

Accidents, Illness and Emergency, Administering medicines and sun cream

Our Club is committed to the health and safety of all children and staff who play, learn and work here.

Dealing with Accidents, Illness and Emergency

The manager will ensure there is always a first aid box accessible with appropriate content for use with children. Staff will take Bumbags outside with them, leaving a main first aid kit in the Dining Hall and the big Rucksack for emergency evacuation in the Holbein Hall close to the register.

In circumstances where the designated First-Aider* is absent, the manager will assume all responsibilities or nominate an appropriately trained replacement.

The club will inform parents and/or carers of any accident or injury obtained by the child on the same day of any first aid treatment given, or as soon as reasonably possible.

The manager will notify Ofsted and RIDDOR (and local Safeguarding agencies if necessary) of any serious accident, injury or death that has occurred whilst in our care as soon as possible and at least within 14 days. *Full details of Ofsted's definition of serious injuries is available from their website under 'Serious accidents, injuries and deaths that registered providers must notify to Ofsted and local child protection agencies' fact sheet (the club has a copy of this in the Ofsted Info folder).*

The manager will notify Ofsted (and local Safeguarding agencies if necessary) of any incident of food poisoning, serious illness, injury or accident as soon as possible, and at least within 14 days.

Useful contact details:

RIDDOR www.hse.gov.uk/riddor 0845 300 99 23 Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG

Ofsted www.ofsted.gov.uk 0300 123 1231 Applications, Regulatory Contact (ARC) Team, Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD

Surrey County Council LADO 0300 200 1006

Surrey Children's Services referral hub 0300 123 1620

Administering Medicines

It will sometimes be necessary to administer prescribed medication. In such cases, the provisions of the Medicines Policy will be implemented.

If a child has been sick, or had diarrhoea, the club will request that parents keep them at home for 48 hours after their last bout. If a child has a raised temperature, the club will also request that parents take the child home or seek medical treatment.

Administering Medication Form and Medication Records will be kept up-to-date and parents are informed on the same day, each time a medicine is administered.

Wherever possible, children who are prescribed medication should receive their dose at home. If it is necessary for medication to be taken during sessions at the club, children should be encouraged to take personal responsibility for this, where this is appropriate. Parents/carers and staff should discuss such situations at the earliest possible opportunity and decide together on the best course of action.

Staff have a right to decline such a request from a parent/carer if they are in any way uncomfortable with this. The club is likely to decline a request from parents/carers to administer medication where this involves technical knowledge or training, until such training can be arranged.

The procedure for administering medication at the club is as follows:

Medication will never be given without the prior written request of the parent/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.

Staff must be familiar with the administration of relevant medication (e.g. Nebulisers and inhalers for asthma, Epipens etc.) Parents/carers will be asked to show staff how to use them and so reduce the stress to adult and child. These children will have an individual care plan which is checked by the Manager and parents annually.

The staff will also be responsible for ensuring that:

- Prior consent is arranged.
- All necessary details are recorded.
- That the medication is clearly labelled with the child's name, date and expiry date and safely stored in their original containers during the session.
- Before any medicine is given, the child's name and dosage on the container must be checked by another member of staff, as well as the date.
- Another member of staff acts as a witness to ensure that the correct dosage is given.
- The time the medicine should be given must be checked and logged in the medicine book.
- The medicine book must be completed and then signed by both members of staff as soon as the medicine has been administered.
- The parent/carer must sign and date the Medication Record Book upon collection of the child to acknowledge that the medication has been given.

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

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

Where children carry their own medication (asthma pumps or insulin for example), the Club 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 Club, along with all Administering Medication Forms, will be recorded and stored in the Medication Record Book.

Medicines must be stored out of the child's reach, in a separate container in the fridge.



The medicine should be administered to the child in such a way that affords them privacy. The child should be in a settled and relaxed frame of mind whilst the medicine is being administered. All medicine must be handed over to the parent/carer to take home at the end of each day.

Sun Protection

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

In hot weather, parents/carers are encouraged to provide sunscreen for their children. Children will also be encouraged to wear a hat when playing outside in the sun.

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.

Staff are made aware that ultraviolet rays can still be harmful on breezy or cloudy days and the above precautions need to be taken.

*Staff with First Aid Certificates:

- Liz Solomon
- Helen Church