



## Magdalene Preschool

### Accidents, Illness and Emergency Policy

Magdalene Pre-school is committed to the health and safety of all children and staff who play, learn and work here. It will sometimes be necessary to administer prescribed medication such as antibiotics for long term illness e.g. asthma or sickle cell anaemia so that children may not be excluded.

The setting **will** administer Calpol in a life-threatening situation. If a child has been sick, or had diarrhoea, parents must keep them at home for 48 hours after their last bout. If a child has a raised temperature, the setting will also request that parents take the child home or seek medical treatment.

Administering Medication Form and Medication Record Book will be kept up-to-date and parents are informed on the same day, each time a medicine is administered.

In circumstances where a designated First-Aider is absent, the manager will assume all responsibilities, or nominate an appropriately trained replacement.

- Wherever possible, children who are prescribed medication should receive their doses at home. If they are unwell they should not be at preschool.
- Staff may only administer medication to the child if it is prescribed by a GP, and if the request to do so is from the child's parent or carer and is given in writing at the start of a session, stating frequency and dosage. Parents/carers can make such a request by completing and signing the Administering Medication Form (see Appendix Three).
- Staff have the right to decline such a request from a parent/carers if they are in any way uncomfortable with this. The setting is likely to decline a request from parents/carers to administer medication where this involves technical knowledge or training, until such training can be arranged.

We will use low allergy plasters on cuts and grazes and low allergy bandages if necessary.  
We will clean cuts and grazes with clear running water or saline wipes.

Staff are paediatric first aid trained.

#### **The procedure for administering medication at the setting is as follows:**

Medication will never be given without the prior written request of the parent/carers and a written and signed instruction from the child's GP, including frequency, dosage, any potential side effects and any other pertinent information.

Where the administration of prescription medicine requires technical/medical knowledge, individual training will be provided for staff from a qualified health professional. The training will be specific to the individual child.

Staff must be familiar with the administration of relevant medication (e.g. Nebulisers and inhalers for asthma, EpiPens etc). Parents/carers will be asked to show staff how to use them and so reduce the stress to adult and child.

The staff will also be responsible for ensuring that:

- Prior consent is arranged.
- All necessary details are recorded.
- That the medication is clearly labelled with the child's name, date and expiry date and safely stored in their original containers during the session.
- Before any medicine is given, the child's name and dosage on the container must be checked by another member of staff, as well as the date.
- Another member of staff acts as a witness to ensure that the correct dosage is given.
- The time the medicine should be given must be checked and logged in the medicine book.
- The medicine book must be completed and then signed by both members of staff as soon as the medicine has been administered.
- The parent/carer must sign and date the Medication Record Book upon collection of the child to acknowledge that the medication has been given.
- Children with asthma must have an emergency asthma pack and action plan from their asthma clinic/GP with them and stored safely. Parents must fill in the medical record book – In line with government guidelines "Guidance on the use of emergency inhalers in school (2014)"
- Children will not be permitted to stay at preschool without an inhaler. We will only administer what has been prescribed by the doctor/asthma pack.

If for any reason a child refuses to take their medication, staff will not attempt to force them to do so against their wishes. If and when such a situation occurs, the manager and the child's parent/carer will be notified, and the incident recorded in the Medication Record Book.

Staff will not administer 'over the counter' medication, only that prescribed by the child's GP.

\* ***Unless in a life threatening situation such as severely raised temperature we will administer Calpol***

Where children carry their own medication (asthma pumps or insulin for example), the setting recommends that staff hold onto the medication until it is required. This is to minimise possible loss of medication and to ensure the safety of other children. Inhalers should always be labelled with the child's name. They must not be left in the child's bag on their peg.

If there is any change in the type of medication – whether regarding dosage or other changes to the information given on the Administering Medication Form – a new form must be completed.

Full details of all medication administered at the setting, along with all Administering Medication Forms, will be recorded and stored in the Medication Record Book.

Medicines must be stored out of the child's reach, in a separate container in the fridge.

The medicine will be administered to the child in such a way that affords them privacy. The child should be in a settled and relaxed frame of mind whilst the medicine is being administered.

All medicine must be handed over to the parent/carer to take home at the end of each day.

## **Sun Protection**

The manager and staff understand the dangers posed to children and themselves by overexposure to the sun.

In hot weather, parents/carers are encouraged to provide sunscreen for their children. A store of sun protection will also be kept on the premises. Children will also be encouraged to wear a hat when playing outside in the sun.

When necessary, staff may apply sunscreen to children who cannot do so for themselves, where prior permission has been given by the parent/carer on the Admissions Form

In hot weather, staff will encourage children to drink water frequently. Staff will also ensure that shady areas out of the sun are always available to children when playing outside.

Staff are made aware that ultraviolet rays can still be harmful on breezy or cloudy days and the above precautions need to be taken.

Signed.....Date.....

On behalf of the management committee

This policy was implemented.....Updated.....