

---

# First aid, medical information and existing injuries for stay and play sessions

---

**When working at sessions run by external providers, always refer to the organiser/site leader there.**

## **Stay and play sessions**

Parents will be in attendance at all times during stay and play sessions and are therefore responsible for their child/children and their medical conditions.

## **Medicines**

Only parents can administer medicine.

## **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.

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 (located in the site folder). Accident forms should be completed in full and in detail. The parent should sign the form 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 if advised by the parent when attending.

If the child has their own Epi-pen (a prescribed needle and adrenalin pack held in a pen shaped tube) this must be retained by the parent. Parents must give the Epi-pen as required.

## **Sick children**

The policy for illness is as follows:

- ❑ If a child is feeling unwell, it is recommended that the child and parent leave the session.
- ❑ If the doctor believes that the 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 has either condition then they will not be able to attend sessions 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 session.

## **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 attending the session 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.