First Aid and Managing Medical needs Policy

Policy Statement

We are committed to promoting and safeguarding the health and wellbeing of all children, staff, and visitors.
Our setting ensures that first aid is administered promptly and safely by trained staff and that any medication given to children is managed correctly and in accordance with statutory requirements.
We work in partnership with parents and carers to support children's medical needs in a safe, inclusive, and consistent way.

Procedures

1. First Aid

- At least one **paediatric first aider** is present at all times on the premises and during outings, as required by the EYFS.
- First aid boxes are clearly labelled, fully stocked, and checked regularly by designated staff.
- A list of qualified first aiders is displayed in each room.
- All accidents and injuries are recorded in the accident log and shared with parents on the same day.
- Serious accidents, injuries, or hospital visits are reported to **Ofsted** and **RIDDOR** where applicable.
- Parents are informed immediately if their child sustains a head injury or requires emergency medical treatment.

2. Emergency First Aid Procedures

If a child becomes unresponsive:

1. Ensure the area is safe before approaching the child.
2. Check for responsiveness and breathing.
3. Call for help — ask a colleague to phone an ambulance and remain on the line.
4. If not breathing, begin CPR:
    - 5 rescue breaths
    - 30 chest compressions
    - 2 rescue breaths
    - Continue 30:2 cycles until help arrives or the child recovers.

5. If breathing, place the child in the recovery position and monitor continuously.
6. Stay with the child until medical professionals take over and complete a detailed accident record.

If an ambulance is required, a familiar adult accompanies the child with their emergency contact details, any relevant medical information, and medication if applicable.

3. Managing Medical Conditions and Allergies

We recognise that some children may have long–term medical needs, allergies, or require regular medication.

We aim to fully include these children in all activities while ensuring safety for everyone.

- On registration, parents must provide full written details of any medical condition or allergy.
- An ***Individual Health Care Plan (IHCP)*** is created with parents and relevant professionals (e.g. GP, nurse, or allergist).
- The plan includes clear instructions on symptoms, medication, dosage, storage, and emergency action.
- All staff working directly with the child read and sign the IHCP to confirm understanding.
- Allergy information is displayed discreetly in food preparation and classroom areas for staff reference.
- Emergency medication (e.g., inhalers, EpiPens) is kept in a clearly labelled container, accessible to trained staff at all times.
- At least two staff members working directly with the child receive specific training in administering emergency medication.

In the event of an allergic reaction:

- Staff remain calm and act immediately following the IHCP.
- Medication is administered as prescribed (e.g., EpiPen into the outer thigh).
- An ambulance is called, parents are contacted, and all actions are recorded.
- The used medication is handed to paramedics.

4. Administering Medication

We will only administer medication when it is essential for a child's health or wellbeing, has been prescribed and when it cannot reasonably be given at home.

Parental Consent and Record Keeping

- Parents must complete and sign a **Medication Consent Form** before any medicine is given.
- The form must include the child's name, medication name, dosage, timing, and method of administration.
- Each administration is recorded and signed,

- Parents are informed when medication has been given.

Types of Medication

- Only **prescribed medication** in its original packaging with a pharmacy label will be accepted.
- The label must clearly state the child's name, dosage, and date of issue.
- Non-prescribed medicines (e.g. pain relief, teething gel) are not given unless prescribed by a GP.
- We do not administer the first dose of a new medication in case of allergic reaction — this must be done at home(child must not return to preschool for 48 hours after first dose)

Storage

- Medication is stored securely, either in a cabinet or a labelled refrigerator box if temperature control is required.
- Emergency medication (e.g., inhalers, EpiPens) is kept in a designated, easily accessible place known to all staff.
- Expiry dates are checked termly, and parents are asked to replace any out-of-date medication.

Administration

- Two staff members are present: one administers, one witnesses and signs.
- Hands are washed before and after handling medication.
- The medication is given exactly as stated on the label.
- A record is kept of each administration and stored with the medication form.

If a Child Refuses Medication

- Staff will not force a child to take medication.
- Parents will be contacted immediately for advice.
- The refusal will be recorded on the medication form.

5. Staff Training and Responsibilities

- All staff are informed about children's medical needs and where medication is stored.
- Specific training (e.g. EpiPen, inhaler, diabetes management) is arranged for staff as required.
- Only trained and authorised staff administer medication.
- Supply and agency staff are not permitted to give medication unless they have been briefed and authorised by the manager.

6. Record Keeping and Confidentiality

- Medication and accident records are stored securely and reviewed each term to ensure compliance.
- Individual Health Care Plans and consent forms are treated as confidential documents.
- Records are retained in line with statutory guidance.

7. Monitoring and Review

This policy and all related procedures are reviewed annually, or sooner if medical or legal guidance changes.

Feedback from staff and parents is used to improve practice.

Legal Framework

- Health and Safety (First Aid) Regulations 1981
- The Human Medicines Regulations 2012
- EYFS Statutory Framework (Sections 3.45–3.47)
- DfE: *Supporting Pupils at School with Medical Conditions (2015)*
- RIDDOR 2013

Signed: _____

Name: Stacey Humphrey

Position: Manager

Date: _____