

## **HEALTH, ILLNESS AND EMERGENCIES**

### **INCLUDES:**

- **ADMINISTERING MEDICATION**

**Roundabout is committed to encouraging and promoting good health, and to dealing efficiently and effectively with illnesses and emergencies that may arise while children are in our care.**

### **FIRST AID:**

Under “Duties” set out in the Health and Safety (First Aid) Regulations 1981, the Club recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given at the Club.

Roundabout has trained members of staff responsible for First Aid. These persons will hold a current First Aid certificate. The names of all qualified first-aiders and the location of the First-Aid box will be clearly displayed on the Club’s premises.

The Manager/Deputy will ensure that there is a fully trained First Aider available at all times, during every session at the Club, and on outings. The Manager will be responsible for enabling the members of staff concerned to receive adequate first aid training.

The First Aid box will be regularly checked by the Deputy to ensure its contents are up to date, in good condition and fulfil the criteria set out in the Health and Safety (First Aid) Regulations 1981.

The box should contain:

- A card or leaflet giving general guidance
- Sterile triangular bandages
- Adhesive and Hypo-allergenic plasters
- A sterile eye pad with attachment
- Crepe bandages
- Microspore tape
- Individually wrapped assorted dressings
- Waterproof disposable gloves
- A disposable bag for soiled material
- Ice packs (available from the fridge)
- Foil Blanket

Two First-Aid bum bags are supplied for staff that do not working in close proximity of the main box. i.e. outside or in the computer suite. Staff are to replenish any items used at the end of the session.

A First Aid box will be taken on all off site visits or outings. This is the responsibility of the Deputy Manager, or where this is not possible, the Manager.

## **IN THE EVENT OF AN ACCIDENT, INCIDENT OR ILLNESS:**

The Club requests that parents/carers complete and sign our Registration form, especially the “Health” section of the Form, enabling the Manager or any member of staff so empowered, to give permission for emergency medical treatment for their child in the event of a major accident, incident or illness occurring at the club.

In the event of such an event, the following procedures will apply:

- In the first instance, the First Aiders will be notified and they will take responsibility for deciding upon the appropriate action.
- They will assess the situation and decide whether the child needs to go straight to hospital, seek other medical advice, wait for their parent/carer to arrive or be treated at the club.
- Should it be necessary to contact the child’s parent/carer, they will be phoned immediately and given full details of the child’s condition and how it is being managed.
- If the child needs to go straight to hospital an ambulance will be called. The parent/carer will also be contacted and asked to meet their child and our First-Aider at the hospital.
- If the injury or illness incurred is such that treatment by the First-Aider is deemed inappropriate, but does not warrant hospitalisation although medical attention is required; then the parents/carers will be contacted and told of our proposed actions and where to meet their child and our First-Aider.

The First-Aider will accompany the child taking with them;-

- The signed parental consent form for urgent treatment.
- Some money
- Mobile phone.

The First-Aider will remain with the child at all times. If the child requires transport to get to the doctor’s surgery then the First-aider will always be with the child so they can provide treatment if required.

A designated member of staff will keep in touch with the First-Aider and keep the parents/carers informed of any changes to the child’s condition or how this has progressed.

In accordance with our Safeguarding policy, if a child requires medical attention, a member of staff with a first-aid qualification will be assigned to stay with the child at all times.

Under NO circumstances will the child be left alone, not even with medical staff. i.e. doctors, nurses ambulance crew etc. This rule may only be broken in very extreme circumstances and only when it is in the best interest of the child: or when their parent/carer arrives to take over responsibility for the child.

If the child's condition means they should go home, the parent/carer will be contacted and asked to collect their child and an estimated time of their or a nominated person's arrival.

In the meantime, the child will be made as comfortable as possible away from the other children but be kept under close supervision. (See Infectious and Communicable Diseases)

It may be, following on from the assessment, that there is no need to contact the parent/carer but all details will be recorded on a First-aid sheet/incident book.

If later the child is feeling sufficiently better, they will be resettled back into the activities, but will be kept under close supervision for the remainder of the session.

All such accidents/incidents will be recorded in detail and logged in the Incident Record Book or the First-aid sheet. On arrival of the parents/carers, the First Aider will fully inform them of the incident/ accident and any treatment given. They will be shown the First-aid sheet/Incident book and asked to sign. A copy of our First-aid sheet will be given to the parent/carer. They make request a photocopy of the Incident book if they so wish. If the child has been involved in an incident at the club in involving their child's health/safety, they will be made aware of all actions taken by the club and its staff.

The Manager, Deputy, Management Committee and any other relevant staff should consider whether the accident or incident highlighted any actual or potential weaknesses in the Club's policies or procedures, and make suitable adjustments if necessary.

## **MEDICATION POLICY AND PROCEDURE: Prior consent must always be arranged.**

In circumstances where the Manager/Deputy Manager or a designated First-Aider is absent; the Manager will nominate an appropriately trained replacement.

Wherever possible, children who are prescribed medication should receive their doses at home. If it is necessary for medication to be taken during sessions at the Club, children should be encouraged to take personal responsibility for this, where this is appropriate. Parents/carers must discuss such situations with the Manager at the earliest possible opportunity and together, decide on the best course of action.

Parent/carers of children with long term illness must work with the club and together they will complete a **Health Care Plan** which will be reviewed every term.

It is the parents/carers responsibility to inform the club of any changes to medication.

Staff may only administer medication to the child if it is **prescribed by a medical practitioner** and in the **original container** with the pharmacist's printed instructions and the parents/carers have completed a **Medication sheet** before the session.

(In extreme circumstances a parent/carer may supply a written request but they must also sign a Medication sheet as soon as possible.)

A Medication sheet or written permission is still needed if the child concerned is able to administer his/her own medication.

If medication is changed, the new medicines will not be administered without a new Medication sheet being completed.

All medication should be handed in to a member of staff as soon as the child arrives at the club. Medicines should only be brought into the club when it would be detrimental to the child's health if it were not administered.

Where a child has to carry their own medication (asthma pumps or insulin for example), the club recommends that it be kept in a safe place until it is required. This is to minimise the chance of loss of medication and to ensure the safety of other children. Inhalers should always be labelled with the child's name.

Full details of all medication administered at the Club, along with all Medication Sheets, will be recorded and stored in the child's folder. This will be kept in a lockable cupboard to maintain confidentiality.

Any unused medication will be returned to the parents/carers or to a local Pharmacy, for safe disposal.

The Club is likely to decline a request from parents/carers to administer medication where this involves technical knowledge or training, although staff members may volunteer to undertake such training, which will need updating each year. Staff, have the right to decline a request if they are in any way uncomfortable with this.

**(We are unable to administer Aspirin or medicines containing Ibuprofen to children under the age of 16, unless it has been prescribed by a doctor.)**

## **PARENTAL REQUESTS:**

Written request from the parent/carer will need to include the following:-

- The child's full name.
- The name of the medication.
- The correct dosage or amount.
- The time(s) when the medication needs to be taken or applied.
- The time of the last dose.
- The parent/carer's signature
- Any potential side effects and any other pertinent information.

A Medication sheet will still need to be completed by a member of staff and the parent/carer will be asked to sign the sheet a.s.a.p. The written request will be filed with the relevant Medication sheet.

## **ON RECEIVING MEDICATION ROUNABOUT WILL :**

- Check that the medication is in its original container with the original instructions from the pharmacists.
- Record the details on the medication sheet, tablets must be counted and recorded.
- Check the date the medication was prescribed and the expiry date, while the parent/carer is still present.
- Place the medication in a secure place, straight away, either in the fridge or kitchen.
- If stored in the fridge, it must be placed in an airtight container and clearly labelled (Children do not have access to this room)
- Advise the Manager/Deputy or First-aider who will administer the medicine.

## **ADMINISTERING MEDICATION:**

Only the Manager/Deputy Manager or a qualified First-aider will administer any medication. A First-aider will be present to check all safety procedures are followed and that the correct dosage has been given and recorded on the Medication sheet.

The staff member administering the medication will be familiar with normal precautions for avoiding infection and follow basic hygiene instructions. Disposable gloves **MUST** always be worn and care taken when dealing with blood or other bodily fluids and the disposal of dressings or equipment.

Both members of staff will check –

- The Medication sheet by reading the entire sheet.
- That the details on the Medication Sheet are correct for the medicine they are about to administer.
- The name of the patient on the medicine is the same as the child and the D.O.B.
- The last administered dose
- How long between doses – checking time is correct.
- The medication is in its original container with the original instructions from the Pharmacist

The First-aider will witness that the correct dosage has been administered and both members of staff will complete the Medication sheet and replace it in the child's folder. They will return the medicine to either the fridge (in its container) or the kitchen. (Or the Insulated bag if on a trip/outing)

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 immediately, and the incident recorded on the Medication Record Sheet.

At the end of the session the parent/carer will be informed of the time of last dosage and the medication sheet will be filed in the child's folder, in date order. If this is at the end of a morning session, a photocopy of the Medication sheet will be handed to the child's teacher. Parent/carers can request a photo copy of the Medication Sheet. Staff will NOT administer 'over the counter' medication, only those prescribed by a Medical Practitioner.

**NO MEDICINE WILL BE ADMINISTERED IF IT HAS BEEN REMOVED FROM ITS ORIGINAL CONTAINER WITH THE INSTRUCTIONS AND NO ALTERATIONS CAN BE MADE TO THESE INSTRUCTIONS, EVEN WITH PARENTAL REQUEST.**

### **LONG TERM ILLNESS:**

Parents/carers have prime responsibility for their child's health and should inform the club about their child's medical condition and complete with the Manager/Deputy Manager a **Health Care Plan**.

These will be reviewed with the parents/carers every term.

**PERSONAL CARE:** See our Inclusion Policy

### **MANAGING MEDICATION ON TRIPS OR OUTINGS:**

One member of staff (Manager/Deputy Manager or designated First-aider) will have full responsibility for all medication taken on trips. It will be placed in an insulated bag and will at no time leave that staff member. The staff member will also carry with them the Medication sheets, completed by the parents/carers and with another member of staff, administer medicines, complete forms per the guidelines above.

### **INFECTIOUS AND COMMUNICABLE DISEASES:**

If a child has had to go home prematurely due to illness, they should remain at home until they are better or for at least 24hours, or according to the minimum exclusions times set out in the table below. If a member of staff is ill, similar restrictions on their return will apply.

If any infectious or communicable disease is detected on the premises, the Club will inform parents/carers personally/in writing as soon as possible. The Club is committed to sharing as much information as possible about the source of the disease and the steps being taken to remove it. Ofsted will be informed of any infectious or communicable diseases discovered on the Club's premises.

Minimum Exclusion Periods for Illness and Disease

<b><u>DISEASE</u></b>	<b><u>PERIOD OF EXCLUSION</u></b>
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Antibiotics prescribed	First 24 hours
Chicken Pox	7 Days from when the rash appears
Conjunctivitis	24 hrs or until the eyes stop weeping
Diarrhoea	24 hrs
Diphtheria	2 – 5 days
Gastro-enteritis, food poisoning, Salmonella and Dysentery	24 hrs or until advised by a doctor
Glandular Fever	Until certified well
Hand, Foot and Mouth disease	During acute phase & while rash & ulcers are present
Hepatitis A	7 days from onset of jaundice & when recovered
Hepatitis B	Until clinically well
High temperature	24 hrs
Impetigo	Until the skin has healed
Infective Hepatitis	7 days from the onset
Measles	7 days from the rash appearing
Meningitis	Until certified well
Mumps	7 days or when swelling has subsided
Pediculosis (Lice)	Until treatment is given
Pertussis (Whooping cough)	21 days from the onset
Plantar warts	Should be treated and covered
Poliomyelitis	Until certified well
Ringworm of the scalp	Until cured
Ringworm of the body	Until treatment is given
Rubella (German Measles)	4 days from onset of rash
Scabies	Until treatment is given
Scarlet Fever and Streptococcal infection of the throat	3 days from onset of treatment
Tuberculosis	Until cleared by a Doctor
Typhoid Fever	Until cleared by a Doctor
Warts (including verruca's)	Exclusion not necessary – Sufferer to keep feet covered

This list is not necessarily exhaustive, and staff will contact local health services if they are in any doubt.

## **HEAD LICE:**

When a case of head lice is discovered at the Club, the situation will be handled carefully and safely. The child concerned will not be isolated from other children, and there is no need for them to be excluded from activities or sessions at the Club.

When the child concerned is collected, their parent/carers will be informed in a sensitive manner, in private.

Other parents/carers will be informed as quickly as possible in writing, including advice and guidance on treating head lice.

Staff should check themselves regularly for lice and treat whenever necessary.

## **SUN PROTECTION:**

The Manager/Deputy and staff understand the dangers posed to children and themselves by over exposure to the sun.

Children will be encouraged to wear a hat when playing outside in the sun. In hot weather, staff will encourage children to drink water frequently. Staff should also ensure that shady areas are always available to children when playing outside.

In hot weather, parents/carers are encouraged to provide sunscreen for their children. They must send in a written request for Sun Cream to be applied to their child, and supply the cream of their choice. The Child's name must be clearly marked on the container. It will not be used on any other child, only the one named.

On Inset days or when on a trip away from the club, when forecasted to be hot, parents/carers are advised to apply sun cream before taking their child(ren) to the Club and provide them with a sun hat.

**NO OTHER NON-PRESCRIPTION DRUGS WILL BE ADMINISTERED AT THE CLUB BY ANY MEMBER OF STAFF.**

## **HYGIENE:**

Both staff and children are encouraged to pay particular attention to their personal hygiene. Staff will show the children by example, and explain its importance.

Kitchen guidelines will be followed at all times. If a member of staff is at all concerned about preparing food in the correct manner, they will seek advice from a team member holding a current Food Hygiene certificate.

The club's fridge will be cleaned by a designated member of staff, at least once per month.

Please see Food Hygiene policy.