselves by over exposure to the sun.

In hot weather, parents/guardians/carers are encouraged to provide sunscreen for their children and administer cover before attending pre-school session. A store of sun protection will also be kept on the premises and donations towards costs are requested from the parents/guardians/carers. Children will also be encouraged to wear a hat when playing outside in the sun.

When necessary, staff may apply sunscreen to children who cannot do so for themselves, where prior permission has been given by the parent/guardian/carer in the Enrolment Pack.

In hot weather, staff will encourage children to drink water frequently. Staff will also ensure that shady areas out of the sun are always available to children when playing outside.

### Closing the centre in an emergency

In very exceptional circumstances, the Pre School may need to be closed at very short notice due to an unexpected emergency. Such incidents could include:

- Serious weather conditions (combined with heating system failure).
- Burst water pipes.
- Discovery of dangerous structural damage.
- Fire or bomb scare/explosion.
- Death of a member of staff.
- Serious assault on a staff member by the public.
- Serious accident or illness.

In such circumstances, the manager and staff will ensure that all steps are taken to keep both the children and themselves safe. All staff and children will assemble at the Emergency evacuation point as details in the Emergency evacuation policy, where a register will be taken.

Steps will then be taken to inform parents/guardians/carers and to take the necessary actions in relation to the cause of the closure. All children will be supervised until they are safely collected.

**This policy was adopted at a meeting of: St Tudy Pre-school**

**Held on:** .....

**Date to be reviewed:** .....

**Signed on behalf of the committee:** .....

**Name of signatory:** Emma Sleeman

**Role of Signatory:** Chair, St Tudy Pre-school

