

Medication and Accident/Incident/Existing Injury Policy

The setting is committed to ensuring all children are cared for in a safe and caring environment where their needs are paramount. Our medication, accident/incident/existing injury policy and procedure maintains this commitment. All contracted and/or qualified staff are required to maintain a suitable First Aid qualification as part of their employment. Such qualifications usually need updating every three years and we keep a record of all such training attended and achieved by staff. Trainee members of staff will usually gain a suitable First Aid qualification whilst training from their Training Provider.

Medication

All medication brought in from home by a parent/carer for their child/children must be entered into the Medication book (one is located in each room). In this book, the type of medicine, dosage required, time of dosage required, time and date medicine was last administered and expiry date of medicine must all be entered into this book under guidance from a Senior member of staff or member of staff who is first aid trained. The parent/carer must sign and date this book to state that the information is correct and this is counter signed by the member of staff aiding the completion of the book. Never should an unqualified member of staff undertake the task of aiding a parent/carer to complete this book or counter sign it.

On collection of a child, the Medication book must be signed and dated by the parent/carer to acknowledge that medicine was administered. The form where the parent/carer will sign, will see what time the medicine was administered, the dosage given, by whom and who observed it being administered. The parent/carer will sign this form to state they have acknowledged this information.

All requirements of medication will be written on the whiteboard in the room for all staff members to see and be aware of. All members of staff have a collective responsibility to know the setting policy and procedure on Medication.

No medicine can be administered unless there is written confirmation from the child's parent/carer or unless it is deemed that emergency medical advice or treatment is needed in line with parental permission signed on the child's application form. In such an emergency, permission MUST be given by the manager and/or Registered Person. The type of medicine, dosage and time required must all be clearly stated along with the day's date and the parent/carer's signature and print on collection of the child.

Each time a medicine is administered, only a member of staff who is first aid qualified can administer any type of medicine and another member of staff must observe this process. Before administering any medicine, both members of staff must confirm they have the correct child requiring the medicine; check the expiry date on the medicine; check the dosage recommendations on the medicine bottle, and check all information in the Medication book that the parent/carer has completed. The two members of staff should both be in clear agreement about the type of medicine they are administering, the dosage and the child to whom they are giving it to.

When medicine is administered to a child, this must be done away from any other children and the medicine must be kept out of reach of all children at all times.

Both members of staff must complete the Medication form to state what medicine was given, at what time, by who and who observed the process.

All medicine must be sent home each night and not kept in nursery unless specific authorisation has been given by the Registered Person.

All medicine must be stored appropriately and out of all children's reach e.g. in a locked cupboard, locked or in a high up fridge or the Manager's filing cabinet. In the rare case where emergency treatment or advice is required, and/or transportation to an Accident and Emergency Unit is needed, permission will be sought from parent/carers individually on their child's application form.

If a child's health was deemed to be at a great risk, staff are required to seek immediate advice from a senior member of staff and the Nursery Manager/Duty Manager and on inspection, the staff may need to dial 999 and request an ambulance. Parents/carers would be contacted immediately.

The setting follows guidelines set by Devon's Spotty book/"Guidance on infection control in schools and other childcare settings" on all infectious illnesses - please see the Health and Safety Policy.

The setting policy on Contacting Parents is inter-linked with this policy.

Significant and extreme medical conditions

If a child has a significant medical condition that requires significant medicines to be administered or specific medical actions to be taken in an event, then a Medical Diagnosis and Action Plan Form must be completed before the child can be left at nursery by the parent/carer. Part of this form requests a doctor's advice in the form of a letter so that staff can be assured that they will be following correct procedure. Only staff who are first aid qualified would administer any medicine or carry out any actions needed.

If a parent/carer requested their child/children to have blanket permission from themselves to be given medicine in the event of a significant medical incident relating to their child's health, the setting would accept this only if the child had a genuine medical need and this permission would have to be in the form of a signed, printed and dated letter from the child's parent with an acknowledgment letter from the Registered Person. This would also need to be supported with confirmation from the child's GP. The medicine would be stored appropriately and staff would know how and where to locate it. For example, if a child had severe allergic reactions to many foods including simply touching a food, possibly resulting in an asthma attack and swelling of the throat within minutes, we would accept having asthma inhalers and anti-histamine medicine on the premises so this reaction could be dealt with swiftly and efficiently.

Staff must inform their duty manager of any concerns over a child's significant or extreme medical condition and authorisation of such significant action or blanket permission must ONLY be given by the nursery manager and/or Registered Person.

Accident/Incidents

All accidents/incidents, no matter how minor are to be recorded in the Accident/incident Book as soon as the accident/incident occurs.

- An accident/incident injury form must be completed by the member of staff who witnessed the accident/incident. If a trainee member of staff witnesses the accident/incident, they must be overseen by a qualified member of staff to ensure correct completion of the form. Accident/Incident forms are important documents and therefore must be completed in a legible, clear and coherent manner,
- If first aid treatment is required then a member of staff who is first aid trained will administer first aid and as standard all action taken is recorded on the accident/incident form.
- Every accident/incident must be checked 1 hour after happening/arrival no matter how minor and this must be recorded on the form.
- Either Accident or Incident must be circled to indicate which is relevant when completing the form.
- Both sides of the form must be completed every time and every box if relevant to the injury/incident.
- If a piece or pieces of equipment are involved in any accident/incident, a risk assessment must be carried out on the reverse of the form immediately and this must be counter signed by the duty manager.
- After being risk assessed, if a piece or pieces of equipment are deemed to be high risk, it is the responsibility of the Senior member of staff in the room to inform the duty manager immediately and have it removed. All faults of equipment are to be reported to the duty manager immediately so that a building fault form can be completed and addressed.
- All accident/incident forms must be signed by the person making the report and by the authorised person to collect the child concerned. When this does not happen, it is the responsibility of the duty manager to ensure the form is signed on the day the accident/incident occurred and that the parent/carer/authorised person to collect is fully aware of the accident/incident occurring that day.
- On weekly checks in Accident/Incident books by the Deputy Managers/Manager, trends will be identified of any challenging behaviour/incidents and of any pieces of equipment that are deemed to be repeatedly or significantly causing accidents/incidents. The following criteria will be followed before entering concerns into the Monitoring and Frequency of Significant Behaviour/Incident Book:
 - More than 8 biting incidents or challenging/significant behaviour incidents within 2 weeks in one room.
- If these criteria are met, all information will be recorded in the Monitoring and Frequency of Significant Behaviour/Incident Book by the duty Manager which is kept in the Manager's lockable filing cabinet. Details of the significant behaviour/incident would be recorded in the book including details of dates, times, places, circumstances

surrounding each event of behaviour/incident/existing injury and actions to be taken. In the event of concerns over existing injuries, the Child Protection Policy and Procedures would be followed (please see Child Protection Policy - Keeping Children Safe).

- In the event of significant behaviour/incident trends occurring and being monitored, actions taken would include assessing all factors affecting the behaviour/incident and a plan of action drawn up to help combat it. This would also be done in close partnership with parents/carers before any specific action taken.
- It is the responsibility of the Deputy Managers and Manager to check the Accident/Incident book for each room once per week and sign and date in the book to show this was done.
- Possible patterns of injury concerning equipment or activities will be monitored by the Deputy Managers and Manager and assessed accordingly to reduce risk of injury when the Accident/Incident book is checked weekly and trends identified.

Existing Injuries

An Existing Injury form will be completed (which are located in each room) if a child comes into nursery with an existing injury. This is a confidential form that will be completed by the parent/carer and will be counter signed by a senior member of staff and the nursery duty manager and then stored in a confidential file in the manager's lockable filing cabinet.

Each week this file will be checked by the duty manager or deputy manager and they will be required to sign in the file each week to confirm this. Patterns of repeated existing injury will be identified as will any single or limited number of injuries that give concern.

In the event that an existing injury or injuries give rise to concern, the Child Protection Policy would be followed and agencies such as the Local Authority Advice and Assessment Team, Multi-Agency Safeguarding Hub (MASH) and the Child Abuse Investigation Unit may be contacted and safeguarding procedures would be followed.

This policy was adopted at a meeting between John Chilton and Caroline Paternotte-Chilton held on: September 30th 2017
To be reviewed in the next 12 months.