



# Allsorts Childcare Medical Emergency, First Aid and Medication Policy

## **Purpose**

This policy outlines the procedures that will be followed for children who fall ill or get injured whilst in our care, and need emergency medical treatment or first aid.

The policy also details the procedure for when a child needs medication whilst at Allsorts.

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## **First Aid and Accidents**

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 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.

Allsorts will follow current statutory guidelines with regards to informing Ofsted if a child is treated by a GP, visits or is admitted to hospital or the death of an adult or child.

The setting will also comply with RIDDOR when required.

Reporting requirements can be found here <https://www.gov.uk/guidance/childcare-reporting-childrens-accidents-and-injuries>

Accidents to adults will be recorded in a separate accident book and dealt with appropriately.

## **Calling an ambulance or medical professional**

All permanent staff within the settings are first aid trained and will use their professional judgement to decide if an ambulance is required when child falls ill or is injured whilst at Allsorts.

Staff will always call an ambulance in the following situations:

- A child is unconscious or unresponsive.
  - A child has an obvious broken bone.
  - A child is not breathing.
  - A child has a severe anaphylactic shock or sudden rapid swelling.
  - A child is having a seizure.
  - Heavy bleeding that is pouring, spraying or enough to make a puddle.
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## **Medication**

### **Children**

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 Famly when medication is given. Parents can then acknowledge this on Famly.

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.

### **Staff**

For the safety of staff and children, staff must keep any medication in the secure medication box which is kept outside of the preschool/baby rooms.

This medication can then be accessed at any time it is required.

## **Training**

All staff working for Allsorts will have Paediatric First Aid (PFA) training every three years. The training will consist of 12 hours of training, split into three parts: one part online, and the other two parts of the training are face-to-face, practical training. The company that provides the training is called Whitehorse Training, which is registered to the Federation of First Aid Training Organisations.

## **Students and Trainees**

Suitable students on long-term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios at the level below their level of study, if the provider is satisfied that they are competent and responsible and if they hold a valid and current PFA qualification.