

# Incidents, Sickness, Administering Medicine and First Aid Policy

## Content:

- Page 1 -
  - Introduction
- Page 2 -
  - Collection of sick children & Notification of absences
- Page 3 -
  - Administering Medicines in relation to Sickness, Accidents and Incidents & Administering Medicines Procedures & Staff Medicines
- Page 4 -
  - Epipens & Inhalers & Incidents
- Page 5 -
  - First Aid

The Gooseberry Bush has this policy to safeguard your child and other children in our care.

A list (Spotty Book) of infantile diseases giving guidance to parents as to when a child should be kept home, is available at the nursery at all times. The Gooseberry Bush has a duty to inform all parents that use the nursery of any occurrences of infectious diseases. The nursery will inform the parents by:

- \* Notice on the reception display board, and on all playroom doors.
- \* Individual letters to each family at nursery.
- \* Verbally speak to parents, i.e. pregnant mothers for German measles, to make sure they have seen the notice or letters
- \* Emailed and notified via Facebook Page.
- \* In some cases, PHE Health Protection Team for communicable diseases will be informed.

If a parent, after consulting a doctor or otherwise, brings a child back to nursery before the manager considers the child to be fit, the nursery manager can refuse the child admission and ask for a second medical opinion. The decision of the second doctor will be binding on both parties.

Claire Buscombe, the Manager, is the 24 hour contact for Local Health Protection Team in an emergency.

PHE Health Protection Team,  
South West Centre HPT,  
Public Health England  
Follaton House  
Plymouth Road  
Totnes, Devon  
TQ9 5NE

Tel: 0300 303 8162  
(option 1, option 1)  
Out of Hours: 0300 303 8162  
(option 1)

### **Collection of sick children:**

Children's health can change in a matter of hours and occasionally a child becomes sick whilst attending nursery. The Gooseberry Bush will contact the parent as soon as possible on work or emergency numbers and the parent will come and collect their child. This is in the interests of their child and the other children in the nursery.

In an emergency, Gooseberry Bush staff will administer first aid - parents are asked for permission during their home visit and their consent is listed in their Parental Consent Booklet. This information is kept on the child's registration record.

If for any reason the parents or emergency contacts can not be reached or arrange for collection immediately, the nursery will:

- \* Make the child feel as comfortable as possible, i.e. blankets, pillows, quiet area, offer a drink.
- \* If staff ratios allow, a member of staff will sit with the child until the parents or carer arrive.
- \* If staff ratios do not allow, we would follow the procedure for sleeping children but setting the timer for 5 minutes instead of 10 minutes checks.

Your child should not return to nursery until 48 hours have passed since the last incident.

Every twelve months children's details are printed from the computer and parents are asked to check, amend and sign to say that all personal, emergency contacts and allergies are correct for their child. This ensures in case of emergencies the nursery saves time having current numbers and information to pass on to parents and professionals.

It is the parent's responsibility to inform the nursery of any changes during the 12 months.

### **Notification of absences:**

If the child is sick, the nursery should be notified by 10.30am on that day - Any child absent without cause will be contacted via telephone to establish the reason for absence.

## **Administering Medicines in relation to Sickness, Accidents and Incidents:**

The Gooseberry Bush is asked by parents/carers to administer medicines to children while they are in our care. The Gooseberry Bush policy is that staff administer and store medications that are for children in our care with written permission from the parent.

The medicine should be clearly labelled by the parent if not prescribed by the doctor; staff are not allowed to label the bottles. However, the nursery can provide the parent with a label if they have forgotten to do so.

Medicines are to be kept in medicine cabinets, or refrigerated if necessary.

### **Administering Medicines Procedure:**

Parents will be asked to fill out a form stating child's name, dosage, medicine name and time of dosage each time they bring in medicine.

When a child receives the medication, two qualified staff members are present. A qualified nursery nurse should check the label for the name of child, dosage and time against the written form filled in by the parent with another qualified member of staff. Only then, if all information agrees, will the child receive the dosage. If unsure, the manager should be consulted and/or the parents telephoned.

If non-prescription medicine such as Calpol has been administered for more than 3 consecutive days, staff and/or Manager will ask parents to consult their GP, before further dosages will be given.

### **Staff medicines:**

Staff on any medication should inform both the senior in their room and the manager. All medicines should be kept in either:

- medicine cabinets provided or
- personal lockers

Any personal medication in the childcare rooms will result in a written warning for the relevant staff member.

### **Epipens:**

Epipens are child specific and used in the treatment of anaphylactic shock. Epipens provide a single measured dosage so there is no risk of overdose. Staff must have written consent from the parent/ carer before administering the pen.

- All Epipens are to be stored in a lockable cupboard with the child's name clearly marked.

- A note to be made on the registration card highlighting the type of allergy and the availability of the Epipens.
- If it is necessary to administer an Epipen, the parent/carer will be contacted without delay.
- Training from professionals will be sought if Epipen use is needed.
- The red band system may be used to identify the child more quickly.

### **Inhalers:**

Following the same procedure for Epipens except:

- Staff must only assist in a single dose from the inhaler. (This is to prevent the risk of overdose.)
- Please note a single dose may consist of two puffs from the inhaler.

### **Incidents:**

Any child who attends the nursery with a bump, bruise or mark, the parent/carer will be asked to fill in a form about the incident.

Working in partnership with parents, the staff at the Gooseberry Bush will keep records and monitor their child. These records may form a pattern of regular occurrences, which parents or staff may not recognise as easily if not recorded, and help with identifying the child's individual needs.

A child that keeps falling over may be classed as a clumsy child and will grow out of it, but another reason could be possible. The child may have poor balance or co-ordination skills: in this situation a referral may be made to the SENDCo or other professionals, so that the staff can help with this.

The records will be kept along with Parental Consent Booklets.

Regular review meetings with the parents will inform the staff of the child's changing needs.

Staff will complete an incident form when a child has repeatedly harmed another child, and positive behaviour management strategies have not been working to resolve the matter. This will then be shared with the child's parents.

*See our 'Safeguarding Children Policy' for more information.*

**First Aid:**

- Staff members will respond to incident.
- Informs other staff members if required to leave the area (may need to get staff cover).
- Take the child out of the situation by either moving them inside or in suspected serious cases ask the other members of staff to move the children.
- First Aid box can be found in the Reception/Main office room.
- Staff members will fill in correct forms i.e. incident or accident forms.
- Staff members to take the child and form to the Manager or Deputy to inform them of the accident and get a signature of acknowledgment.
- Manager or Deputy to inform parents if case requires
- Manager or Deputy will call ambulance in an emergency
- A qualified staff member will give feedback to the parents at the end of the session.

This policy was created by the GBDN on: 15/2/2019

Reviewed on: .....

Reviewed on: .....

Signed by the Manager, on behalf of GBDN: *C. Buscante*