

# **Voyage @ Flash Ley**

## **ACCIDENT & MEDICATION POLICY**

### **Qualified Paediatric First Aiders:**

On induction all staff are booked on to Paediatric first aid on renewal, ensuring all staff have current paediatric first aid training.

### **FIRST AID**

- Our first aid kits comply with the Health and Safety (First Aid) Regulations 1981
- Our kits are regularly checked by designated members of staff and restocked as necessary – inline with school procedure
- Our kits are easily accessible to adults, but out of reach of the children

### **ACCIDENT/INCIDENT FILE**

- Our accident and incident files are kept safe and accessible
- All staff are aware of where files are kept and how to complete
- Parents/carers are informed of any accident, or injury, sustained by their child on the same day the incident occurs, or as soon as reasonably practicable, they are also informed of any treatment given.
- Files are reviewed regularly to identify any potential, or actual, hazards, or incidents which re-occur
- Incident files are for recording issues of concern involving a child
- Accidents which involve an adult are recorded in the accident book which is kept in the school office

### **ILLNESS**

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents, or other authorised adults, if a child becomes ill during their session.

### **CARE PLANS**

Parents and staff will prepare a care plan for any child who requires medical intervention, e.g. a diabetic child. All staff with responsibility to administer medication, or care, receives appropriate information and training.

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## **DRUGS AND MEDICINES**

All medicines that are to be administered must be accompanied by a written consent form indicating instructions from the parent.

Each staff member who administers medication **must** record the date and time of medication given to ensure against double dosing – these forms are kept in a labelled folder while the children attend Voyage.

Medication must, **at all times**, be stored in the original containers labelled with the child's name. Medication will be kept in a safe place, according to storage requirements (cupboard / fridge etc.) and accessible when required.

Staff medication must also be kept in lockers within the office/staff room.

We notify Ofsted and the Local Child Protection Agency of any serious accident, illness or injury to, or death of any child while in our care, and of the action taken.

**OFSTED: 0300 123 1231**

<b>Name</b>	<b>Job Title</b>	<b>Date</b>
	<b>Extended Services Manager</b>	
	<b>Deputy Manager</b>	
	<b>Chair of Governors</b>	