



## **Medical Emergency Procedure, First Aid and Sickness**

- At least one member of staff with a current first aid certificate will be in attendance at all times. The first aid training includes specific training for young children.
- The vast majority of Allsorts staff will be paediatric first aid trained
- Our first aid kits are regularly checked and refilled, and comply with health and safety regulations.
- First aid kits are easily accessible to staff but kept out of reach of the children.
- At the time of admission, parents' permission is sought for emergency medical advice or treatment to be given including the application of plasters.
- All accidents are recorded on the Family system on the day of the accident and information recorded accurately with any witnesses, and the name of the staff member dealing with the accident. Parents can then acknowledge they have seen the accident notification on Family. Any first aid given will be recorded as well as any follow up action. Dependant on the injury the parent may be contacted to inform them of the injury and to collect their child if necessary. In the case of head injuries, it is usual for staff to contact parents to inform them.
- The accidents recorded are reviewed regularly to identify potential or actual hazards and action these issues.
- Ofsted will be notified of any injury requiring treatment by a GP or hospital, or the death of any adult or child.
- The setting will also comply with RIDDOR.
- Accidents to adults will be recorded in a separate accident book and dealt with appropriately.

## **Medication**

- Any child requiring prescribed medication will need to bring the medicine in its original container with the prescription sticker still attached. Staff will then complete a medication form using the relevant details from the prescription sticker.
- Medication will be stored appropriately and out of children's reach, and be contained in a clearly named and labelled original container.
- Staff will complete the online medication document on Family when medication is given. Parents can then acknowledge this on Family.
- If administration of prescribed medication requires medical knowledge, individual training will be provided for the relevant member of staff by a health professional.
- Paracetamol suspension will only be administered in cases where a child falls ill during their time with us and their parent has already been called to collect them. Permission must be given by the parent for this.
- If your child needs regular paracetamol suspension then they should be kept at home.

## **Sickness**

- Parents or carer will be informed if the child falls ill during the session and will be monitored and cared for until a responsible adult arrives to collect the child. If a parent cannot be contacted, then emergency contact numbers will be used to contact a responsible adult.
- Parents and carers are asked to keep their child away from the setting for 48 hours after the last occasion of any sickness or diarrhoea.
- Parents are asked to observe exclusion times for infectious diseases such as chicken pox etc. These exclusion times can be found out from GP's or from Allsorts.
- We will inform parents and carers of infectious illnesses so that they can observe their children for signs and symptoms but we will respect confidentiality by not naming the children concerned.
- Ofsted will be notified of any infectious diseases which qualified medical person considers notifiable. Staff will contact GP's or Dorset Health protection agency for advice.

Reviewed September 2022