

In endorsing our every child matters philosophy all children in our care need to be kept safe regardless of any health issues they may have.

FIRST AID AT WORK POLICY – as it applies to Centre

- A qualified first aider (First Aid at Work Certificate) to take charge of first aid arrangements
- A suitably stocked first-aid container
- Information for employees on first aid arrangements
- In addition, the Centre also supplements this minimum provision with extra provision according to its own risk assessment
- First-aid is available at all times while children are on the Centre premises, and also off the premises whilst on Centre visits

FIRST AIDERS – qualifications as at [qualified persons]

- The Centre funds the training of qualified First Aiders, and this training is updated every 3 years
- There is a qualified First Aid at Work person
- There are teaching assistants with Emergency Aid in Centre s qualification
- There is one secretary with Emergency Aid in Centre s qualifications
- There is one teaching assistant with Emergency Aid in the Workplace
- There are two maternity nurses, with Paediatric First aid Certificates
- The Manager and an additional qualified First Aiders
- The Centre has qualified Nurse on site, who is responsible for first aid treatment.

ACCIDENTS IN CENTRE OR ON EDUCATIONAL VISITS

- Minor injuries - cuts/grazes

We use antiseptic wipes and plasters only. If your child is allergic to antiseptic wipes or plasters, please alert us to this fact on entry to Centre so that wipes can be avoided and micro pore can be substituted for plasters. All staff wear disposable gloves when dealing with wounds. Parents are not normally informed of these minor injuries unless further medical action is deemed advisable. All injuries dealt with in the Centre are recorded and kept on file.

- Major injuries - suspected broken bones/bangs to Manager Qualified First Aiders will deal with these

incidents according to current first-aid recommendations. Parents are contacted in order that their children can be collected from Centre for further medical advice. It is essential that parents provide the Centre with a daytime contact telephone number for use in case of emergency. However, if we are unable to contact parents

directly, or use the emergency arrangement, then we shall telephone the child's doctor's surgery for assistance. This might necessitate your child travelling in a car accompanied by another person, or travelling in an ambulance. In extreme emergencies the Centre will phone for an ambulance immediately and then contact the parent, in that order.

SUN CREAM

Children are encouraged to bring sun cream to the Centre for self-application. The cream must be clearly labelled with the child's name and be kept in the Centre office

Should a child, have an head or skin lice, they will be collected from the centre and are not to return until 48 hours after the lice have been removed.



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Please note:-

- * The Centre will not administer non-prescribed medicine in any form. (unless it can be classed as 'long term medical needs', see below)
- * No medicine will be administered without a signed parental consent form*, which must be completed in the Centre office.
- * Parents are welcome to treat their own child in the Centre, e.g. change dressings.
- * Long term medical needs - hay fever/migraine/eczema/allergies

Occasionally children are in need of long term assistance in order to attend the Centre. In these cases there are special arrangements made and a health care plan* written to ensure that all parties are fully informed of safety and the medical support required. A doctor's letter may be required. Records will be kept. Staff are trained and help is given to the Centre in some cases.

- Asthmatics

Children with asthma are encouraged to leave their inhalers, clearly labelled with their name and the dosage, in a drawer in the teacher's desk where they are easily accessible. Older children are able to carry their own inhalers, especially during games lessons. The Centre must be informed of all asthmatic sufferers. Please ask for an asthma card at the Centre office. A health care plan* will also need to be completed Attendance at Centre /day visits/residential visits

Parents are responsible for ensuring that their child is well enough to attend Centre, and will be responsible for collecting their child from Centre if he/she is too ill to attend. The Centre reserves the right to refuse to include a child on a Centre visit if they are unfit. Emergency situations arising during visits will be dealt with as if the child were in Centre.

Medicines Guidance Policy

The purpose of this policy is to ensure that any medicines administered within Centre are done so in a safe and monitored environment. It has been written using guidance from the DFES notes "Managing Medicines in Centre and Early Years Settings" from March 2005.

Children with medical needs have the same rights of admission to a Centre or setting as other children. Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children however have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with well-controlled epilepsy or cystic fibrosis. In line with government guidelines we would ask that children are not sent to Centre when they are clearly unwell or infectious.

Parental Responsibility

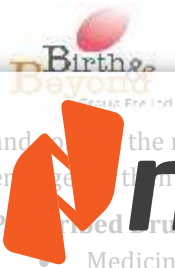
- Parents/Carers have the prime responsibility for their child's health and should provide The Centre with information about their child's medical condition. This should be done upon admission or when their child first develops a medical need.
- Where a child has a long term medical need then a health plan will be drawn up with the Parents/Carers and Health Professionals

Non Prescribed drugs

- We will only administer non-prescribed drugs (e.g. calpol) where parents have brought in the medicine and signed a consent form. The Centre is unable to administer any medicines that contain Ibuprofen or Aspirin.

Refusal of Medicine

- If a child refuses to take medicine, we will not force them to do so, but will note this in the records



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Medicines should only be taken to Centre where it would be detrimental to a child's health if the medicine were not administered during the Centre day. Centre can only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

- Medicines will be stored in a locked cabinet during the day or a locked fridge where necessary.
- A record will be made of when the medicine was dispensed.
- Parent/Carer should make arrangements to collect the medicine from the Centre office at the end

of the day unless alternative arrangements are made with the Centre staff. Medicines will not be handed to a child to bring home unless agreed as in Self Management below.

Self-Management

- Older children with a long-term illness should, whenever possible, assume complete responsibility

under the supervision of their parent. Children develop at different rates and so the ability to take responsibility for their own medicines varies. This should be borne in mind when making a decision about transferring responsibility to a child or young person. There is no set age when this transition should be made. There may be circumstances where it is not appropriate for a child of any age to self manage. Health professionals need to assess, with parents and children, the appropriate time to make this transition.

- Parents/Carers will be required to complete a "Self Management" form which will detail where the medicines are to be stored during the Centre day.

Educational Visits

*In line with Centre's SEN policy we will make reasonable adjustments to enable children with medical needs to participate fully and safely on visits. Any risk assessments undertaken will allow for such children.

* Staff supervising excursions will be aware of any medical needs, and relevant emergency procedures. A copy of any health care plans will be taken on visits in the event of the information being needed in an emergency.

* If staff are concerned about whether they can provide for a child's safety, or the safety of other children on a visit, they will seek parental views and medical advice from the Centre health service.

Sporting Activities

* Most children with medical conditions can participate in physical activities and extracurricular sport. There should be sufficient flexibility for all children to follow in ways appropriate to their own abilities. For many, physical activity can benefit their overall social, mental and physical health and well-being. Any restrictions on a child's ability to participate in PE should be recorded in their individual health care plan. The Centre is aware of issues of privacy and dignity for children with particular needs.

* Some children may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers.

Known medical conditions

* A list of all children with in a class with any known medical condition will be placed in each classroom.

*A central register will be placed with the nurse who ensures all relevant persons have information

Training

- Any staff required to administer prescribed medicines will receive training to do so.