



## CLWB PENMORFA SICKNESS, ACCIDENT, INJURY AND MEDICATION ADMINISTERING PROCEDURE

Nearly all Child Care staff hold a relevant and updated certificate in Paediatric First Aid. The Person in Charge and most other staff also hold a certificate in First Aid in the Workplace.

In the event of sickness, accident or injury to a child, visitor or setting user the following procedure should be followed:

- The member of staff dealing with the accident or incident should arrange for the child or person to be escorted to a quiet area, unless there is a doubt about the seriousness of the injury. In this instance the injured person **MUST NOT BE MOVED** until seen by a designated First Aid staff member or ambulance personnel. The relevant Room Leader must be informed also.
- In either instance, a member of staff trained in first aid should be requested to assess/treat the injury.
- In the case of a head injury, eye injury, or possible fracture, the Room Leader and Person in charge or Registered Individual must be informed immediately so that a decision on the appropriate action can be taken e.g. attendance at hospital and parents informed.
- In the case of minor injury this should be treated appropriately with the injured person continuing with their session in Clwb Penmorfa. The adult treating the injury is responsible for all relevant notifications and must be recorded on an accident or incident form.
- Any treatment carried out must be recorded on the accident/incident form.

- Always check for notifications or known information from colleagues in respect of allergies or conditions that may affect the treatment of the injured person. If in doubt do not treat, call the ambulance services immediately.

## First Aid Equipment

First Aid boxes are situated in the Clwb Building staff Kitchen.

A designated member of staff will have responsibility for ensuring that the first aid boxes are adequately and properly stocked and in date.

## Administration of Medicines

- Any first aid member of staff can administer medication once full permission of parent has been sought and training received from medical practitioner or registered nursing staff if necessary.
- Medication should only be given on explicit instruction of parent/carer and once a signed medication consent has been completed with dosage amount, time of the child's last dosage and time of next dosage
- All medication should be in containers clearly labelled with the name of the drug, the child's name and dosage (time and amount). If a date is on the bottle it should be checked that it has been recently prescribed and is still in date if this is specified on the bottle
- No more than one week supply should be provided to the setting at any time, and preferably only daily needs with the medicine being returned to the parent/carer when the child is collected
- All medicines should be kept in the cupboard in the locked kitchen at all times. An exception is the use of inhalers for children with asthma. These should be kept out of reach of other children but within easy access of staff members
- A medication form should be completed by the parent/carer on arrival at the Clwb for the medicines to be administered stating clearly, dosage to be administered and times to be administered in Clwb Penmorfa. When the medicine has been administered the form will be signed by the designated member of staff who

checked and administered the medicine and a second member of staff who witnesses the administration

- Any error in dosage should be immediately reported to parents, Room Leader and Person in Charge/Registered Person so that any necessary action can be taken
- If there is any concern about any specific medication brought in by parents, the Person in Charge should contact the GP for clarification and advice.
- The first dose of any prescribed medication must be administered prior to the child attending the setting. This requirement is made to rule out the possibility of any unwanted side effects that the medication may have.

In the event of the onset of any illness or infection, we adhere to the Denbighshire School guidance on infection control. This is to limit the risk of infection or illnesses spreading within the setting. Some of the illnesses which have recommended periods of exclusions include:

<b>Illness</b>	<b>Period of Exclusion</b>
Chicken Pox	5 days from onset of rash
Hand, Foot & Mouth	None
Impetigo	48 hours after commencing treatment
Measles	4 days from onset of rash
Scarlet Fever	24 hours after commencing antibiotics
Slapped Cheek	None
Diarrhoea and/or vomiting	48 hours from the last episode
Flu	Until recovered
Conjunctivitis	None
Glandular Fever	None
Mumps	5 days after onset of swelling
Scabies	Child can return after first treatment
Threadworms	None
Tonsillitis	none

For any other illnesses not listed above, please consult your GP or the Childcare Manager.

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