



Little Acorns Nursery at High Halden

Church Hill, High Halden
Kent TN26 3JB
Telephone 01233 850113

First Aid & Medicines Policy

Medicines

If your child is unwell, we require a call on the first day of non-attendance between 9.00am and 12.00 midday to advise the likely duration of absence. Your child may return to Nursery as soon as he/she is well enough, or your doctor advises he/she is no longer contagious.

Should an injury occur whilst the child is on the premises, a record of the incident, the treatment given, and the name of the person who dealt with the incident sheet will be recorded, the parent/carer will be asked to sign the incident sheet to show that they have been advised of the incident. Should the illness/injury be deemed to be serious the child's doctor will be contacted, or an ambulance called along with notification of the parent/carer.

If a child becomes unwell whilst at Nursery we will keep them as comfortable as possible, we will check their temperature as routine if their temperature is above 37C then his/her parent/carer will be contacted and asked to collect the child as soon as possible. In the event of the sickness being potentially contagious, or the parent/carer not being able to collect the child for a while, he/she will be removed from the rest of the group and kept in a quiet area where he/she may rest and be monitored. The parent/carer will be informed of any treatment the child may have received (e.g cooling down) prior to collection. If we feel emergency aid is needed we will advise you of this also and make appropriate arrangements.

If a child at Nursery develops sickness or diarrhoea, he/she will be removed from the group and parents contacted immediately to collect their child. Disinfectant/bleach and disposable gloves are used when cleaning up after someone who has been ill. The toilet seat, flush handle and tap on the basin is cleaned with a diluted bleach solution after use by the infected person. A child with sickness/diarrhoea is asked not to attend nursery until 48 hours after the symptoms have ceased, or possibly for longer period on the advice of Consultant in Communicable Disease Control.

If a child requires immediate medical attention, an ambulance will be called and the child kept as comfortable as possible until it arrives. The parent/carer will be contacted and advised of the situation, and asked to meet the ambulance at the Nursery or the hospital. A member of staff would accompany the child until the parent/carer is available to take over the care of the child. Health professionals are responsible for any decisions on medical treatment if the parent is not available.

Children taking prescribed medication must be well enough to attend the setting. If a medicine is prescribed for your child who needs to be given during nursery hours, we will ask you to give written consent by completing a medication form, giving details of the dosage and frequency required.

We do not accept non prescribed medication, the only exception is for children who suffer from allergies and take Piriton. The parent/carer must give prior written permission for their child to have the medication administered, giving details of the dosage and frequency required.

The Manager is responsible for the correct administration of medication to children. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. In the absence of the manager, the supervisor/deputy is responsible for the overseeing of administering medication. Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.

No medication may be given without these details being provided:

- Full name of child & date of birth;
- Name of medication & strength;
- Who prescribed it;
- Dosage to be given whilst at the setting;
- How the medication should be stored and the expiry date;
- Any possible side effects that may be expected should be noted;
- Signature, printed name of parent & date.

Children with complex health needs will have an individual care plan drawn up and agreed with parents, health professionals and Nursery staff.

Staff taking medication

Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If any member of staff is taking medication which may

affect their ability to care for the children they should seek medical advice. Staff may only work directly with children if medical advice confirms that the medication is unlikely to impair that staff members ability to look after children properly. Staff medication on the premises is securely stored and out of the reach of children at all times.

First Aid

In our setting all trained staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one member of staff with current first aid training is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children.

The first aid kit;

Our first aid kit complies with the Health & Safety (First Aid) Regulations 1981 and contains the following items only;

Triangular bandages (ideally at least one should be sterile) – x 4.

Sterile Dressings:

- a) Small (formerly Medium No 8) – x3.
- b) Medium (formerly Large No 9) – HSE 1 – x3.
- c) Large (formerly Extra Large No 3) – HSE 2 – 3x.

Composite pack containing 20 assorted (individually – wrapped) plasters 1.

Sterile eye pads (with bandage or attachment) eg No 16 dressing 2.

Container of 6 safety pins 1.

Guidance card as recommended by HSE 1.

In addition to the first aid equipment, each box should be supplied with:

2 pairs of disposable plastic (PVC or vinyl) gloves.

1 plastic disposable apron.

A children's thermometer.

The first aid box is easily accessible to adults and is kept out of the reach of children. No un-prescribed medication is given to children, parents or staff. At the time of admission to the setting, parent's written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval. Parents sign a consent form at registration allowing staff to take their child to the nearest Accident & Emergency Unit

to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

This policy was adopted at a meeting of Little Acorns Nursery

Date to be reviewed

Signed on behalf of the management committee

Name of signatory

Role of signatory (e.g. chair/ owner)