

SICK CHILD POLICY

If your child has been ill prior to a playgroup session, for example, vomited during the night, we would ask parents or carers not to bring their child into Playgroup unless they are sure the child is fit to attend and are no longer contagious. Please see the Parents/Carers board for details of 'contagious periods' following illness poster.

If a child becomes unwell whilst at Playgroup, our procedure is to ensure that the child is made as comfortable as possible, whilst we are waiting for the parent or carer to collect them. We have a quiet corner if a child wishes to lie down, or if they prefer, they can sit on the knee of a member of staff to be comforted. We ask the parent or carer to collect their child as soon as possible so that the risk of infection to other children is minimal.

The Community Playgroups have a clear policy for the administration of medication. A consent form must be completed and signed by the parent or carer, which will grant members of staff permission to administer the said medication. Before giving the medication, the expiry date and dosage must be checked and then counter-checked by a witness.

All medication is kept in a locked cabinet, with the exception of any medication which needs to be kept in the refrigerator; both are inaccessible to the children. The child's name must be printed clearly on the Pharmacy label on the outside of the container, which also must have been signed by the Doctor, Pharmacist, Dentist or Health Visitor. Over the counter medication for fever and pain relief may be given by following the dosage instructions on the bottle, and written permission must be gained at the beginning of each session from the parent or carer. After the medication has been given, the Medication Form must be completed and signed by the member of staff who administered the medication. This must then be countersigned by the witness. In normal circumstances, the Playgroup Leader or the Deputy Manager will administer the medication, and the child's Key Person will be the witness. If this is not possible, then the child's Key Person will administer the medication and another Key Person will be the witness.

If your child requires long term medication, you will be required to complete a consent form at the beginning of every term in order for us to maintain accurate records. Should your child require specific medication which requires medical or technical knowledge, we will require the contact details of your child's Doctor or Health Visitor in order to obtain training to administer the medication. In some cases, children will not be able to attend playgroup until the training has been given.

We provide a clearly marked First Aid Kit, which is easily accessible to all members of staff holding a valid First Aid Qualification, and the Playgroup Manager is designated to check its contents every half term to ensure that stock is replenished promptly, and all expiry dates on sterile packets are checked to ensure their validity and safety. This audit is then logged on a First Aid Log sheet to ensure checks are being done on a regular basis. This sheet is located on the back of the cupboard door.

All accidents on the premises are dealt with by a qualified paediatric first aider and recorded in the accident book, which is then signed by the member of staff that witnessed the accident. This member of staff will also report the accident to the parents upon collection of their child. If the accident was not witnessed, yet an injury is noticed on a child, then the child's Key Person will inform the parents at home time.

We record the child's name and age, time of the accident, details of how the accident happened, any treatment that was given, the outcome of the accident, the member of staff that dealt with the accident, and when the parent or carer arrives to collect their child, we ask them to read the statement, and sign to confirm that they are aware of the accident, and they understand the actions taken.

In the event of a serious accident, an ambulance is used to transport child to the hospital. The child's Key Person is to accompany them to the hospital, and remain with them until their parent or carer has arrived. In this instance, Ofsted would also be informed of the details.