

17: Accidents, Illness and Emergency

Kidz Enterprise is committed to the health and safety of all children and staff who play, learn and work here. It will sometimes be necessary to administer prescribed medication such as antibiotics for long term illness e.g. asthma or sickle cell anaemia. In such cases, the provisions of the Medicines policy will be implemented.

The manager will ensure there is a first aid box accessible at all times with appropriate content for use with children.

Kidz Enterprise will administer non-prescribed medication for pain and/or fever relief if there is written permission from parent/carers. If a child has been sick, or had diarrhoea, Kidz Enterprise will request that parents keep them at home for 24 hours after their last bout. If a child has a raised temperature, Kidz Enterprise will also request that parents take the child home or seek medical treatment.

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

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

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

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

- 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 Kidz Enterprise, 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 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 Medication Form.
- Staff have the right to decline such a request from a parent/carers if they are in any way uncomfortable with this. Kidz Enterprise 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 Kidz Enterprise is as follows:

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

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 on the medicine sheet.
- The medicine sheet 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 Sheet 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. 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 Sheet.

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), Kidz Enterprise 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 Medication Form - a new form must be completed.

Full details of all medication administered at Kidz Enterprise, along with all Medication Forms, will be recorded Medication Form.

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. A store of sun protection will also be kept on the premises. 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/carer on the Registration Form.

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.

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

Updated By: **Derek Beesley (Director of Childcare)** Date: **6th March 2016**

Signature: *D. Beesley*

