

Policy Title	Accident, Illness and Medicine Administration Policy
Policy Owner	Natalie Russ
Status	Approved
Version Control	1 (due to amalgamation of numerous policies)
Review Information	First Published: May 2024 Approved: 29/05/2024 Review Date: 29/05/2025

Version Control

Version #	Date of review	Reviewer	Summary of changes
1	09/05/2024	Julia Harrison	<ul style="list-style-type: none"> • Changed title and merged the following previous policies: Accident Policy, First Aid Policy, Sick Child and Administering Medication • Moved to correct headed paper • Changed font to FS Me Pro • Added numbered sections

1.0 Introduction

It is Tarner's Policy to keep children, young people and vulnerable adults free from harm in our care. All preventable measures will be taken to ensure children, young people and vulnerable adults do not injure themselves or become exposed to illness or infection. We aim to prevent cross infection of viruses and bacterial infections.

On the rare occasions that accidents, illness or emergencies occur it is our duty to ensure all children, young people and vulnerable adults receive the appropriate treatment and first aid, and that parents and/or carers are fully aware of our policies and procedures when accidents, illness or emergencies do occur and all our statutory obligations are adhered to. These policies are also available on Tarner's website at <https://www.tarner.org.uk/policies-procedures-consent/>.

1.1 Reporting Requirements

We are required to notify Ofsted of any serious accidents, illnesses, injuries or food poisoning affecting two or more children looked after on our premises as soon as possible or at the very least within 14 days of an incident occurring.

We meet our legal requirements in respect of the safety of our employees and the public by complying with RIDDOR. We will report to the Health and Safety Executive, any work-related accident leading to an injury to a member of the public (child or adult), for which they are taken directly to hospital for treatment.

In the case of food poisoning the local Environmental Health Department will be informed.

Where relevant the Local Authority Social Care and our Commissioners/Funders will also be informed.

Ofsted Number: EY471335.

Registered Charity Number: 1152321.

Registered Office: 6 Tilbury Place, Brighton, East Sussex, BN2 0GY

Principal Address: Tarner Park, Sussex Street, Brighton, East Sussex, BN2 9HS

1.2 Notifying parents

The relevant staff member will inform parents of any accident or injury sustained by a child/young person, and any first aid treatment given, on the same day, or as soon as reasonably practicable. This notification may be by telephone, in person, or using an online notification system such as Family.

Emergency contact numbers are kept securely with each child and young person's records on Family.

2.0 Legislation

This policy takes into consideration the following legislation:

- Statutory Framework for the Early Years Foundation Stage 2024
- The Health and Safety at Work etc Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

3.0 Staff Training

All staff at our setting are trained in First Aid to ensure cover is maintained during absences and hold current paediatric first aid certificates. New staff will be trained within the first three months. Staff members renew their Paediatric First Aid (PFA) every 3 years in order to comply with ratio requirements.

No volunteer or student will administer first aid unless they have had the proper training.

Tarners will display (or make available to parents) staff PFA certificates and a list of qualified staff is regularly updated by the Senior Management Team. Staff training certificates are also held in staff personal HR folders.

4.0 First Aid Boxes

Tarners' first aid boxes are clearly marked and are accessible at all times and is stocked correctly. One is stored on the inside wall of the Quiet Room out of the reach of children, the other is held in the Staff Office. A full contents list can be viewed in the first aid box. The Children's Project Manager is responsible for checking and replenishing the first aid box contents.

4.1 Off-site First Aid Equipment

When taking children and young people off site, staff will always ensure that they have the following:

- A Tarners mobile phone
- A portable first aid kit including, at minimum:
 - A leaflet giving general advice on first aid
 - 6 individually wrapped sterile adhesive dressings
 - 1 large sterile unmedicated dressing
 - 2 triangular bandages – individually wrapped and preferably sterile



- 2 safety pins
- Individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the Manager prior to any outings taken place.

There will also be a minimum of one first aider with a current paediatric first aid certificate at every outing.

5.0 Administration of Medicines

Staff at Tarner are not qualified or trained to administer medicines. First Aid training alone does not allow staff to administer medicine.

Medicines should only be administered at Tarner when it would be detrimental to a child's health or attendance not to do so. When administering medications to children and young people Tarner staff must ensure the following:

- Only prescription medicines will be administered. Prescriptions must have been issued by a doctor, nurse, dentist or pharmacist. However, in exceptional circumstances Tarner Managers will decide to administer non-prescription medication with written parental consent, when it is detrimental to a child's health or attendance not to do so e.g. where a child has a long-term condition that is treated by non-prescription medication.
- Any non-prescription medicines must be in the original packaging, in date, and age appropriate. The parent must provide written confirmation of the dosages administered during the previous 24 hours, and that the child has used the medicine before with no adverse reactions.
- Prescription and non-prescription medicines are only administered with written parental consent.
- Only Managers are allowed to administer medication only if the above have been complied with.

5.1 All Medicines

- All medicines are kept in the refrigerator or locked in the medical cabinet.
- All medication given into Tarner will be administered in the Quiet Room by authorised trained staff only.
- Staff members administering medication will record all medication given immediately, and in full, on Famly or other case recording system.
- When no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes must always be used for the disposal of needles and other sharps.
- Generic medication such as an EpiPen procedure do not require staff to have specific training.

6.0 Accident Procedure

In the event of an accident, staff should:

- Assess the situation so that the child / young person involved is as comfortable as possible, take them to the first aid area (Quiet Room) unless they think the young person should not be moved.
- Staff need to be aware of the other children / young people, so that the child/ young person involved in the accident is undisturbed and safe.
- Staff must always ask for assistance if they need it or feel uncomfortable or unsure.
- Staff should comfort the child / young person and administer the necessary first aid.
- Once staff feel the young person is ok and safe, they should fill out an Accident form immediately, this is either on Family or an Accident Book. **Please see below about recording information.**
- Staff must ensure that the online form on Family is filled out in as much detail as possible. If staff need additional information, they must ask the Manager/Deputy or refer to the child's registration form. Remember it is a confidential document and should be treated accordingly.
- Once completed staff must inform the Manager/Deputy who will ensure the form is complete.
- The accident form must not be left so it is accessible and visible to everyone. It is staff's responsibility to talk to the parent/carer about the accident and get them to acknowledge the online form too.
- This form should be kept in the child's file once it has been signed by all the necessary parties. It is staff members responsibility to file the form away after it has been signed.
- All accidents no matter how minor you think they are must be recorded on an accident form.

6.1 Serious Accident

In the event of a serious accident, staff should:

- Assess the situation so that the child involved is as comfortable as possible. If staff feel the child should not be moved, they must alert other staff who will dial 999 and the parent/carer.
- A staff member will stay with the child until the emergency services arrive. They will try to keep them calm, reassured and as comfortable as possible.
- Other staff will make sure the area is clear of children.
- If the staff member finds the situation difficult they are encourage to call for help without, where possible, alarming or distressing the child.
- When the emergency services arrive the staff member will provide them with as much detail as possible about what happened. They may refer to the child's registration form for any other medical details. A member of staff will accompany the child to the hospital unless their parent/carer arrives.
- Staff will keep the Manager/Deputy informed of what is happening if they are not on site.
- An online accident form will be completed as soon as possible and recorded and sent via the FAMILY App for the parents to acknowledge.

7.0 Illness

Tarner aims to promote the good health of all young people that we care for. If a young person has been unwell they should not attend the club. This is due to cross infection and the general health & safety of other young people and staff.

If a child is ill within this setting staff will phone the parents /carers to advise them of the situation and if we feel necessary, advise them to arrange collection of that child. If the parent /carer cannot be contacted, we will contact the emergency contacts name that was provided at the start of placement.

We hold written permission from parents /carers to seek and administer emergency treatment for their children if needed. The signed form's can be found in the children's records, held on Family or in secure project folder.

Any child who has been vomiting or had diarrhoea will not be allowed in this setting until 48 hours after the last occurrence. Parents / carers are asked to inform the Tarner as soon as possible if their children have an infectious illness. Children will not be allowed in until the illness is no longer infectious. All matters will be dealt with sympathetically and confidentially. In all cases we will gain guidance from NHS Direct and/or Health Protection Agency England.

8.0 Recording

Records should be kept for the following:

- All first aid administered. This will be on Family under the child's profile and includes the following: name of person who had an accident, occupation, date of entry, date and time of accident, place and circumstances, type of injury - treatment given, ambulance/ hospital, parents informed, signed
- All accidents that occur on the premises (entered in the first aid book or online within Family Incident Reporting System)
- All medicines administered
- Allergies that a person may have, e.g. plasters
- Stock control (first aid boxes)
- COSHH assessments carried out for hazardous substances used for first aid (bleach)
- Details of staff who are first aid trained, including the type of qualification and certification dates.
- Records must be maintained and kept appropriately according to the Tarner's Retention Schedule.
- Such records may be useful for investigations and insurance claim purposes.