

ACCIDENT, SICKNESS AND MEDICATION PROCEDURES

A sick or injured child must be dealt with in a caring and sympathetic manner. The child should be kept calm and reassured that he/she will be alright.

ACCIDENTS.

All accidents even minor ones, must be recorded in the accident book i.e.- Child's name, date and time, nature of injury, place the injury occurred, treatment given. The accident book should be signed by the member of staff who gave the treatment.

Gloves **MUST** be worn when dealing with blood.

In cases of head bumps, or more serious injuries, the child must be seen by a first-aider and a head bump/injury form must be filled out and given to the parent or carer collecting the child.

If a child receives an injury that is not witnessed by a member of staff then where possible staff should try to ascertain what happened.

Parents must be advised, when the child is collected about any injury the child receives, no matter how small.

In cases of serious injury the child **MUST** be seen by a first-aider and if necessary, the parents contacted immediately. Discretion should be used as to whether the child needs further medical treatment.

SICKNESS.

If a child becomes unwell at school, the parents should be contacted, at the discretion of the manager or senior member of staff. A mutual decision should be made between parent and staff as to, whether or not, the child should go home.

In cases of diarrhoea, sickness, conjunctivitis or other contagious illnesses, the parent must be contacted and the child should go home.

MEDICATION

Medication may only be administered to a child by a first-aider and with written consent from the parent. Consent must be obtained by parent filling in the top part of the medication form. At the appropriate time, when the medication is administered, the first-aider must fill in the bottom part of the form. The time and dose must also be recorded in the child's home school book. The form must be retained, and kept in the filling cabinet.

The medicine must be in the correct container, labelled with the child's name.

The medicine must be stored in the wall cupboard above the high sink in the kitchen, out of reach of any child. **MEDICINES MUST NOT BE LEFT IN CHILD'S BAG OR LUNCH BOX.**

The medicine must be returned to the parent at the end of each day. A reminder for this should be written on the white board at the nursery entrance.