

## First Aid and Medications

It is a mandatory requirement for all members of staff to hold a Paediatric First Aid Certificate, therefore it is expected that staff will undertake and maintain the necessary training provided for them by the setting. At least one member of staff with current first aid training will be on the premises or on an outing at any one time. First Aid qualifications will be appropriate to caring for infants and young children. There will also be someone on the premises holding a suitable adult First Aid qualification.

## Accidents and Incidents

In order to deal with accidents and incidents we will ensure that:

- The first aid kit complies with the Health and Safety (First Aid) Regulations 1981
- The first aid kit is regularly checked by a designated person.  
The First Aid Officers are **LUCY FLOWERS** and **LEIGH WILLIAMS**.
- The first aid kit is clearly marked, accessible to adults and out of reach of children.
- An accident is recorded using the Accident Record form. This is then shared with the parent/carer at pick up time and signed accordingly.
- The accident form is completed as required with the date, time, details of the accident/incident, treatment administered and signed by staff and parents.
- Parents/carers are informed as soon as possible.
- Staff members are aware of the location of the first aid kit and the procedure for reporting accidents.
- Parents/carers have signed the appropriate consent forms on their child's registration to the setting.
- Medical advice/assistance is sought (GP or Hospital) where necessary.

ASSESS SITUATION - SECURE FROM DANGER REMOVE OTHER PEOPLE.

TREAT INJURY - PERFORM ANY TREATMENT NECESSARY.

IF NECESSARY - CALL ASSISTANCE [DOCTOR OR AMBULANCE]

INFORM PARENTS - EITHER BY RINGING, OR AT THE END OF THE SESSION, ACCORDING TO THE SEVERITY OF THE INCIDENT.

ANY SERIOUS ACCIDENT WILL BE REPORTED TO THE HEALTH & SAFETY EXECUTIVE (RIDDOR) AND OFSTED.

The Ark at Waddington has valid Public and Employer's Liability insurance cover. The insurance certificate is displayed on the noticeboard in the main hall.

## Medications

We recognise that there may be times when children require medication to be administered during their time in the setting. In order that this is regulated we will ensure that:

- There is an administering medication with witness consent form filled in appropriately and signed by parents/carers. This is kept with the child's registration details.
- Only **prescribed medication is administered** unless a painkiller suitable for children is requested and supplied.
- The medication is marked with the child's name and is in date, in the original container.
- Medications are stored out of reach of children.
- Parents have given signed permission for administration including the name of the child, the name of the parent, date, name of medication, the dose and times to be administered and how the medication is to be administered.
- When medicine has been given the medication is recorded on the medication form and includes the signature of a witness, date, time and dosage. Parents must sign this before they leave the premises, to acknowledge they know the medication will be administered.

## Administration of Specialist Medication

Specific permission, instruction and training will be obtained before an agreement is reached with a parent to administer specialist medications (e.g. nebuliser), and lifesaving/emergency medications (such as adrenaline injections). This will include:

- A letter from the child's GP/Consultant stating that the child is fit enough to attend and information about the child's condition.
- Instructions on how and when the drug/medicine is to be administered and what training is required. (using "Individual Care Plan" form).
- Written proof of training, if required, in the administration of the medication by the child's GP, a district nurse, specialist or community paediatric nurse.
- Prior written consent from the parent/guardian to allow medication to be administered.

Website [www.thearkatwaddington.co.uk](http://www.thearkatwaddington.co.uk) OFSTED registration no. EY2660835

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