***Accident, Emergency and Medical Procedures***

*Accident & Medical*

* *Our pre-school staff are first aid trained and care and attention will be taken at all times to ensure that accidents at pre-school are kept to the absolute minimum.*
* *An up to date record of parent/carer’s contact telephone numbers is held along with a further emergency contact list.*
* *Parents/carers should inform staff of any existing injuries. These should be noted in the record book and signed in acknowledgement by the parent/carer.*
* *In the case of a child becoming unwell, parents/carers will be contacted for them to be collected and taken home. Pre-school staff will ensure the child is kept as comfortable as possible until collected.*
* *For a very minor injury/abrasion etc.. TLC and cold water will be used and when the parents/carers comes to collect the child at the normal time they will be informed and asked to sign the accident book. Dressings will be used when necessary unless parents request otherwise.*
* *With a minor injury that needs hospital treatment the parents/carers will be called to take them to hospital.*
* *For a major injury or illness then an ambulance will be called and the child will be accompanied to the hospital and the parents/carers informed. If necessary emergency staff cover will be provided by Westgate Primary school.*
* *Following any injury, staff will consider if any action is required to prevent a similar accident in the future as recorded in the “accident record book”*
* *Administration of medication details must be documented in the Medication Record and signed by the parent/carer. Only prescribed medicine from a GP will be administered. A specified member of staff will be allocated to administer the dose. Annual training must be given before staff can administer adrenalin or rectal diazepam.. Training on diabetes would be undertaken if appropriate.*
* *If a child is on prescribed medication the following procedures will be followed:*
* *If possible, the child’s parents will administer medicine. If not, then medication must be clearly labeled with the child’s name, dosage and any instructions.*
* *All medications will be kept in a lockable cupboard in a sealed plastic box labelled with the child’s name of medication.*
* *A medication book will be available to log in; name of child receiving medication; the times that the medication should be administered ; date and time when medication is administered; together with the signature of the person who has administered each dose.*
* *Children who are unwell should not attend pre-school. In the case of sickness or diohorrea, children should remain at home for at least 48 hours from the last episode.*

*Fire & Evacuation*

* *In the case of fire then the building will be evacuated following the fire procedure and the children will congregate on the grassed area leading to Friar Street.*
* *Fire drills are held regularly and a log of dates and times of drill is kept.*
* *Visual checks of premises are carried out daily to ensure fire risks are minimal.*
* *In the case of a major emergency or incident parents/carers will be contacted as soon as possible and arrangements made for the safe collection of children. If we are unable to contact the parent/carer the emergency contact list will be used.*
* *In any situation that necessitates evacuation of the building the fire procedures for evacuation will be followed. This ensures all children and staff are accounted for and that the register, phone and emergency contact list are all available. Spare copies of the parent/emergency contact lists will be kept in Westgate Primary School office.*
* *In case of closure, keyworkers will phone parents/carers to inform them.*
* *Staff are able to contact school health services for advise on control of infectious diseases if necessary. If a child or adult in the setting has a noticeable disease under the health protection regulations 2010 Ofsted will be informed and staff will act on any advice given by the Health Protection Agency.*
* *A risk assessment will be carried out for children with long term medicl conditions. A health care plan will be drawn up with parents, where appropriate.*
* *In the case of headlice, all parents will be informed and advice given.*

***Procedures for children with allergies***

* *When parents start their children at the setting they are asked if their child suffers from any known allergies. This is recorded on the Registration Form.*
* *If a child has an allergy, a risk assessment form is completed to detail the following:*
* *The allergen (i.e. the substance, material or living creature the child is allergic to such as nuts, eggs, bee stings, cats etc)*
* *The nature of the allergic reactions e.g. anaphylactic shock reaction, including rash, reddening of skin, swelling, breathing problems etc*
* *What to do in case of allergic reactions, any medication used and how it is to be used (e.g. Epipen).*
* *Control measures – such as how the child can be prevented from contact with the allergen.*
* *Review.*
* *This form is kept in the child’s personal file and a copy is displayed where staff can see it.*
* *Parents train staff in how to administer special medication in the event of an allergic reaction*
* *Generally, no nuts or nut products are used within the setting.*
* *Parents are made aware so that no nut or nut products are accidently brought in, for example to a party.*

***Insurance requirements for children with allergies and disabilities***

* *The insurance will automatically include children with any disability or allergy, but certain procedures must be strictly adhered to as set out below. For children suffering life threatening conditions, or requiring invasive treatments, written confirmation from your insurance provider must be obtained to extend the insurance.*

***At all times the administration of medication must be compliant with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage and follow procedures based on the advice given in Managing Medicines in Schools and Early Years Settings (DfES 2005).***

*Oral Medication*

*Asthma inhalers are now regarded as ‘oral medication’ by insurers and so documents do not need to be forwarded to your insurance provider.*

* *Oral medications must be prescribed by a GP or have manufacturer’s instructions clearly written on them.*
* *The setting must be provided with clear written instructions on how to administer such medication.*
* *All risk assessment procedures need to be adhered to for the correct storage and administration of the medication.*
* *The setting must have the parents or guardians prior written consent. This consent must be kept on file. It is not necessary to forward copy documents to your insurance provider.*

***Life saving medication and invasive treatments***

*Adrenaline injections (Epipens) for anaphylactic shock reactions (caused by allergies to nuts, eggs etc) or invasive treatments such as rectal administration of Diazepam (for epilepsy).*

* *The provider must have:*
* *a letter from the child’s GP/consultant stating the child’s condition and what medication if any is to be administered;*
* *written consent from the parent or guardian allowing staff to administer medication; and*
* *proof of training in the administration of such medication by the child’s GP, a district nurse, children’s nurse specialist or a community paediatric nurse.*
* *Copies of all three documents relating to these children must be kept on file.*

*Key person for special needs children – children requiring assistance with tubes to help them with everyday living e.g. breathing apparatus, to take nourishment, colostomy bags etc.*

* *Prior written consent must be obtained from the child’s parent or guardian to give treatment and/or medication prescribed by the child’s GP.*
* *The key person must have the relevant medical training/experience, which may include those who have received appropriate instructions from parents or guardians, or who have qualifications.*

*Copies of all letters relating to these children must be kept on file.*

*Further Guidance: Managing Medicines in Schools and Early Years Settings (DfES 2005).*

*This policy was reviewed by Westgate Pre-school Ltd October 2018*

*Signed on behalf of Westgate Pre-school Ltd …………………………………………..………*

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*Review Date October 2019*