



HEALTH, SICKNESS, MEDICATION and EMERGENCY POLICY

Our club 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.

Where possible, all 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 i.e.: when it is necessary to preserve life, in the case of an ongoing illness/health problem, or a condition which needs to be treated immediately before the condition, worsens e.g. peanut allergy, the following policy will apply.

1. SICKNESS

- a) A child who, in the opinion of the CK management, is obviously ill when they arrive at the club will not be accepted. This includes children who have been given medication (such as paracetamol) that may have masked symptoms. If your child becomes unwell while in our care, we will contact you, explain the situation, and ask you to collect your child as soon as possible. In certain circumstances, you may be asked to contact your own GP's practice for further assistance. In addition to children who are unwell, children with any ailments considered infectious or contagious will be excluded from the club for the allocated period of time. Refer to infectious illness exclusion period guidance: <http://www.hpa.org.uk/>

2. MEDICATION

- a) Medication will never be given without the prior written request of the parent/carer; we require written information so a signed and dated medication consent form must be in possession of CK before administering medication. The information requested includes frequency, dosage, any potential side effects and any other pertinent information, In the case of using an EpiPen a written and signed instruction from the child's GP will need to be obtained before we can administer the medication, *See Allergy and Anaphylactic Policy.
- b) All medication must be handed to a staff member. **Under no circumstances must any medication be left in your Child's bag.**
- c) Medication consent forms can be downloaded from our website and e-mailed to creativekidz32@hotmail.com; you must not assume that we have received this unless you have received confirmation either verbally or by e-mail.
- d) Staff have the right to decline such a request from a parent/carer if they are in anyway uncomfortable with this. We are likely to decline such a request from parents/carers to administer medication where this involves technical knowledge or training.
- e) The Parent/Carer takes the responsibility for the delivery of the medicine to the club, the replacement if out of date or finished and the collection when necessary.
- f) 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 this situation occurs, the Manager and the child's parent/carer will be notified, and the incident recorded in the Medication Record book.
- g) All First Aid Equipment/Medication will be stored in a safe place out of reach of children.
- h) **The procedure for administering medication at the Club is as follows:**
- i. Medication will never be given without the prior written request of the parent/carer and written instruction from the child's GP, including frequency, dosage, any potential side effects and any other pertinent information.
 - ii. A member of staff will be assigned to administer medication for each individual child concerned. They will also be responsible for ensuring that:
 - Prior consent is arranged.
 - All necessary details are recorded.
 - That the medication is properly labeled and safely stored during the session.

- Another member of staff acts as a witness to ensure that the correct dosage is given.
 - Parents/carers sign the Medication Record book to acknowledge that the medication has been given.
- i. If there is any change in the type of medication-whether regarding dosage or other changes to the information given -a new consent form must be completed.
 - ii. Full details of all medication administered at the Club, along with all Administering Medication forms, will be recorded and stored in the Medication Record book.

3. FIRST AID

- a) Under duties set out in the Health and Safety (First Aid) Regulations 1981, the Club recognize its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given at the Club.
- b) The Club has a designated member of staff responsible for First Aid. This person has an up-to-date First Aid certificate. They are responsible for maintaining the correct contents of all First Aid boxes and administering basic First Aid when necessary and appropriate.
- c) The Manager and the designated member of staff will assure that there is a qualified First Aider available at all times during sessions at the Club.
- d) The Manager will be responsible for enabling the members of staff concerned to receive adequate First Aid training.
- e) The First Aid box will be regularly checked to ensure its contents are up-to-date, in good condition and fulfill 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 plasters.
 - A sterile eye pad with attachment.
 - Cotton wool.
 - Crepe bandages.
 - A sterile gauze
 - Micro pore tape.
 - Sterile cornering for serious wounds.
 - Individually wrapped assorted dressings.
 - Waterproof disposable gloves.
 - A disposable bag for soiled material.
- f) The location of the First Aid box, and the names so the Qualified First Aider's will be displayed on the Club's notice board.
 - g) A First Aid box will be taken on all off-site visits or outings. This is the responsibility of the designated First Aider, or where this is not possible, the Manager.

4. SUN PROTECTION:

- a) The Manager and staff understand the dangers posed to children and themselves by over exposure to the sun. In hot weather, parents/carers are encouraged to provide sunscreen and headwear for their children. A store of sun protection should also be kept on the premises. Children will also be encouraged to wear a hat when playing outside in the sun.
- b) 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 Registration form.
- c) 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.

5. INFECTIOUS AND COMMUNICABLE DISEASES:

- a) If any infectious or communicable disease is detected on the Club's 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 also be informed of any infectious or communicable diseases on the Club's premises.

For guidance on Minimum Exclusion Periods for Illness and Disease please refer to:

<http://www.hpa.org.uk/>

6. IN THE EVENT OF A MAJOR ACCIDENT, INCIDENT OR ILLNESS.

- a) The Club requests that parents/carers complete and sign the Emergency Medical Treatment 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 whilst at the Club.
- b) In the event of such an event, the following procedures will apply:
 - i. In the first instance, the First Aider will be notified and take responsibility for deciding upon the appropriate action.
 - ii. The First Aider will assess the situation and decide whether the child needs to go straight to the hospital or whether they can safely wait for their parent/carer to arrive.
 - iii. If the child needs to go straight to the hospital, an ambulance will be called. The parent/carer will also be contacted. A member of staff will accompany the child to the hospital and will consent to medical treatment being given in the absence of the parent.
 - iv. If the child does not need to go straight to hospital but their condition means they should go home, the parent/carer will be contacted and asked to collect their child. In the meantime, the child will be made as comfortable as possible and be kept under close supervision (from this point on, the provisions of the Club's Infectious and communicable Diseases policy will govern the child's return to the Club).
 - v. Parents/carers will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by the Club and its staff.
 - vi. All such accidents or incidents will be recorded in detail and logged in the Incident Record book or the Accident Record book. Parents will be asked to sign the relevant section of the book to acknowledge the incident or accident and any action taken by the club and its staff.
 - vii. The Manager and other relevant members of staff should consider whether the accident or incident highlights any actual or potential weaknesses in the Club's policies or procedures, and act accordingly, making suitable adjustments where necessary.

7. IN THE EVENT OF A MINOR ACCIDENT, INCIDENT OR ILLNESS

- a) In the first instance, the designated First Aider will be notified and take responsibility for deciding upon any appropriate action.
- b) If the child does not need hospital treatment and is judged to be able to safely remain at the Club, the First Aider will remove the child from the activities and, if appropriate, treat the injury/illness themselves.
- c) If and when the child is feeling sufficiently better, they will be re-settled back into activities, but will be kept under close supervision for the remainder of the session.
- d) At the end of the session, the First Aider will fully inform the parent/carer of the incident or accident and any treatment given.
- e) If the injury or illness incurred is such that treatment by the First aider is deemed inappropriate, but does not warrant hospitalization, the parent/carer will be contacted immediately and asked to collect their child. Until the parent/carer arrives, the child will be kept under close supervision and as comfortable as possible (from this point on, the provisions of the Club's Infectious and Communicable Diseases policy will govern the child's return to the Club).
- f) All such accidents and incidents will be recorded in detail and logged in the Incident Record book or the Accident Record book and parents/carers should sign to acknowledge the incident and action taken.
- g) The Manager 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.

8. CLOSING THE CLUB IN AN EMERGENCY SITUATION

In very exceptional circumstances, the Club may need to be closed at very short notice due to an unexpected emergency.

Such incidents could include:

- School closure or strike.
- War or threat of war
- Disaster
- Act of terrorism
- Sickness
- Serious weather conditions
- Heating system failure
- Burst water pipes.
- Discovery of dangerous structural damage.
- Death of a member of staff
- Fire or Bomb scare/explosion.
- Serious assault on a staff member by the public.
- Serious accident
- Any event outside the control of the company

This list is not exhaustive

In such circumstances, the Manager and staff will ensure that all steps are taken to keep both the children and themselves safe. All staff and children will assemble at the pre-arranged venue where a register will be taken.

Steps will then be taken to inform parents/carers by way of a phone call, text or e-mail, we may also place a notice on our website and to take the necessary actions in relation to the cause of the closure.

All children will be supervised until they are safely collected.

9. LIABILITY:

- a) Creative Kidz holds Public liability insurance with Morton Michel.
- b) We sometimes take the children off site, for example to the local park, it is automatically assumed that they are allowed to participate in off-site activities, though we do ask for consent, CK does not accept any liability for personal injury or the death of any participant unless caused by the proven negligence of Creative Kidz or its employees. Creative Kidz does not accept any liability for the loss or damage of any property belonging to participants.
- c) Creative Kidz accepts no responsibility for losses or additional expenses in the event of cancellation or change due to strikes, school closure, disasters, war or the threat of war, acts of terrorism, weather, sickness or any event outside the control of the company.

No refund will be made for fees already paid.

Relates to EYFS Theme A unique child
Principle 1.4 Health and wellbeing