

Little Cubs Academy Safeguarding and Welfare Requirements 3.44, 3.45, 3.46, 3.50, 3.51, 3.67, 3.68, 3.69, 3.70

First Aid, Medication, Sickness and Vaccination Policy

First Aid Policy

At all times, at least one member of staff with a current first aid certificate (relevant to young children and infants) is on the premises at Little Cubs Academy. At least one suitably qualified member of staff will also accompany all outings. The first aid qualification includes first aid training for infants and young children.

Our first aid kit:

- Complies with the Health and Safety (First Aid) Regulations 1981.
- Is regularly checked by a designated member of staff and re-stocked etc.
- Is easily accessible to adults one first aid box in each room.
- Is kept out of the way of children.

At the time of admission to the setting, parents'/carers' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Accident Policy

In the event of an accident the priority is to take care of the persons involved, to ensure they are properly cared for and appropriate first aid is administered. It is our intention and responsibility to ensure an accurate report of all accidents involving a child, parent/carer, student, visitor or member of staff at the nursery is recorded on an accident form.

All accidents must be recorded on accident forms. This is to ensure legal compliance and appropriate gathering of information needed to inform all relevant persons. Detailed records will be kept of any accidents, which will outline how the accident occurred, any injury sustained, time, treatment and follow-up process. Parents are required to sign the entry to acknowledge the accident recorded. Once completed accident forms must be taken to the Headteacher/ Deputy headteacher to be made aware and then to sign.

In the event of an accident and the child causes any injury to their head anything shoulders and up is classed as a head bump. Parents will be notified of the accident and a head monitoring form must be filled out every 10 minutes for the first hour then every 30 minutes to monitor and observe the child's welfare until they go home.

Accident forms are kept within the room which are

- kept safely and accessible.
- known to all staff, including how to complete it
- reviewed at least monthly to identify any potential or actual hazards.

Ofsted is notified of any injury requiring treatment by a GP or hospital, as well as in the extremely unlikely circumstances of the death of a child or adult. Confidentiality will always be adhered to. This is as per a requirement of registration, from the Early Years Foundation Stage.

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We define serious injuries as:

- Broken bones or a fracture
- Loss of consciousness
- Pain that is not relieved by simple pain killers
- Acute confused state
- Persistent, severe chest pain or breathing difficulties
- Amputation
- Dislocation of any major joint including the shoulder, hip, knee, elbow or spine
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye
- Injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- Medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- Medical treatment where there is reason to believe that this resulted from exposure to a biological agent, or its toxins, or infected material.

You are not required to inform Ofsted of minor injuries, but you must keep a record of these.

We define minor injuries as:

- Sprains, strains and bruising
- Cuts and grazes
- Wound infections
- Minor burns and scalds
- Minor head injuries
- Insect and animal bites
- Minor eye injuries
- Minor injuries to the back, shoulder and chest.

Vaccination Policy

In the even that a child is vaccinated, 24hrs must pass before they are allowed to return to the setting. The reason for this, is that it is common for one to experience high temperature, or an adverse reaction within a 24hr window after having the vaccination.

Sickness and Medicine Policy

If a child becomes ill whilst they are attending the setting, they will be monitored taking the child's temperature every 10 minutes and if it is felt that it is not beneficial for them to continue with us that day,

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the Head Teacher will phone the parent/carer and inform them of the situation.

Parents must notify us immediately if they are aware that their child has a contagious illness, even if it has yet to be confirmed by a doctor. If a child has such an illness, we will require written, medical confirmation that they are fit to return to the setting.

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Children suffering from sickness, diarrhoea, high temperature or the possibility of being infectious must refrain from attending the setting until they are clear from the symptoms for at least 48 hours.

Medication

Here at Little Cub Academy we promote the good health of children attending nursery and take necessary steps to prevent the spread of infection. 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. Our policy is compliant with the Statutory Framework of the EYFS 2017 which details: "Providers must have and implement a policy, and procedures, for administering medicines. It must include systems for obtaining information about a child's needs for medicines, and for keeping this information up-to-date. Training must be provided for staff where the administration of medicine requires medical or technical knowledge.

If a child has been sent home from Little Cubs Academy due to ill health they should not be re-admitted until the child is suitably recovered or until the GP says they can return.

Little Cubs Academy cannot administer any medicine to a child unless (i) prescribed by a doctor and if written consent by you has been given, or (ii) in the case of an emergency. Should the child be on prescribed medication, it is your responsibility to inform us and sign the necessary consent form(s). Nursery staff will not give the first dose of a new medicine to a child. You must allow 24 hours before your child attends the nursery after administering any newly prescribed medicine in case of adverse reaction.

The setting will only administer prescribed medicine which is clearly labelled with the child's name, medicine type, amount to be administered and the correct date.

The exception to this would be if your child develops a seriously high temperature over 38C. In this situation, up to a maximum of 7.5ml of a paracetamol designed for children, such as Calpol, would be administered if the parent/carer has given the Setting prior consent. We will also attempt to reduce the temperature by tepid sponging and giving fluids and request parents/carers attendance as soon as possible. We also use temperature monitoring forms recording the child's temperature every 10 minutes.

The setting requires written consent for administering calpol. Our admission form states "I consent to my child being given Calpol (in the correct dose for his/her age) if he/she shows signs of a temperature above 38C. I confirm that Calpol has been administered to my child with no adverse effect. Verbal consent will also be required and please provide us with calpol for your child".

If a parent/carer wishes their child to be given paracetamol in this situation, they must complete a consent form. Verbal consent is inadequate, no matter what situation arises. Parents/carers must always be informed before paracetamol is given and this will only be administered by the Management Team and cross checked by a qualified staff member. However, this procedure will only be completed in the event of an emergency.

If a child is taking antibiotics, they must be kept away from setting for at least 48 hours to enable the medicine to take effect and in case of any allergies or reactions to the medicine.

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Parents/carers of a child who requires prescribed medicine during their time with us must complete a medicine form on the day the medicine is brought into nursery. If this form is not completed and signed by the parent/carer the medicine will not be administered. Details of when the last dosage was given must be reported and recorded when the child arrives at the Setting. However, if the medication is a long-term arrangement then a care plan will be used.

Children will be administered the correct dose by a senior member of staff, which will be witnessed by another member of staff. They will both sign and record the time accurately.

On collecting their child, parents/carers must sign to say that they agree that the medicine has been administered.

If a child has a severe allergy and requires an Epinephrine, then training must be completed by the child's Key Person and other staff. Unless this training is completed the child's attendance at the setting will be delayed.

Any injury to a child or parent requiring a GP or hospital visit is reported to the local office of the Health and Safety Executive and Ofsted.

We meet our legal requirements for the safety of our employees by complying with RIDDOR. We report to the local office of the Health & Safety Executive:

- Any accident to a member of staff requiring treatment by a GP or hospital; or
- Any dangerous occurrences (i.e. an event which does not cause an accident but might have done).

Children's prescribed medicines are stored in their original containers, are clearly labelled and are not accessible to the children.

If the administered prescription requires medical knowledge, training will be provided for the relevant member of staff by a health professional, for example, the use of an Epi-pen.

Medical Guidelines

Please refer to attached public health guidelines on:

Guidance on infection control in schools and other childcare settings

The following diseases are notifiable under the Public Health (Control of Disease) Act 1984 or the Public Health (Infectious Diseases) Regulations 1988.

- Acute encephalitis
- Acute poliomyelitis
- Anthrax
- Cholera
- Diphtheria
- Dysentery
- Food poisoning
- Leptospirosis
- Malaria
- Measles
- Meningitis
- Meningococcal
- Pneumococcal

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- Haemophilus influenzae
- Viral Meningococcal septicaemia (without meningitis)
- Mumps
- Ophthalmia neonatorum
- Paratyphoid fever
- Plague
- Rabies
- Relapsing fever
- Rubella
- Scarlet fever
- Smallpox
- Tetanus
- Tuberculosis
- Typhoid fever
- Viral haemorrhagic fever
- Viral hepatitis
- Hepatitis A
- Hepatitis B
- Hepatitis C
- Whooping cough
- Yellow fever

Leprosy is also notifiable, but directly to the Health Protection Agency © Health Protection Agency

Review Date	Name	Position	Signature
16.4.20	Ingrid Bard	Operations Manager	Ingrid Bard