
First aid, medical information and existing injuries

Medical and consent form

Parents should advise Elmbridge Borough Council of any special medical conditions or needs that their children have. Staff must ensure that they are aware of these conditions/needs and of any medication that a child is taking on a regular basis to ensure that it is taken and not forgotten about. Parents are asked to submit medical details where necessary for each child attending, with details of their Doctor on the Medical and Consent Form. A child is **not** permitted to attend without a form being submitted.

If a child is feeling unwell, telephone the parent, and ask them to collect him/her.

Medicines

Only those people who have completed a recognised first aid training course should administer any first aid or medicine. Staff must not administer any lotion, pills, medicine etc unless the relevant parent has signed a medication form. This must state the item, dose, and frequency to be taken.

- ❑ Medicines are not usually administered unless a doctor has prescribed them for that child.
- ❑ The parent must give written permission to administer any medication on the Medication Administered Form.
- ❑ Medicines are stored in their original containers, clearly named and inaccessible to children.
- ❑ Written records are kept of all medicines administered to children. The Site Leader must sign the record sheet when medication is administered. Parents can check the record sheet when a child is signed out at the end of the day.

First aid

There will be at least one qualified First Aider per site. Named First Aiders will be identified on the staff list. Only a qualified First Aider with a current qualification can treat a casualty. Unqualified first aiders must not intervene unless they must. Always know the whereabouts of the First Aider.

There will be at least one qualified First Aider per site.

The First Aid box should comply with the Health and Safety regulations 1981.



In the event of an accident a First Aider must complete an Accident Form. Accident forms should be completed in full and in detail. The parent should sign the form at the end of the day to acknowledge that their child has received treatment. The first aider should also advise the parent of any further medical care that may be required.

Peanut allergies and anaphylaxis

One in every eighteen children suffers from a peanut allergy. Every case can differ in its severity, but it does have the potential to be life threatening. Children with peanut allergies are of course permitted on site. The Site Leader will inform other members of staff, where necessary, about any medical conditions. A medical and consent form must be completed and signed by the parent and it must include any additional information required, the more detail there is the quicker any response to difficulties can be.

If the child has their own Epi-pen (a prescribed needle and adrenalin pack held in a pen shaped tube) we will make sure it is kept in a safe but not locked place. A parent / carer must make sure the box is clearly labelled with the child's name and, if possible, a photo. Parents / Carers must give staff training and permission to use the Epi-pen and signed the medical and consent form. Please let the PDO know if a child that requires an Epi-pen has booked onto the course.

Sick children

The policy for illness is as follows:

- ❑ If a child is feeling unwell, we will telephone the parent and ask them to collect him/her.
- ❑ If the doctor believes that your child's condition is contagious, then the child will not be able to attend until it is safe to do so.
- ❑ Sickness and Diarrhoea – if a child then they will not be able to attend the scheme for 48 hours. This is to reduce the spread of illness.

Existing injuries procedure

When a parent is signing in children, the Site Leader must ask the responsible adult if the child has any existing injuries they should be aware of. This is to ensure that staff can provide the appropriate care and be sensitive to any injuries the child may have.

Any injuries that a child is carrying onto site should be documented on an Existing Injuries Form and signed by the adult signing the child into the course.

What to do if a child tells you they hurt themselves or you notice injuries to a child that they did not sustain before attending the course

- Ask the child how they hurt themselves and where. Do not probe for more answers than the child wants to give but do complete an Existing Injuries Form.
- Make sure the adult collecting the child is informed that an existing injury form was completed and that they sign it.
- If you have further concerns over a child's welfare, document the injuries as above but record your concerns as detailed in the Policies, Procedures, and Safeguarding Children Policy