



**Highland Games**

## **FIRST AID AND MEDICINE POLICY**

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### **1.0 INTRODUCTION**

- 1.1 This policy is in place to ensure that all children, including those in the EYFS, staff and visitors to the organisation are well looked after in the event of an accident or if they feel unwell. Staff have a common law duty to act as any reasonably prudent parent would to ensure that children are safe and healthy on the organisation's premises. This may extend to administering medicine although there is no legal duty for them to do this or to supervise a child taking it.

### **2.0 AIMS**

- 2.1 To provide First Aid treatment where appropriate for users of the organisation (with particular reference to children and staff)
- 2.2 To provide or seek secondary aid where necessary and appropriate.
- 2.3 To treat the casualty(ies), relatives and others involved with care, compassion and courtesy.
- 2.4 To ensure that all staff and children are aware of the system in place.

### **3.0 GUIDELINES**

- 3.1 The organisation will provide First Aid cover during the working hours of the organisation week.
- 3.2 First Aid information will be readily available and staff and children will be informed who to call and how to call for help.
- 3.3 First Aid kits for minor injuries are available for use in all rooms.

- 3.4 The Director will ensure that there is an adequate number of qualified paediatric First Aiders working.

#### **4.0 PROCEDURES**

- 4.1 The organisation's First Aid Nurse and/or qualified First Aiders will be available on all organisation sites during the organisation's day.
- 4.2 Organisation users will be able to contact the First Aid Nurse or another qualified First Aider via their mobile
- 4.3 Once informed of an incident a qualified First Aider will go to the casualty(ies) without delay and provide emergency care.
- 4.4 On request from the First Aid Nurse, staff will contact parents and emergency services as required.
- 4.5 If necessary the First Aid Nurse or another appropriate adult will accompany a casualty to hospital.
- 4.6 All appropriate precautions will be taken when cleaning up after an incident, using body spill kits and protective gloves.
- 4.7 The Manager on duty is responsible for ensuring the recording in First Aid Daybook details of any treatment administered.
- 4.8 In the case of EYFS children, all accidents, injuries and any first aid administered must be reported to parents the same day or as soon as reasonably practicable.
- 4.9 Any First Aider other than the First Aid Nurse must report accidents to the Nurse as she is responsible for ensuring when appropriate that the organisation's statutory Accident Book is completed.
- 4.10 The First Aider will promptly inform the First Aid Nurse if items have been used from first aid kits and require replacement
- 4.11 Parents are expected to notify the organisation should their child be too unwell to come to the booked sessions. The HG must be contacted as soon as possible immediately if your child is diagnosed with a notifiable disease (e.g. acute meningitis, rubella, measles). EYFS children who are ill or infectious must not be brought to HGs and should not return until 48 hours after vomiting or diarrhoea.

#### **5.0 The First Aid Nurse will :**

- 5.1 Ensure that they and other relevant activity leaders are knowledgeable of any medical conditions the children may have.

- 5.2 Have a file of EYFS Medicine Consent Forms for administering medicines.
- 5.3 Ensure that all staff holding first aid certificates undertake training at the appropriate intervals to retain their qualifications. Most First Aid qualifications last for a period of three years and the organisation offers INSET to staff every year.
- 5.4 Ensure there is at least two paediatric first aiders on site at all times when there are children present.
- 5.5 Check that First Aid kits at appropriate locations are fully stocked at the start of each activity day and that items used by staff are promptly replaced.
- 5.6** The Reporting of Injury, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 require that, in the case of serious accidents and injuries, the Health and Safety Executive (HSE) is notified immediately. The Director will ensure that arrangements are in place for this. The Director will arrange for 'notifiable' accident reports to be forwarded to the HSE, within 10 days. The Director will review any accident report forms at the end of each week.

#### **6.0 Activity leaders will:**

- 6.1 Familiarise themselves with the specific risk assessments so that they are aware of teaching related hazards.
- 6.2 Refer to EYFS and Staff Guidelines to familiarise themselves with the First Aid procedures in operation and ensure that they know who the current First Aiders are.
- 6.3 Be aware of specific medical conditions of individual children as recorded on their forms, seeking further information as necessary from the First Aid Nurse.
- 6.4 Never move a casualty until they have been assessed by the First Aid Nurse or a qualified First Aider unless the casualty is in immediate danger.
- 6.5 Send for help as soon as possible.
- 6.6 Always call 999 if someone is seriously ill or injured, and their life is at risk. Examples of medical emergencies include (but are not limited to):
  - chest pain,
  - difficulty in breathing
  - Unconsciousness
  - severe loss of blood
  - severe burns or scalds
  - choking
  - fitting or concussion
  - drowning

- severe allergic reactions

- 6.7 complete risk assessments as required.
- 6.8 Take a First Aid kit on any trips away from the organisation site.
- 6.9 Ensure that they are familiar with using the Epi-pen auto-injector for emergency use on any students in their care for whom it is prescribed, and that they are aware of the protocols to be followed post usage.

## **7.0 Administering Medication**

- 7.1 Parents are strongly encouraged to administer medicines to their children outside of the HG day. Medication should only be brought into the organisation when absolutely essential and must be taken to the First Aider on duty. A parent/carer must complete and sign a 'request to administer medicine' form. The medication must be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.
- 7.2 It is the Activity Leader's responsibility to bring the child to the First Aider for their medicine and to witness the administration.
- 7.3 Only prescribed emergency medication will be given by HG staff. This includes inhalers for asthma and epi-pens for anaphylactic reaction. No child will be given medication without prior parent/carer written consent. Any member of staff giving medication to a child must check:
- The child's name
  - Written instruction provided by parent/carer or doctor
  - Prescribed dose
  - Expiry date
- 7.4 Staff will complete and sign the 'Medicine Administration' book each time medication is given to a child and get the parent/carer to sign the book to acknowledge that the medication has been given.

## **8.0 Safety, storage and access**

- 8.1 Medicines can often be harmful to anyone for whom they are not prescribed and we recognise that it is our duty to ensure that the risks to the health of others are properly controlled.
- 9.2 Medicines will be stored safely, securely and will not be accessible to children; however the children will know where their medicine is stored. Medication that needs to be refrigerated will be kept in the

nurse's fridge. All other medication will be stored in a locked metal medicine cupboard.

- 9.3 Epi-pens are stored safely in the rooms being used by the children. In a clearly labelled box (all staff are made aware of the location of the epi-pens).
- 9.4 Asthma inhalers are kept in the rooms being used by the children in a place known to the staff and children concerned.
- 9.5 Parental responsibilities in respect of their child's medical needs
- Parents should not send their child to HGs if he/she is unwell.
  - Parents must inform the organisation about any particular needs before a child is admitted or when the child first develops a medical need.
  - It must be an adult (over 18 years of age) who has parental responsibility for or care of the child who signs the 'request to administer medication' form.
  - Parents should make every effort to arrange for medicines to be administered outside of the HG day, or to come to the organisation and administer the medicine themselves.

## **10.0 Assisting children with long term or complex medical needs**

- 10.1 Where a child has a long term medical need, a written health care plan will be drawn up with the parents, health professionals and relevant HG staff. A risk assessment may also be necessary.

## **11.0 Staff training in dealing with medical needs**

- 11.1 Staff have access to regular training on the use of epi-pens and first aid procedures following an allergic reaction.
- 11.2 New members of staff are made aware of the first aid policy and medicine administration policy and procedures.
- 11.3 In addition to the first aid nurse, there are several members of staff who are trained in first aid.

## **APPENDIX ONE – HG QUALIFIED FIRST AIDERS**