

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 Any out-of-date stock will be correctly disposed of.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 before they start at the club. The club must be kept up to date of any changes.
- All staff will be made aware of children`s allergies and medical needs and food preparation and snack/lunchtimes will be appropriately managed to minimise risk of accidental exposure to allergens.
- Individual Health Plans will be created where needed, in consultation with parents and professionals.
- All staff will receive appropriate training to recognise the signs and symptoms of an allergic reaction, including anaphylaxis, and will know how to respond promptly in an emergency.
- Where a child has been prescribed an adrenaline auto-injector (AAI), parents/carers must provide the prescribed device(s), which will be stored safely, always remain readily accessible, and accompany the child whenever they are in our care. Staff will administer prescribed emergency medication where necessary and in accordance with the child's healthcare plan or from the advice from emergency services.
- The children will wear colour coded allergy and medical awareness stickers on their name label, so all staff remain aware. This will be a simple coloured dot.

Review

This policy will be reviewed annually.

Signed:

S.L. Rayner

Stacey Rayner

Club Manager

Date: October 2026



