

First Aid and Medication Policy

(Holiday Club for 4–11 Year Olds)

Policy Statement

Edu-Play Holidays is committed to ensuring the health and wellbeing of all children. We provide first aid and manage medication safely and responsibly.

First Aid Provision

- At least one qualified Paediatric First Aider is always present.
- A fully stocked first aid kit is available and checked regularly. Any out-of-date stock will be correctly disposed of.
- All significant accidents are recorded in the accident book and shared with parents/carers. A detailed report of the first aid given will be recorded.
- Serious accidents or injuries will be reported to Ofsted and the Local Authority if required.

Administering Medication

- Only prescribed medication, in its original container with the child's name and dosage, will be administered.
- The club will not administer Calpol, however in agreement with the club owner, parents may be able to visit the club and administer Calpol.
- Parents/carers must complete a Medication Consent Form before staff can give any medication.
- Medication is stored securely and in accordance with manufacturer's instructions.
- A record of all medication administered is kept and signed by staff and parents/carers.
- If a child requires an epi pen, then we must be provided with at least two.
- If a child appears unwell on arrival at the club, then the club has the right to refuse their place.
- If a child becomes unwell during the day, then a member of staff will contact parents and ask them to come and collect their child as soon as possible.

Emergency Procedures

- In a medical emergency, staff will take appropriate action including calling 999.
- Parents/carers will be informed immediately.
- A staff member will accompany the child to hospital if necessary.

Allergies and Individual Health Plans

- Parents/carers **must** inform the club of any allergies, medical conditions or special health requirements for their child.

- Individual Health Plans will be created where needed, in consultation with parents and professionals.

Review

This policy will be reviewed annually.

Signed:

S.L. Rayner

Stacey Rayner

Club Manager

Date: January 2026

