

## **Accident, First Aid and medication**

At Wood Wharf Kindergarten, we aim to always protect children. We recognise that accidents or incidents may sometimes occur. We follow this policy and procedure to ensure all parties are supported and cared for when accidents or incidents happen; and that the circumstances of the accident or incident are reviewed with a view to minimising any future risks.

### **Accidents**

Location of accident files: In the Managers office

- The person responsible for reporting accidents, incidents or near misses is the member of staff who saw the incident or was first to find the child where there are no witnesses. They must record it on the Family Accident Form and report it to the pre-school manager before the report is sent to the parents. Other staff who have witnessed the accident may also countersign the form and, in more serious cases, provide a statement. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered.
- If a child receives a head injury or bump to the head, we will contact the parent to inform them without delay.
- when the Parent arrives to collect the child the staff member must ensure they discuss the accident with the parent and ask them to view the accident form on the Family app before the child leaves the setting.
- The nursery manager reviews the accident forms termly for patterns, e.g. one child having a repeated number of accidents, a particular area in the nursery or a particular time of the day when most accidents happen. Any patterns will be investigated by the nursery manager and all necessary steps to reduce risks are put in place
- The nursery manager will report serious accidents to the registered person for investigation for further action to be taken (i.e. a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR))
- The Accident File will be kept for at least 21 years and three months
- Where medical attention is required, a senior member of staff will notify the parent(s) as soon as possible whilst caring for the child appropriately
- Where medical treatment is required the nursery manager will follow the insurance company procedures, which may involve informing them in writing of the accident
- The nursery manager/registered provider will report any accidents of a serious nature to Ofsted and the Multi Agency Safeguarding Referral Hub (as the local child protection agency) where necessary. Where relevant such accidents will also be reported to the local authority environmental health department or the Health and Safety Executive and their advice followed.

Organisation	Contact
Ofsted	0300 123 1231
SPA	0300470 9100

Local authority environmental health department	02073645000
Health and Safety Executive	<a href="http://www.hse.gov.uk/index.htm">http://www.hse.gov.uk/index.htm</a> 0845 300 9923
RIDDOR report form	<a href="http://www.hse.gov.uk/riddor/report.htm">http://www.hse.gov.uk/riddor/report.htm</a>
Hemal Lukha Head of Early Years and Nurseries at Inspired Learning Group must be informed at the earliest opportunity of any staff accidents/injuries on:	07595232179

### Transporting children to hospital procedure

The nursery manager/staff member must:

- Call for an ambulance immediately if the injury is severe as well as use the emergency response button located in the office and canary wharf security will come to assist. DO NOT attempt to transport the sick child in your own vehicle
- Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital
- Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter.
- If a child has to be taken to hospital or needs emergency medical treatment parent/carers will have completed a Parental Permission for Emergency Medical Treatment form (Appendix 4) during the settling in process. This form includes any cultural or religious beliefs and/or parental preferences. These forms can be found in the children's individual files.
- Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together
- Inform a member of the management team immediately
- Always remain calm. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the accident.

#### First aid

The first aid boxes are in: each room in specified places, Outings Bags and in the garden. These are always accessible with appropriate content for use with children.

The appointed person responsible for first aid is: Clara Melo she checks the contents of the boxes monthly and informs the kindergarten Manager of which items need to be replaced.

The staff first aid materials are kept in conjunction with the children's first aid boxes and out of the children's reach.

First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressings, bandages and eye pads. No other medical items, such as paracetamol are kept in the first aid boxes.

**The appointed person(s) responsible for first aid are the trained first aiders.**

Staff attend training every three years. In the case of new staff who do not have a qualification in first aid we will book them on first training at the earliest opportunity.

All first aid trained staff are listed on the staff board. When children are taken on an outing away from our pre-school, we will always ensure they are accompanied by at least one member of staff who is trained in first aid. A first aid box is taken on all outings.

### **Personal protective equipment (PPE)**

The kindergarten provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids. PPE is also provided for domestic tasks. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported and this is evaluated on an ongoing basis.

### **Dealing with blood**

We may not be aware that any child attending the kindergarten has a condition that may be transmitted via blood. Any staff member dealing with blood must:

- Always take precautions when cleaning wounds as some conditions such as hepatitis or the HIV virus can be transmitted via blood.
- Wear disposable gloves and wipe up any blood spillage with disposable cloths, neat sterilising fluid or freshly diluted bleach (one part diluted with 10 parts water). Such solutions must be carefully disposed of immediately after use.

### **Needle puncture and sharps injury**

We recognise that injuries from needles, broken glass and so on may result in blood-borne infections and that staff must take great care in the collection and disposal of this type of material. For the safety and well-being of the employees, any staff member dealing with needles, broken glass etc. must treat them as contaminated waste. If a needle is found the local authority must be contacted to deal with its disposal.

At Wood Wharf Kindergarten, we treat our responsibilities and obligations in respect of health and safety as a priority and we provide ongoing training to all members of staff which reflects best practice and is in line with current health and safety legislation.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
07/09/2022	<i>Heleanna Phair</i>	7th September 2023
Reviewed 15.11.23	<i>Heleanna Phair</i>	15.11.24
31.10.24	<i>H Phair</i>	31.10.25
15/10/25	<i>Heleanna Phair</i>	15/10/26

## **Medication Policy**

This policy works alongside the *Safeguarding and Welfare Requirements* set out in the *Early Years Foundation Stage* and Wood Wharf Kindergarten *Own Accident and Incident Procedure* and *Illness and Injury Policy*.

At Wood Wharf Kindergarten we always take all children's good health into consideration and consistently promote good health for children, staff, volunteers and students. We endeavour to prevent cross infection and take appropriate measures for when the children are ill at Nursery. Whether it a new illness that has started at Nursery or the child is recovering from an illness, all children will always be treated fairly and valued for individual requirements.

In the event a child does require medication whilst at the setting, either for a recent illness or continuous medication for the child's health the following policy and procedure must always be adhered to, with no exceptions.

When a child starts at the nursery their parent/carers are asked many questions in relation to their child's health, any information will be documented and discussed with the nursery manager and the members of staff in the child's room. Under no circumstances will a child be refused a space in the school due to additional medical needs or the need to take prescribed medicine throughout the day. Parent/carers are asked to review and update the information we hold on file for their child, and this will be updated on our nursery management software and filed in the child's file in the nursery office. The members of staff in the child's room will be made aware of any changes. Parent/carers are encouraged to discuss any changes regarding their child with the nursery staff team as and when they happen.

If a child requires medication that requires medical knowledge or is technical then all members of staff working with the child will receive training on how to administer the medication from the child's own health care professional. This includes Epi-Pens and Gastro feeding tubes. No members of staff must administer or witness the administration of said medications until they have received relevant training. Training knowledge is refreshed every 3 years, and staff members can contact the health care professionals should they feel they need additional training or further information.

**For us to be able to meet the medical needs of your child we will require a health care plan to be completed, this will be with the nursery manager, we will also need a doctor's letter so that we know we are well informed to understand your child's needs.**

We cannot administer non-prescribed medicines to a child. Only medicines prescribed by a doctor, nurse, dentist or pharmacist will be given to the child, following full completion of the medicine consent form on the Famly app.

A written record on Famly is completed and the child's parent/carers must sign the medicine form to agree it can be administered and acknowledge the form at the end of the session.

In the event a child is on regular medication the parent must sign the Permission to give emergency medical treatment (If not already completed). This must be completed before the medication is administered and checked. In the event a child deteriorates or has an allergic reaction the Nursery will ensure we have the permission from the parent/carers for medical professionals to intervene.

Children will only be allowed to come into nursery if advice from a medical professional has been sought that the child is well enough to be at nursery and their illness is very unlikely to be passed on to other children, staff, volunteers or students. **Children must have been on their prescribed medication for at least 24 hours before coming into nursery.**

All Paediatric First Aid Qualified members of staff are expected to administer medication to children, when needed. At drop off if a member of staff is informed a child requires medication whilst at Nursery, they must get the parent/carers to complete the Nursery's medicine consent form fully. Ensuring all details up to the point of administering the medicine at nursery is complete. Staff members must check the form with **the parent and ensure their child has been on the medication for at least 24 hours before returning to school.** The member of staff must also check the medication is:

- Prescribed
- The prescription label is clearly seen, and the child's name is on the label.
- The medicine is in date.
- There appears to be enough medication in the container.

Once the member of staff is satisfied the parent must sign the form giving consent to give their child the medication. The medication must be either taken to the office to be stored with the medicines or stored in the medicine box in the fridge if needed.

Although the health and wellbeing of all the children is paramount if there is an occasion where the child would not need the medication whilst at nursery then this option should be chosen. For example, if the parent can come and administer the medication or the child is only in for sessions that could be worked around the times of the medication. However, if it would be detrimental to the child's health if the medication was not administered then the medication consent form must be completed, and the medication administered to the child when needed.

The form asks for the following to be completed with the parent at the beginning of each session:

- Name of the child
- The date
- The name of the medicine
- The time of administration
- The frequency of administration
- Dosage required
- Time required.
- Time of last Dosage
- Where Last Dosage took place
- Parental permission Signature

- Staff Authorisation signature

The form also requires information when the medicine is administered at nursery:

- The time medicine is being given
- Dosage given
- Staff member who administered medication signature
- Staff member who witnessed administration signature
- Time of next expected dosage

By the time the parent/carer collects the child the medicine consent form should be completed, and the parent/carer must sign the form again to show they have seen the form and understand when the last dosage was. This form can be found on the Famly app and will be sent to you through the app when it needs your authorisation.

In the event a child refuses or does not take the medicine, staff will **NEVER** force a child to take the medicine or re-administer if some was dropped, the staff member will note this on the medicine consent form and call the parent/carer to let them know the child did not have their full dosage or dosage at all, giving a detailed explanation as to why this was and reminding the parent/carer we cannot re-administer until the time of the next expected dosage.

In the event a child needs medication on an outing the child's medication will be taken on the outing with the completed medication consent form. This will be stored in a sealed container and will not be left unattended at any time. The child will still have their medication at the required times and the consent form completed with relevant information and signatures, as would happen if the child was at the Nursery having their medication. A risk assessment will be completed and taken with the children and staff on the outing.

At Wood Wharf Kindergarten we understand some children may have or develop a long-term or complex medical need, we will endeavour to support the child and family as far as possible and will be open to additional training to ensure the needs of the child are always met. During discussions with parents a Health care plan will be completed for the child and if possible, parents and other health care professionals will be included in the completion of this.

The health care plan will include:

- Details of the child's condition
- Special requirements
- Dietary requirements
- Pre-Activity precautions
- Any possible side effects to the medications
- What to do in an emergency

A health care plan will be completed for any child and/or member of staff, volunteer or students who require regular medication or could need medication in the event of an

emergency. Health care plans are kept in the children's files in the Nursery office and in the room where the child is, so it is easily accessible if needed. A medicine consent form must also be completed when and if medication is required and a blanket consent form must not be used. This is to avoid any errors and ensure all the information we hold regarding the administering of medication is completely up to date and always authorised.

In the event of an emergency, we would follow the policies mentioned above in terms of staff member roles and responsibilities and the procedures to follow.

Children must not carry their medication on their person as this could pose a risk to themselves and the other children, but asthma inhalers and Epi-Pens must always be available in the room/garden with the child. Each room has a sealed container with the child's mentioned medication and their health care plans. These must still be stored out of reach of children and must be returned to the Nursery office when the child goes home or in the event of non-attendance.

**Wood Wharf Kindergarten will administer Calpol in the event a child has a high temperature, in the first instance the parents will be called and asked to come and collect their child from nursery, a medication form will be sent to them to authorise that their child can have Calpol in an attempt to reduce the temperature, this is to help the child be comfortable whilst they wait for their parent to collect them and take them home / to the Dr's.**

**A second dose of Calpol will not be administered in one day, when children are unwell the best place for them is to be at home where they can rest.**

In the event a child has an allergy we may on occasions keep a bottle of antihistamine that is not prescribed and has been provided by the parent. This is only in the event a doctor will not prescribe the antihistamine due to the child's allergies, or the prescription has run out/expired and is used ONLY as a precautionary and back up method in the extremist of circumstances. Again, a medicine consent form will be completed by the staff member and witness and confirmed by the parent over the phone and signed on collection.

### **Injections, pessaries, suppositories**

As the administration of injections, pessaries and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for this child. This training is specific for every child and not generic. The Nursery will do all it can to make any reasonable adjustments including working with parents and other professionals to arrange for appropriate health officials to train staff in administering the medication.

### **Staff medication**

All Nursery staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or too unwell to meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy. If any staff member believes that

their condition, including any condition caused by taking medication, is affecting their ability they must inform their line manager and seek medical advice. The Nursery manager will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment.

If staff members are on medication, they must complete a medicine consent form, which they will complete as and when they take their own medication. All staff medication must be stored in the medicine box in the Nursery office or in the fridge in the kitchen and must always be out of reach of children. The staff member must not take their medicine in view of the children and must ensure adult: child ratios are maintained whilst they administer their medication. Staff members with long term medical needs will also have a healthcare plan and their asthma inhalers and/or epi pens will be stored in the sealed box in the room with the children's.

All expired medication will be given back to the parent for them to dispose of.

This policy was adopted on	Signed on behalf of the nursery	Date for review
07/06/2023	<i>Heleanna Phair</i>	7.6.24
12.1.24	<i>Heleanna Phair</i>	12.1.25
12.1.25	<i>Heleanna Phair</i>	12.1.26
15/10/25	<i>Heleanna Phair</i>	15/10/26