



**Maidenbower  
Pre-School  
Playgroup**

## **Medication and Accident Policy**

**This policy promotes the good health of the children in our care, in line with the Early Years Foundation Stage safeguarding and welfare requirements.**

**Children who are taking medication may attend playgroup provided they are not suffering from an infectious illness, are not displaying any signs or symptoms of illness and they are well enough to fully participate in playgroup activities including outside play; this is at the Supervisor's discretion.**

### **Medicines**

- Medicines are not normally administered.
- With regard to administration of life saving medication such as the use of nebulisers or insulin/adrenalin injections or other life saving medication, the playgroup's insurance will be clarified by reference to the insurance company. (In this case Royal Sun Alliance, this will be through the Insurance Officer at Pre-school Learning Alliance National Centre.)
- Medicines are not administered unless a doctor, dentist, nurse or pharmacist has prescribed them for that child. Any medicines containing aspirin should only be given if prescribed by a doctor.
- All medication must be in their original containers, clearly labeled and inaccessible to the children.
- Never accept medicines decanted into another container.
- Medication records will be issued and used to record consent and administration details (see Appendix A).
- A Health Care Plan (see Appendix B) will be drawn up and a detailed Risk Assessment (see Appendix C) will be made on how to meet the Health Care Plan.
- If the administration of the lifesaving medicines requires technical/medical knowledge then Maidenbower Pre-school Playgroup will first ask the child's parents/carers about suitable training as they may have health professionals they are already working with who can support us. Alternatively, we will seek

appropriate funding available, so that training can be provided for staff from qualified health professionals. Training will be specific to the individual child concerned, unless covered by our paediatric first aid training.

- Parents/carers will be informed of any medicine administered on the same day.
- If a child refuses to take medicine, staff will make every attempt to encourage them, but cannot force them. In this instance the parent/carer will be contacted immediately to inform them.

## **First Aid**

- There is a first aid box complying with the Health and Safety (First Aid) Regulations 1981, the contents of which are checked frequently and replaced as necessary by Lorraine Luke and kept in an accessible place out of reach of the children.
- Gauze with micropore, whether on adults or children, will be used to cover cuts or open sores.
- All staff members currently hold paediatric first aid training who are on the premises or on outings at any one time. Two staff members hold a first aid in the work place qualification.
- We request written parental permission, at time of placement, to the seeking of necessary emergency medical advice or treatment.
- In the event of an accident, one person will remain with the child/adult, while another telephones for an ambulance and the child's parent/carer or in the case of an adult, their emergency contact.
- The remaining staff will stay with the rest of the children.
- If the ambulance arrives before the child's parent/carer, the person looking after the child should accompany them to the hospital.
- A record is maintained of any accidents. This must be signed by the parent. If the accident involves the head, a bump head letter (see Appendix D) is issued to the parents.
- A form is available for recording any accident/incident that occurred prior to the playgroup session.
- OFSTED will be informed of any serious accident by phone and in writing within 14 days.
- Each parent/carer should keep the supervisor/key person supplied with up to date records of emergency contact numbers.

## **Illness**

- Parents/carers are asked to keep their children at home if they have any infection e.g. chicken pox, impetigo and conjunctivitis, and to inform the playgroup as to the nature of the infection so that the playgroup can alert other parents/carers and make

careful observations of any child who seems unwell.

- If a parent/carer has a younger or older sibling who needs to accompany them when dropping off or collecting their child from playgroup and this sibling is suffering from a contagious illness or infection e.g. chicken pox, then it is very important that the parent/carer arrives 15 minutes after drop off and 15 minutes before pick up. This is to avoid infections or illnesses being spread especially amongst those who are vulnerable e.g. pregnant women.
- No child or staff member who has been vomiting or had diarrhea can come into playgroup until at least 48 hours has elapsed since the last attack.
- If children of playgroup staff are unwell, these children will not accompany their parents/carers to work in the playgroup.

## **Appendix A**

### **Medication Records for Attending Maidenbower Pre-School Playgroup**

## **Appendix B**

### **Healthcare Plan**

## **Appendix C**

### **Detailed Risk Assessment Plan**

## Appendix D

### Bump Head Letter



Maidenbower Community Centre  
Harvest Road  
Maidenbower,  
West Sussex.  
RH10 7RA

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Dear Parent / Guardian

I am writing to you to advise you that your child had a minor bump to their head whilst at Playgroup today. First Aid was applied and the appropriate care was given.

The injury does not appear to be of a serious nature but please be aware of the symptoms listed below.

Yours sincerely

On behalf of Maidenbower Pre-School Playgroup

#### **HEAD INJURY (CHILD)**

**Symptoms of concussion to be aware of:- Headache, Dizziness, Nausea, Drowsiness, Skin cold and clammy, Breathing may be shallow, Irregular pulse rate, Short loss of memory.**

**If your child has any of the above symptoms, we suggest you contact your doctor or the hospital Accident and Emergency Department.**