



Health, Illness and Emergency Policy

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First Aid

Under duties set out in the Health and Safety (First Aid) Regulations 1981, the Nursery recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given at the Nursery.

The Nursery has designated members of staff responsible for First Aid. They have up to date First Aid certificates and are responsible for administering basic First Aid when necessary and appropriate

The Manager and the designated member of staff will ensure that there is a fully trained First Aider available at all times during sessions at the Nursery.

The First Aid box will be regularly checked to ensure its contents are up to date, in good condition and fulfil the criteria set out in the Health and Safety (First Aid) Regulations 1981.

The box/bag should contain:

- Sterile triangular bandages
- Adhesive plasters
- A sterile eye pad with attachment
- A sterile gauze
- Individually wrapped assorted dressings

The location of the First Aid box, and the names of any other qualified first-aiders, will be clearly displayed around the Nursery's premises.

A First Aid bag will be taken on all off-site visits or outings. This is the responsibility of the designated First Aider, or where this is not possible, the Manager.

In the Event of an Accident, Incident or Illness

The Nursery requests that parents/carers complete and sign the Emergency Medical Treatment Form, enabling the Manager or any member of staff so empowered, to give permission for emergency medical treatment for their child in the event of a major accident, incident or illness occurring at the Nursery.

In the case of such an event, the following procedures will apply:

In the first instance, the First Aider will be notified and take responsibility for deciding upon the appropriate action.

The First Aider will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parent/carer to arrive.

If the child needs to go straight to hospital, an ambulance will be called. The parent/carer will also be contacted. A member of staff will accompany the child to the hospital and will consent to medical treatment being given, so long as the Emergency Medical Treatment Form has been completed and signed.

If the child does not need to go straight to hospital but their condition means they should go home, the parent/carer will be contacted and asked to collect their child. In the meantime, the child will be made as comfortable as possible and be kept under close supervision.

Parents/carers will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by the Nursery and its staff.

All such accidents or incidents will be recorded in detail and logged on a Incident Record form or the Accident Record Book. Parents/carers will be asked to sign in the relevant section of the book to acknowledge the incident or accident and any action taken by the Nursery and its staff.

The Manager and other relevant members of staff should consider whether the accident or incident highlights any actual or potential weaknesses in the Nursery's policies or procedures, and act accordingly, making suitable adjustments where necessary.

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

Medication

Nursery categorises medication in 2 groups. Long term and short term. Long term is Medication such as Paracetamol, Ibuprofen and Inhalers. A long-term Medication form needs to be completed by the parent/carer but must be reviewed every 6 months.

Short term medications are prescribed items such as eye drops and antibiotics. The parent/carer will need to complete an administering medication form.

Children who are prescribed medication will only be given the minimum amount of doses at nursery. If medication is required with breakfast then this should be carried out at home. If medication is required 3 times a day then only the middle dose will be given.

Senior practitioners, Deputy's and the manager will only administer medication to the child if it is prescribed by a GP and the request to do so is from the child's parent or carer. The Administering medication form must be completed at the start of a session, stating time needed and dosage required.

Staff have the right to decline such a request from a parent/carer if they are in any way uncomfortable with this. The Nursery is likely to decline a request from parents/carers to

administer medication where this involves technical knowledge until further training has been carried out.

Medication will never be given without the prior written and signed instruction from the child's parent/carer. Only a member of the management team, including Senior Practitioners will administer medication for each individual child concerned. All staff are responsible for ensuring administering medication forms are completed properly.

When medication is administered then another member of staff acts as a witness to ensure that the correct dosage is given. The administering medication form is checked for the dosage.

The medication record is to be checked to ensure that the medication has not been previously administered before the medication is given.

A medication record is then completed by the person who administered the medication and counter signed by the witness.

Parents/carers complete and sign the Medication Record 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 Record.

The nursery will only administer the following over the counter medication: For pain relief:

- Teething Gel
- Paracetamol
- Ibuprofen
- Antihistamine

As Asprin is not recommended for children under 12, staff will not administer unless prescribed by a doctor.

For cough relief:

- Simplelinctus

All other medication must be prescribed by a doctor/nurse or dentist and have a clearly displayed prescription attached.

Staff are not permitted to give any other dosage than that detailed on the prescription label.

If there is any change in the type of medication - whether regarding dosage or other changes to the information given on the Administering Medication Form - a new form must be completed.

Full details of all medication administered at the Nursery, along with all Administering Medication Forms, will be recorded and stored in the children's files.

Sun Protection

The Manager and staff understand the dangers posed to children and themselves by over exposure to the sun.

In hot weather, parents/carers are encouraged to provide sunscreen for their children. A store of sun protection should also be kept on the premises. Children will also be encouraged to wear a hat when playing outside in the sun.

When deemed necessary, staff may apply sunscreen to children where prior permission has been given by the parent/carer on the Admissions Form

In hot weather, staff will encourage children to drink fluids frequently. Staff should also ensure that shady areas out of the sun are always available to children when playing outside.

Closing the Nursery in an emergency

In very exceptional circumstances, the Nursery may need to be closed at very short notice due to an unexpected emergency. Such incidents could include:

- Serious weather conditions (combined with heating system failure).
- Burst water pipes/ power cut
- Discovery of dangerous structural damage.
- Fire or bomb scare/explosion.
- Death of a member of staff.
- Serious assault on a staff member by the public.
- Serious accident or illness.

In such circumstances, the Manager and staff will ensure that all steps are taken to keep both the children and themselves safe. All staff and children will assemble at the pre-arranged venue, where a register will be taken.

Steps will then be taken to inform parents/carers and to take the necessary actions in relation to the cause of the closure. All children will be supervised until they are safely collected.