

SSFU First Aid and Medicines Policy and Procedures

1. Short-term prescription medicines and staff medication

We are happy to give prescription medicines to children provided a consent form detailing clear instructions of how much medicine to give and when to give it is filled in and signed by a parent/carer. It is parent's responsibility to inform us of any changes of dosage by filling out a new form. Medicine will be stored safely in the lockable cupboard in the small classroom and must be labelled clearly with the child's name and dosage instructions. The medicine must be in its original container. In the event of medicines requiring refrigeration, we will keep the medicine in the SSFU fridge (which has a child-safe fridge lock). Medicine requiring immediate access (eg epi pens or inhalers) will be stored out of the reach of children in the cupboard above the sink. All medication administered will be recorded in the First Aid file (kept in lockable cupboard) and parents will need to sign the record at the end of the session.

Any staff medication on the premises must also be stored securely and out of the reach of children at all times. If practitioners are taking medication which may affect their ability to care for children, those practitioners should seek medical advice and must inform the manager of the outcome. Practitioners must not be under the influence of alcohol or any other substance.

2. Non-prescription medicines

We are happy to give non-prescription medicines (eg paracetamol) but only in specific circumstances (eg for pain relief when recovering from a broken limb or on the advice of a doctor, nurse or dentist for a particular condition) and where parents have filled in a medication form as above. We will not exceed recommended doses unless told to do so by a doctor.

We are unable to give non-prescription medicines to children who are generally unwell and therefore will ask for a child to be collected under these circumstances. We are also unable to give any medication containing aspirin unless prescribed by a doctor.

3. Long term medication/emergency medication

We are happy to accommodate the needs of children on long term medication, such as inhalers, or who may need medication in the event of an allergic reaction or similar (eg an epi-pen). Where this type of medication is necessary, we will talk over individual requirements with parents to ensure safe and appropriate storage/access and ask parents to sign the relevant form giving clear, detailed instructions. Long-term medication should also be labelled with child's name and dosage details. Emergency medication is stored out of reach of children in the cupboard above the sink in the main classroom. It is the responsibility of parents to inform us and to fill out a new form when dosages change. Staff will receive appropriate training when required to administer medicine that requires medical or technical knowledge (eg an epi-pen).

4. Prayer

We may also offer to pray for children when they are ill and encourage the children to pray for one another when someone is absent due to illness.

5. Illness

If a child becomes ill whilst at the setting, parents/carers are informed by phone and asked to collect their child as soon as possible. The SSFU first aider is to be informed and involved in appropriate care for the child while they wait for their parent/carer to arrive. Sleep mats and blankets are available, if appropriate, for the child to rest in a quiet area whilst waiting for the parent to arrive. If the child's condition worsens before the parent arrives a member of the staff team will be designated to seek medical help by calling the child's doctor or an ambulance depending on the severity of the child's condition.

Children who are known to have an infectious illness, such as chicken pox, must not attend the setting and should only return to the setting in accordance with advice given by their doctor. Parents need to inform the setting if a child is unwell and will not be attending the setting on a given day. We also ask that children who have been sick or had diarrhoea do not attend the setting until 48 hours after the last bout of sickness/diarrhoea. See also the SSFU Home-School Agreement Form for details of this agreement.

6. Serious Accidents and Incidents

Ofsted must be informed of any serious accidents, incidents, illness, serious injury to or death of a child while in the setting's care and the action taken by the setting. Notification must be made **within 14 days of the accident, or incident occurring**. Local child protection agencies must also be informed of any serious accident or injury to, or the death of, any child while at the setting.

7. Accidents

In the event of an accident indoors or outdoors the following steps should be taken:

- i. Make sure the remaining children are supervised within the correct ratios and that the injured child is given appropriate care and medical attention appropriate by a trained first aider.
- ii. Make sure details of the accident are recorded on an accident form (see First Aid file), including the date and time. If the accident was not witnessed, try to get as clear a picture of what happened from the child or any other witnesses (eg other adults or children playing nearby).
- iii. Inform the child's key person if they were not the person witnessing and dealing with the incident.
- iv. Make sure parents/carers are informed, either at the end of the session for less serious accidents or immediately by phone for serious accidents, and sign the accident form ASAP after the event. If the parent/carer does not pick up the child at the end of the session, the form can be sent home to be signed or the parent phoned at the end of the session or that evening depending on the severity of the accident. All forms are to be kept in First Aid file or the relevant administration file for the current year's children and should be logged on to Schoolbase.
- v. Accidents involving staff should also be recorded using the appropriate form.
- vi. Splinters will only be removed if protruding and easily removable with single use tweezers. Parents to be informed for monitoring purposes using accident form.

8. Incidents

In the event of an incident that causes harm to adults and/or children in SSFU:

- i. Make sure the remaining children are being supervised within the correct ratios and the children involved in the incident given the support and medical attention appropriate for the incident.
- ii. Encourage children to verbalise what happened and why. Encourage the person causing harm (either physical or emotional) to apologise and the injured person to express forgiveness as appropriate. Talk to all the children involved about the incident (ie why it happened, what happened, how they might have handled it and what they should do in the future to avoid it happening again).

- iii. Make sure the incident is recorded on an incident form (see incident forms in First Aid file). If the incident was not witnessed, try to get as clear a picture as possible of what happened from the child or any other witnesses (eg other adults or children playing nearby).
- iv. Inform the child's key person if they were not the person witnessing and dealing with the incident.
- v. Make sure parents/carers are informed, either verbally at the end of the session for less serious incidents or immediately by phone for serious incidents, and sign the relevant form ASAP after the event. If the parent does not pick up the child, talk to the parents at the next session the child attends with their parents or phone the parent at the end of the session or that evening depending on the severity of the incident. All forms shown to parents must be filled in on a no names basis (ie refer to the children involved as child a or b, not directly by name). All forms are to be kept in the First Aid file or the relevant administration file for the current year's children. If the incident is one where a child has hurt or injured an adult in the setting, this must also be recorded using the procedure outlined above.

9. Sun Protection

Parents are responsible for applying sun cream before the start of the school day and for providing their own sun cream for use in school if they wish staff to support children in re-applying this at the start of the afternoon. Children will be required to wear a hat in hot weather.

10. Physical intervention (reasonable force)

If a child is in danger of causing personal injury to themselves or another child or adult, or likely to damage property, physical intervention (ie using reasonable force) is permitted.

Records must be kept of any occasion where physical intervention is used (using the incident form) and parents and carers must be informed on the same day or as soon as reasonably possible.

The King's School ensures Stepping Stones have two members of staff at all times, and that they are suitably qualified and within the ratios as determined by the latest version of the Early Years Statutory Framework. There will always be at least one member of staff on duty who is Paediatric First Aid trained, both in school and when children are out on trips.

Amended December 2018

Next review February 2019

Stepping Stones Foundation Unit, The King's School, New Yatt Road, Witney, Oxon OX29 6TA

www.tkswitney.org.uk/ 01993-778463 stepping.stones@tkswitney.org.uk

Part of Oxfordshire Community Churches, Registered Charity 1056921.

A company limited by guarantee, registered in England and Wales, Number 3223210