

11. Health, Illness and Emergency

Our Group is committed to encouraging and promoting good health and to dealing efficiently and effectively with illnesses and emergencies that may arise while children are in our care.

First Aid

Under duties set out in the Early Years Statutory Framework (September 2021) the Group recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given at the Group.

All members of staff are required to be trained in Paediatric First Aid, which is renewed every 3 years.

The Leader will be responsible for ensuring all members of staff receive approved first aid training and that a record of the training is maintained.

The First Aid box will be regularly checked to ensure its contents are up to date, in good condition and fulfil the criteria set out in the latest First Aid course guidelines.

In the Event of a Major Accident, Incident or Illness

The Group requests that parents/carers complete and sign the Emergency Medical Treatment request on the Child Record Form, enabling the Leader or any member of staff so empowered, to give permission for emergency medical treatment for their child in the event of a major accident, incident or illness occurring at the Group.

In the event of such an event, the following procedures will apply:

- In the first instance, the Group Leader will be notified and take responsibility for deciding upon the appropriate action.
- The Group Leader will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parent/carer to arrive.
- If the child needs to go straight to hospital, an ambulance will be called. The parent/carer will also be contacted. A member of staff will accompany the child to the hospital and will consent to medical treatment being given, so long as the Emergency Medical Treatment request has been completed and signed.
- Children's records will be taken to hospital with the child.
- If the child does not need to go straight to hospital but their condition means they should go home, the parent/carer will be contacted and asked to collect their child. In the meantime, the child will be made as comfortable as possible and be kept under close supervision (from this point on, the provisions of the Group's Infectious and Communicable Diseases policy will govern the child's return to the Group).
- Parents/carers will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by the Group and its staff.

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- All such accidents or incidents will be recorded in detail and logged in the Incident Record Book or the Accident Record Book. Parents/carers will be asked to sign in the relevant section of the book to acknowledge the incident or accident and any action taken by the Group and its staff.
- The Leader and other relevant members of staff should consider whether the accident or incident highlights any actual or potential weaknesses in the Group's policies or procedures, and act accordingly, making suitable adjustments where necessary.

In the Event of a Minor Accident, Incident or Illness

- In the first instance, the Group Leader will be notified and take responsibility for deciding upon any appropriate action.
- If the child does not need hospital treatment and is judged to be able to safely remain at the Group, the Group Leader will remove the child from the activities and, if appropriate, treat the injury/illness themselves.
- If and when the child is feeling sufficiently better, they will be resettled back into the activities, but will be kept under close supervision for the remainder of the session.
- At the end of the session, the Group Leader will fully inform the parent/carer of the incident or accident and any treatment given.
- If the injury or illness incurred is such that treatment by the Group Leader is deemed inappropriate, but does not warrant hospitalisation, the parent/carer will be contacted immediately and asked to collect their child. Until the parent/carer arrives, the child will be kept under close supervision and as comfortable as possible (from this point on, the provisions of the Group's Infectious and Communicable Diseases policy will govern the child's return to the Group).
- All such accidents and incidents will be recorded in detail and logged in the Incident Record Book or the Accident Record Book and parents/carers should sign to acknowledge the incident and any action taken.
- The Leader and any other relevant staff will consider whether the accident or incident highlighted any actual or potential weaknesses in the Group's policies or procedures, and make suitable adjustments if necessary.

Medication

- Wherever possible, children who are prescribed medication should receive their doses at home. If it is necessary for medication to be taken during sessions at the Group, children should be encouraged to take personal responsibility for this, where this is appropriate. Parents/carers and staff should discuss such situations

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at the earliest possible opportunity and decide together on the best course of action.

- Staff may only administer medication to the child if it is prescribed by a GP, and if the request to do so is from the child's parent or carer and is given in writing at the start of a session, stating frequency and dosage. Parents/carers can make such a request by completing and signing the Administering Medication Form.
- Staff have the right to decline such a request from a parent/carers if they are in any way uncomfortable with this. The Group is likely to decline a request from parents/carers to administer medication where this involves technical knowledge or training.

The procedure for administering medication at the Group is as follows:

Medication will never be given without the prior written request of the parent/carers and a written and signed instruction from the child's GP, including frequency, dosage, any potential side effects and any other pertinent information (see Administering Medication Form).

Where the administration of prescription medicine requires technical/medical knowledge, individual training will be provided for staff from a qualified health professional. The training will be specific to the individual child. The staff will also be responsible for ensuring that:

- prior consent is arranged.
- all necessary details are recorded.
- that the medication is properly labelled and safely stored during the session.
- another member of staff acts as a witness to ensure that the correct dosage is given.
- parents/carers sign in the Medication Record Book to acknowledge that the medication has been given.

If for any reason a child refuses to take their medication, staff will not attempt to force them to do so against their wishes. If and when such a situation occurs, the Leader and the child's parent/carers will be notified, and the incident recorded in the Medication Record Book.

Staff will not administer 'over the counter' medication, only that prescribed by the child's GP.

Where children carry their own medication (asthma pumps or insulin for example), the Group recommends that staff hold onto the medication until it is required. This is to minimise possible loss of medication and to ensure the safety of other children. Inhalers should always be labelled with the child's name.

If there is any change in the type of medication – whether regarding dosage or other changes to the information given on the Administering Medication Form – a new form must be completed.

Full details of all medication administered at the Group, along with all Administering Medication Forms, will be recorded and stored in the Medication Record Book.

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Sun Protection

The Leader and staff understand the dangers posed to children and themselves by over exposure to the sun.

In hot weather, parents/carers are encouraged to provide sunscreen for their children. Children will also be encouraged to wear a hat when playing outside in the sun.

When necessary, staff may apply sunscreen to children who cannot do so for themselves, where prior permission has been given by the parent/carer on the Admissions Form.

In hot weather, staff will encourage children to drink water frequently. Staff will also ensure that shady areas out of the sun are always available to children when playing outside.

COVID-19

There is no requirement to test for Covid even if you have symptoms; it is your judgement whether you are well enough to work, however if you have a temperature then you should stay at home.

If you have tested positive then you should:

- **try to stay at home and avoid contact with other people for 5 days**
- avoiding meeting [people at higher risk from COVID-19](#) for 10 days, especially if their immune system means they're at higher risk of serious illness from COVID-19, even if they've had a COVID-19 vaccine

This starts from the day after you did the test.

If a child or young person aged 18 or under tests positive for COVID-19, they should try to stay at home and avoid contact with other people for 3 days. This starts from the day after they did the test. Children and young people tend to be infectious to others for less time than adults. If they're well and do not have a temperature after 3 days, there's a much lower risk that they'll pass on COVID-19 to others.

Last reviewed: October 2024

Due for review: biennial
