

## **PROCEDURES & POLICIES**

---

### **Health, Illness and Emergency**

**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 at least three designated members of staff responsible for First Aid. These staff members hold up to date First Aid certificates. They are responsible for maintaining the correct contents of all First Aid boxes and administering basic First Aid when necessary and appropriate.

The Manager and the designated members of staff will ensure that there is a fully trained First Aider available at all times during sessions at the Pre-School. The Manager will be responsible for enabling the members of staff concerned to receive adequate first aid training.

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 location of the First Aid box, and the names of any other qualified first-aiders, will be clearly displayed around the Pre-School's premises.

A First Aid box will be taken on all off site visits or outings. This is the responsibility of the designated First Aiders, or where this is not possible, the Manager.

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

The Pre-School requires all parents/carers complete and sign the Emergency Treatment Permission Form (see form 2 in the Appendix), 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 at the Pre-School.

In the event of such an event, the following procedures will apply:

In the first instance, the First Aider 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/carer to arrive.
- If the child needs to go straight to hospital, an ambulance will be called. The parent/carer will also be contacted. A member of staff will accompany the child to the hospital and will consent to medical treatment being given, so long as the Emergency Treatment Permission Form (see form 2 in the Appendix) has been completed and signed.
- If the child does not need to go straight to hospital but their condition means they should go home, the parent/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/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 on the Incident Form - Inside Pre-School (Form 34) or in the Accident Record Book. Parents/carers will be asked to sign in the relevant section of the book to acknowledge the incident or accident and any action taken by the Pre-School and its staff.
- Where the accident or incident involves a blow to the head, staff will complete the Head Injuries Letter (see form 10 in the Appendix) and give this to the parent/carer when they collect their child.
- The Manager and other relevant members of staff should consider whether the accident or incident highlights any actual or potential weaknesses in the Pre-School's policies or procedures, and act accordingly, making suitable adjustments where necessary.
- Ofsted will be informed immediately in the event of a serious accident or injury to, or serious illness of, or death of, any child whilst in the care of the pre-school.

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

- In the first instance, the designated First Aider will be notified 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 the 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/carer of the incident or accident and any treatment given.
- If the injury or illness incurred is such that treatment by the First Aider is deemed inappropriate, but does not warrant hospitalisation, the parent/carer will be contacted immediately and asked to collect their child. Until the parent/carer arrives, the child will be kept under close supervision and as comfortable as possible (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).
- All such accidents and incidents will be recorded in detail on the Incident Form - Inside Pre-School (Form 34) or in the Accident Record Book and parents/carers should sign to acknowledge the incident and any action taken.
- Where the accident or incident involves a blow to the head, staff will complete the Head Injuries Letter (see form 10 in the Appendix) and give this to the parent/carer when they collect their child.
- The Manager and any other relevant staff should 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.

(NB Where an incident or accident occurs outside of the setting, parents/carers will be asked to provide full details and these will be recorded on our Incident Form - Outside Pre-School (Form 35) which parents/carers will then be asked to countersign.)

**Health Care Plans**

Parents/carers must inform the Pre-School of any medical conditions or allergies when enrolling their child or immediately after diagnosis. A member

of staff will then complete a Health Care Plan and Medical Diagnosis and Action Form (see forms 6 and 7 in the Appendix) with the parents/carers to ensure that all relevant information with regards to symptoms and any resulting need for treatment is kept on the premises, all the Pre-School staff are aware of the condition(s) and any necessary training may be undertaken.

The health care plan and Medical Diagnosis and Action Form must have a passport size photograph of the child attached to them and they must be completed before the child can attend Pre-School.

Parents/carers must also complete the Administering Medication to a Child Form (see form 8 in the Appendix) if their child requires prescribed medication.

Health Care Plans and Medical Diagnosis and Action Forms must be reviewed with the child's parents/carers every six months unless stated otherwise.

#### **Procedure for recording medical conditions or allergies**

A central log of all medical conditions and allergies will be kept by the Manager or Administrator which will include all such conditions and allergies notified on enrolment and any which are diagnosed subsequently.

When a parent/carer discloses a new medical condition or allergy, or changes to existing ones, staff must ensure that the appropriate forms are completed, checked and signed by the Manager and they must pass copies to the Administrator who will keep the log up-to-date.

The Administrator will also record and monitor all Healthcare Plan and Medical Diagnosis and Action Form review dates.

#### **Medication**

In circumstances where the designated First-Aider is absent, the Manager will assume all responsibilities for the administration of medication, or nominate an appropriately trained replacement.

Wherever possible, children who are prescribed medication should receive their doses at home.

If it is necessary for medication to be taken during sessions at the Pre-School, staff may only administer medication to the child if it is prescribed by a GP and the pharmacy label stating the child's name is shown.

Parents/carers who request medication be given to their child must complete the Administering Medication to a Child Form in full (see form 8 in the Appendix.)

If prescribed medication requires medical knowledge, parents/carers must arrange for training to be given to Pre-School staff by a Healthcare Professional before their child can attend the setting. The Manager will also discuss matters with the Pre-School's Insurance Company.

Staff have the right to decline such a request to administer medication from a parent/carer if they are in any way uncomfortable with matters.

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

A member of staff will be assigned to administer medication for each individual child concerned. They will also be responsible for ensuring that:

- prior consent is obtained - the top section of the Administering Medication to a Child Form (see form 8 in the Appendix) must be completed by the parent/carer before any prescribed medication can be given.
- the medication is properly labelled and safely stored in the appropriately labelled cupboard in the kitchen during the session.
- another member of staff acts as a witness to ensure that the correct dosage is given.
- the bottom section of the Administering Medication to a Child Form (see form 8 in the Appendix) is completed once the medicine has been given.
- parents/carers countersign the bottom section of the Administering Medication to a Child Form (see form 8 in the Appendix) to acknowledge that the medication has been given.
- the medication is returned to the parents/carers (if appropriate) at the end of the session.

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 Administering Medication to a Child Form (see form 8 in the Appendix.)

Staff will not administer 'over the counter' medication, only that prescribed by the child's GP with a pharmacy label stating 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 to a Child Form (see form 8 in the Appendix) - a new form must be completed by the parents/carers immediately.

Full details of all medication kept permanently on the Pre-School premises will be recorded on the Medication Record Form (see form 9 in the Appendix.) All such medication will be kept in the appropriately labelled cupboard in the kitchen. This includes all staff medication (- no medication will be left in handbags.)

### **Sun Protection**

The Manager and staff understand the dangers posed to children and themselves by over exposure to the sun and in hot weather, parents/carers should apply sunscreen to their children before they arrive at the setting and provide them with sun hats.

When deemed necessary, staff may apply a generic sunscreen to children who cannot do so for themselves, but only where the Sunscreen Form (see form 12 in the Appendix) has been completed.

Parent/carers who wish their child to use a specific type of sunscreen must inform a member of staff, complete the Sunscreen Form appropriately, and provide a bottle of this sunscreen, clearly labelled with their child's name, for staff to apply when necessary.

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

### **Closing the Setting 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 pre-arranged venue, where a register will be taken.

Steps will then be taken to inform parents/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.

Further details are contained in the Pre-School's Emergency Procedures Document.