

623

Health, Medication and First Aid Policy

September 2016

The Health, Medication and First Aid Policy contains policies on

- Medication Policy
- Accident and First Aid policy
- Sickness and Illness policy
- Sick staff policy
- Asthma Policy
- Sunscreen policy
- Smoking policy
- Food policy

Appendices to the Health, Medication and First Aid policy are

- Medical information and consent form for parents/carers
- Asthma description

1. Medication Policy

We promote the good health of children attending 623 Club and take necessary steps to prevent the spread of infection (see sickness and illness policy section below). If a child requires medicine we will obtain information about the child's needs for this, and will ensure this information is kept up-to-date.

When a child first joins 623, the child's parents or guardians will be asked to complete a form, supplied at appendix A to this policy, which explains any on-going medical needs the child may have, including asthma medication, and provides on-going consent for prescription medication which may be given to the child.

When dealing with medication of any kind in 623 club strict guidelines will be followed.

Prescription medication

- Prescription medicine will only be given to the person named on the bottle for the dosage stated
- Medicines must be in their original containers
- Those with parental responsibility for any child requiring prescription medication should allow a senior member of staff to have sight of the bottle. The staff member should note the details of the administration on the appropriate form and another member of staff should check these details
- Those with parental responsibility must give prior written permission for the administration of each and every medication. However we will accept written permission once for a whole course of medication or for the on-going use of a particular medication under the following circumstances:
 1. The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed
 2. The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed
 3. Parents should notify us IMMEDIATELY if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.
- 623 Club will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by a doctor's letter
- The parent must be asked when the child had last been given the medication before coming to 623 Club; this information will be recorded on the medication form. Similarly when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times
- At the time of administering the medicine, a senior member of staff will ask the child to take the medicine, or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication). A second member of staff with witness the administration of the medicine and sign to confirm this in the medication book.
- If the child refuses to take the appropriate medication then a note will be made on the form
- Where medication is "essential" or may have side effects, discussion with the parent will take place to establish the appropriate response

- Wherever possible ask parents to request that GPs prescribe the least number of doses per day, i.e. three x daily, rather than four x daily.

Non-prescription medication

- 623 Club cannot administer non-prescription medication to any child.
- If any child attends 623 Holiday Club in a condition in which he/she may require medication sometime during the day, the manager will decide if the child is fit to be left at 623 Club. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form
- 623 Club Staff WILL NOT administer any medication unless prior written consent is given for each and every medicine

Injections, pessaries, suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, they should not be administered by any member of staff.

Staff medication

The first aid box for staff will be kept on top of the roll top cabinet, which is accessible to staff but out of reach of children

The First Aid Box

The first aid boxes contains only items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressing, bandages, and eye pads. No other medical items, such as paracetamol should be kept in the first aid box. The first aid box is located on top of the roll top cabinet, where it is accessible, but out of reach of children.

Storage

All medication for children must have the child's name clearly written on the original container. The medication for children is kept in a closed box, which is on top of the roll top cabinet, where it is accessible to staff but out of reach of children and under supervision at all times.

Emergency medication, such as inhalers and epipens, will be within easy reach of staff in the children's medication box on top of the roll top cabinet in case of an immediate need, but will remain out of children's reach and under supervision at all times.

Any antibiotics requiring refrigeration will be kept in a locked box in the refrigerator.

All medications must be in their original containers, legible and not tampered with or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

2. Accidents and First Aid Policy

To enable parents and guardians to feel that we are competent to deal with accidents and emergencies, we must:

- Have a written first aid policy
- Keep up to date details of parents and other nominated emergency contacts for each child (EYFS Welfare Requirement)
- Keep up to date records of health details for all children and staff
- Keep records of all accidents that happen and obtain a parent's or guardian's signature on notification of all accidents
- We must also record all instances where first aid has been administered and parents and guardians must be informed on the same day
- Maintain staff training in first aid and make the first aid certificates available on request.

Accidents

623's Accident/incident book is located in the lockable filing cabinet, where it is accessible to staff.

Our incident book:

- Is accessible
- All staff know where it is and how to complete it
- The person responsible for reporting accidents, incidents or near misses is the member of staff who witnesses the incident. They must record it in the Incident book. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered. Parents must be shown the Accident Report and asked to sign it as soon as they collect their child.
- The incident book is checked quarterly for patterns e.g. one child having a repeated number of accidents, a particular area of 623 Club or a particular time of the day when most accidents happen. Any patterns should be investigated by the 623 Club committee.
- The 623 Club committee must investigate any serious accidents to see if further action is to be taken (i.e a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR))
- The incident book will be kept until any child referred to in the book is 25.
- Where medical attention is required, a senior member of staff should notify the parent(s) or guardians as soon as possible whilst caring for the child appropriately. The child's welfare is paramount.

First Aid

The first aid box is located on top of the roll top cabinet. Portable first aid boxes are also available.

Our First aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981
- Is regularly checked by first aid trained staff and re-stocked as necessary
- Is kept on top of the roll top cupboard where it is easily accessible to adults; and out of the reach of children

Emergency first aid procedures are located in each first aid box and in the policy folder.

Staff training is up to date. This is confirmed annually.

Staffing for each session provides for at least one member of staff with up to date first aid training to be present.

A copy of all first aid certificates are kept in the open filing cabinet.

When children are taken on an outing away from 623 Club, we will always ensure they are accompanied by at least one member of staff who is trained in first aid and who carries an appropriate first aid box at all times.

Personal Protective Equipment (PPE)

623 Club provides staff with PPE according to the need of the task (eg applying first aid to a bleeding wound). Staff must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids. PPE is also provided for the handling of chemicals and other tasks. This is chosen according to need and will be regularly reviewed to ensure it is suitable and effective. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported.

Dealing with Blood

Always take precautions when cleaning wounds as some conditions such as Hepatitis or the HIV virus are transmitted via blood.

Wear disposable gloves and wipe up any blood spillage with disposable cloths, neat sterilizing fluid or freshly diluted bleach (one part diluted and ten parts water). Such solutions must be carefully disposed of immediately after use.

The nursery will not necessarily be aware if there is a child carrying Hepatitis or who is HIV Positive on their register.

Needle Puncture and Sharps Injury

Blood-borne infections may be transmitted to employees who injure themselves with needles, broken glass etc. For this reason, great care must be taken in the collection and disposal of this type of material. For the safety and well-being of the employees, ALL NEEDLES, BROKEN GLASS, ETC, SHOULD BE TREATED AS CONTAMINATED WASTE. If a needle is found the local authority must be contacted to deal with its disposal.

Staff Safety and Accidents

We meet our legal requirements for the safety of our employees, parents and volunteers by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations).

We report to the Health and Safety Executive and to OFSTED:

- Any accident to a member of staff, parent or volunteer requiring treatment by a general practitioner or hospital, and
- Any dangerous occurrences. This may be an event that causes injuries or fatalities or an event that does not cause an accident but could have done, such as a gas leak.

- Any dangerous occurrence is recorded in our Incident book.

Where an accident or injury affects a child in the care of 623, the local child protection agency will also be informed. Derbyshire safeguarding children board can be contacted on:

Tel: 01629 535716

Email: derbyshire.scb@derbyshire.gcsx.gov.uk

Sally Christian is responsible for ensuring that the reporting and recording requirements above are complied with.

Where any incident of food poisoning affects two or more children, OFSTED will be informed as soon as possible, but always within 14 days.

Sickness and Illness Policy

We will follow these procedures to ensure the welfare of all children within the nursery:

- If a child becomes ill while attending 623 Club their parent(s) will be contacted and asked to pick their child up as soon as possible. During this time the child will be cared for in a quiet, calm area with their key person
- Should a child have an infectious disease, such as an eye/ear infection or sickness and diarrhoea, they should not return to 623 Club until they have been clear for at least 48 hours
- Children with sickness and diarrhoea, conjunctivitis and chicken pox should not attend 623 Club. Illnesses of this nature are very contagious and it is exceedingly unfair to expose other children to the risk of an infection
- If a parent finds that their child has head lice we would be grateful if they could inform 623 Club so that other parents can be alerted to check their child's hair.

Transporting children to hospital procedure

- If the sickness is severe, call for an ambulance immediately. DO NOT attempt to transport the sick child in your own vehicle unless the ambulance service advises that this is the correct thing to do.
- Whilst waiting for the ambulance, contact the parent and arrange to meet them at the hospital
- A senior member of staff must accompany the child and collect together registration forms, relevant medication sheets and medication. A member of the 623 Club committee must also be informed immediately

Sick staff policy

- Staff who are unwell should not attend work. They should contact Sally Christian who will arrange cover.
- Staff who need to take medication should place the medication in the staff medication box on top of the roll top cupboard.
- Staff with infectious diseases should confirm with their doctor that it is safe for them to return to work.
- Staff illness should be recorded in the daily log to facilitate tracking of outbreaks of illness or food poisoning issues.

Asthma policy

623 recognises that asthma is a widespread, serious but controllable condition affecting many children. 623 positively welcomes all children with asthma and encourages children with asthma to achieve their potential in all aspects by having a clear policy. Supply staff and new staff are also made aware of the policy.

Asthma medicines

Immediate access to reliever medicines is essential. Children with asthma are encouraged to carry their reliever inhaler as soon as the parent, doctor or nurse and class teacher agree they are mature enough. The reliever inhalers of some younger children are kept in the classroom in an accessible place (e.g. Low cupboard) which is known to pupils and all staff.

Parents are asked to ensure that the 623 is provided with a labelled spare reliever inhaler.

Sally Christian will hold this separately in the pupil medication box on top of the roll top cupboard in case the pupil's own inhaler runs out, or is lost or forgotten. All inhalers must be labelled with the child's name by the parent.

The first aider on duty will have received asthma training.

623 staff are not required to administer asthma medicines to pupils (except in an emergency). Children with asthma are encouraged to participate fully in all physical activities. 623 staff will remind pupils whose asthma is triggered by exercise, to take their reliever inhaler before engaging in energetic physical activity and to thoroughly warm up and down before and after the lesson. If a pupil needs to use their inhaler during a session he or she will be encouraged to do so.

623 staff will seek training from the school nurse on doing this in case of emergencies... . All 623 staff will let pupils take their own asthma medicines when they need to.

Physical activities

The school environment

The school does all that it can to ensure the school environment is favourable to pupils with asthma. The school does not keep furry or feathery animals and has a definite no-smoking policy.

When activities are organised which involve furry or feathery animals or other known triggers for a specific child's asthma, 623 staff will make it clear to the parents that such activities are planned so that alternative arrangements can be made for the child on those days. Careful clearing up will follow such activities.

Asthma attacks

All staff who come into contact with pupils with asthma know what to do in the event of an asthma attack.

In the event of an asthma attack the school follows the procedure outlined by Asthma UK in its school policy guide. This procedure is visibly displayed.

Roles and Responsibilities with regard to medical and first aid:

Sunscreen Policy

623 is aware of the harm that too much exposure to the sun can be dangerous. It is also important that children have the opportunity to play in the sun. Sun protection is therefore important.

623 requests that parents and guardians send children with sunscreen labelled with the child's name. This will be put on children who are too young to put sunscreen on themselves by the staff. Children who are old enough to put on their own sunscreen will be reminded to do so when appropriate.

623 will keep a specified sunscreen for use in emergencies. Parents will be asked whether they consent to the use of this sunscreen for their children in the new child form. Parents and guardians should be aware that some children react badly to sunscreen and should not sign this part of the consent form unless they are sure that their child is not allergic to the named sunscreen.

623 requests that children send their children with appropriate outdoor wear when possible. This means that when the weather is hot, children should bring hats,

Smoking policy

623 is a no smoking environment.

623 will not recruit staff who smoke.

Smoking is not permitted on or near the Curbar school premises or in vehicles carrying children for 623 purposes. Signs around the school premises make this clear to visitors.

623 will participate in educating children about the dangers of smoking where appropriate.

Food Policy

- 623 believes that healthy eating will make a significant contribution to the health and well-being of our students. 623 is committed to the curriculum requirement that children develop an improved understanding of terms such as “balanced diet” and “healthy eating” and increasing pupils' knowledge of food production, manufacturing, distribution and marketing practices, and their impact on both health and the environment.
- 623 will ensure that food provision reflects the ethical and medical requirements of staff and pupils e.g. religious, ethnic, vegetarian, medical, and allergenic needs.
- Staff are encouraged to participate and model healthy eating as a valuable part of daily life.
- It may be appropriate for a wide variety of foods to be prepared and consumed within the curriculum or at a celebration. It is recognised that eating together is a fundamental experience for all people; a primary way to nurture and celebrate our cultural diversity; and an excellent bridge for building friendships, and inter-generational bonds. The context of a balanced diet makes this entirely appropriate provided everyone's dietary needs are met. Foods containing high levels of sugar and salt will be avoided.
- Occasionally, as part of a class treat, we may give ‘unhealthy foods’ such as biscuits. We do, however, keep this to a minimum.

623 will try to ensure that:

- Every child has access to high quality, tasty and nutritious snacks, and an easily available water supply whilst at 623.
- Children will be given a sandwich or wrap and a drink at the beginning of 623. Those who stay later will have fruit and juice available.
- All pupils and staff have water freely available at all times and are able to refill bottles easily.

Visits and Events

Food served at events and offered on trips will be consistent with 623 policy. Guidance on packed meals will be given encouraging a healthy balanced choice.

Allergies

Parents and guardians will be asked for information on any allergies their child may have when the child joins 623. 623 staff will work closely with parents and guardians to see that care is taken to avoid a child having an allergic reaction. The names of children with serious allergies will be written on the fridge door so as to alert staff when preparing food.

623 will be a nut free zone.

Where a child has serious allergies and requires the use of an epipen or other prescribed drugs, staff will be guided by their first aid training and advice from the child's parents or guardians in using this equipment.

The VMC will ensure that staff receive appropriate training and are insured for the use of the prescribed drugs as above.

Hygiene

All staff preparing food will have up to date hygiene training. The certificates will be in the open filing cabinet. Training needs will be reviewed annually.

Staff have a responsibility to see that food preparation and food preparation areas are maintained in accordance with the hygiene principles taught on the training course.

The refrigerator temperature will be checked at the beginning of every session.

Food that is past its use by date will not be given to the children.

Food will be ordered on line and delivered by professional delivery people in temperature controlled vans. The temperature of the food will be taken on delivery and refused if the appropriate temperature is not observed.

Any incidents of food poisoning will be recorded in the log. Where two or more children or staff suffer from food poisoning, the matter will be reported to OFSTED as soon as possible, but certainly within 14 days.

Summary of Responsibilities

The Voluntary Management Committee (VMC)

The VMC has a responsibility to:

- Ensure the health and safety of their employees (all staff) and anyone else on the premises or taking part in school activities (this includes children). This responsibility extends to those staff and others leading activities taking place off site, such as visits,. The VMC therefore have a responsibility to ensure that an appropriate health and medication policies are in place;
- Make sure the health policies are effectively monitored and regularly updated; The policies will be reviewed annually by the VMC. Record keeping and the date of medication will be checked every six week term.
- Report to parents, pupils, staff and local health authorities about the successes and failures of the policies
- Provide indemnity for staff who volunteer to administer medicine to children.
- Assess the training and development needs of staff and arrange for them to be met;
- Ensure all supply staff and new staff know the 623 policies
- Delegate a staff member (Sally Christian) to check the expiry date of medication at least once per term.

623 staff

All staff have a responsibility to:

- Understand the policies
- Attend first aid training and asthma training
- Know which pupils they come into contact with have asthma or allergies
- Know what to do in the event of an asthma attack or anaphylactic reaction
- Record the use of medication or first aid materials in the medication book or the incident book if there is an accident of any kind.
- Inform parents or guardians of any use of medication or accidents
- Ensure pupils have their medicines with them when they go on a trip.

Parents/carers have a responsibility to:

- Tell 623 if their child has asthma or requires medication
- Inform 623 about the medicines their child requires during 623 hours and keep 623 up to date on any changes in medication.
- Ensure that any medication provided to 623 is within its expiry date, that the instructions are attached, that the medication is labelled with the child's name and that Sally Christian or the child's key worker is aware of the need to administer the medication and any attached conditions.
- If their child has asthma to provide 623 with a spare reliever inhaler (and spacer where relevant) labelled with their child's name
- Keep their child at home if he/she is not well enough to attend 623

Appendix A: Initial medical consent letter Name of child

1. Medical information

My child's GP is Tel.:

GP surgery address

.....

.....

.....

.....

My child does/does not have a disability for which reasonable adjustments should be made.

Asthma

My child does/does not have asthma.

If your child has asthma, please complete the following.

My child does/does not use an inhaler

I have supplied 623 with a labelled, spare inhaler for my child
And discussed my child's use of the inhaler with his or her key worker.

My child's asthma can be triggered by

Signed

Allergies

My child is allergic to the following.....

I have supplied 623 with medication used by my child in the event
of an allergic reaction and discussed with his or her key worker
the approach to be taken to the allergy

Signed

I consent to my child's name being written on the fridge door to
Alert all staff to the risk associated with my child's allergy.

Signed

Prescription medication

623 staff will administer prescription medication if necessary. In accordance with the
medication policy contained in the Health, Medication and First Aid Policy.

I have read and understood the policy.

Signed

Routine first aid and protection

This part of the policy covers the situation in which staff will tend to your child provided that you have consented to him or her being treated Please do not consent to this unless you are confident that your child is not allergic to any items listed. If you later discover that your child does have bad reaction to one of the items mentioned below, please inform 623 staff immediately so that the child's record can be amended appropriately. Please be aware that although members of 623 staff have first aid training, they are not qualified to take a child's temperature, diagnose any form of illness or administer medication.

I consent to sticking plaster being put on minor cuts or grazes on my child's skin.

Signed

.....

I consent to my child having sunscreen put on him or her if he or she needs to go outside and I have forgotten to provide named sunscreen for her in hot weather.

Signed.....

Appendix B

What is asthma?

Asthma is a condition that affects the airways – the small tubes that carry air in and out of the lungs. Asthma symptoms include coughing, wheezing, a tight chest and feeling short of breath. Each child or young person with asthma may have different symptoms.

Children and young people with asthma have airways that are almost always red and sensitive (inflamed). These airways can react badly when children and young people with asthma come into contact with an asthma trigger.

Asthma triggers

A trigger is anything that irritates the airways and causes asthma symptoms. There are many asthma triggers. Common triggers include colds, viral infections, house-dust mites, pollen, cigarette smoke, furry or feathery animals, exercise, outdoor air pollution, laughter, excitement and stress. Everybody's asthma is different and everyone will have different triggers, most have several. It is important that children and young people with asthma get to know their own triggers and try to stay away from them or take precautions.

What happens during an asthma attack?

When a child or young person with asthma comes into contact with an asthma trigger, the muscles around the walls of the airways tighten so that the airways become narrower. The lining of the airways becomes inflamed and begins to swell, making it difficult to breathe and leading to symptoms of coughing, wheezing, shortness of breath or feeling tight in the chest. It is at this point that the child or young person with asthma will need to take a dose of their reliever medicine.

What does asthma feel like?

Children and young people who have asthma tell us that:

'It feels like someone is standing on my lungs'

'It feels like I am being squashed'

'When I'm having an attack it feels like a rope is being slowly tightened around my chest'

Every child and young person's asthma is different

Asthma varies in severity from person to person. Some children and young people will experience an occasional cough or wheeze, while for others, the symptoms will be much more severe.

Some pupils with asthma may occasionally need to take time off school if they have come into contact with a trigger (for example a cold). Some pupils with asthma may experience night-time symptoms and disturbed sleep and become tired in class.

Avoiding known triggers where possible and taking the correct medicines can usually control asthma effectively for most children and young people.

For more information about what to do if a staff member is worried about a pupil with asthma, see the later section 'What to do when a child or young person with asthma joins your class'.

To help with asthma control, all children and young people should have regular asthma reviews with their doctor or nurse. They should also have a personal asthma action plan.

What to do in an asthma attack

Common signs of an asthma attack:

- Coughing
- Shortness of breath

- Wheezing
- Feeling tight in the chest
- Being unusually quiet
- Difficulty speaking in full sentences
- Tummy ache (sometimes in younger children)

What to do

- Keep calm
- Encourage the child or young person to sit up and slightly forward – do not hug or lie them down
- Make sure the child or young person takes two puffs of reliever (blue) inhaler immediately (preferably through a spacer)
- Loosen tight clothing
- Reassure the child
- If there is no immediate improvement
- Continue to make sure the child or young person takes one puff of reliever inhaler every minute for five minutes or until their symptoms improve
- Call 999 or a doctor urgently if:
 - The child or young person's symptoms do not improve in 5-10 minutes The child or young person is too breathless or exhausted to talk
 - The child or young person's lips are blue
 - Or if you are in doubt
- Continue to give the child one puff of their reliever inhaler every minute until the ambulance or doctor arrives

After a minor asthma attack

Minor attacks should not interrupt the involvement of a pupil with asthma in school. When the pupil feels better they can return to school activities

The parents/carers must always be told if their child has had an asthma attack Important things to remember in an asthma attack

Never leave a pupil having an asthma attack

If the pupil does not have their inhaler and/or spacer with them, send another teacher or pupil to their classroom or assigned room to get their spare inhaler and/or spacer In an emergency situation school staff are required under common law, duty of care, to act like any reasonably prudent parent

Reliever medicine is very safe. During an asthma attack do not worry about a pupil overdosing

Send another pupil to get another teacher/adult if an ambulance needs to be called

Contact the pupil's parents or carers immediately after calling the ambulance/doctor

A member of staff should always accompany a pupil taken to hospital by ambulance and stay with them until their parent or carer arrives

Generally staff should not take pupils to hospital in their own car. However in some situations it may be the best course of action. Another adult should always accompany anyone driving a pupil having an asthma attack to emergency services

NB: Guidance from devolved education authorities on emergency transport in private vehicles is different in each country. Your school should have a clear emergency procedure policy on if and when this is appropriate.

Associated policies:

This policy should be read in conjunction with the Health and safety policy and the safeguarding policy.

