

# **Pendoylan Childcare**

## **HEALTH POLICY & MEDICATION**

- The temperature in the classroom will be maintained at not less than 18 degrees C (65 degrees F).
- There is one toilet and handbasin to every 10 pupils in the toilet area.
- There is a no-smoking policy across the school.
- Children have access to supervised outdoor play.
- Staff will be made aware of any child's special health conditions and appropriate care can then be made available (in consultation with the relevant parent/carer).
- Please do not send your child to Pendoylan Childcare if he/she is unwell. **If your child will not be attending Pendoylan Childcare due to illness, you must advise the Person in Charge of the service. (Mrs Daniels)**
- If a child is not feeling well enough to participate, it is our policy to provide a quiet place to lie down or encourage him/her to participate in a quiet activity. The child will be observed for any worsening symptoms. Their parent/carer will be advised the same day.
- If a child's condition worsens to such an extent that we are seriously concerned, and we suspect urgent medical treatment is necessary, then the parent/carer will be notified immediately and if necessary an ambulance called.
- If a child is exposed to a communicable disease, it is our policy to contact the parents in writing; likewise we appreciate parents' co-operation if their child comes down with an infectious disease, so that we can take appropriate steps to notify other parents if necessary.
- Pendoylan Childcare keeps information, provided by the Welsh Assembly on Infection Control and communicable diseases.
- Medicines will not routinely be administered. If medication is to be given, the following practices will be followed:
  1. Medicines will not usually be administered unless they have been prescribed

- by a doctor.
2. Medicines will be stored in their original containers clearly labelled with the child's name and not accessible to other children.
  3. Medicine should be in its correct box with the dosage clearly stated.
  4. Asthma inhalers will be available to the child at all times.
  5. Checks will be made to ensure that any medicines received into the club are not out of date.
  6. The parent will complete the Pendoylan Childcare's medication form before any medicine is administered, or if authorisation is given in writing the parent will sign the book on collection of the child.
  7. Written records will be kept of all medicines administered.
  8. If the administration of prescription medicines requires technical or medical knowledge then individual training will be given to staff by the parent/carer or a qualified health professional. Training will be specific to the individual child concerned.
  9. The Responsible Individual for the service will confirm that the administration of medication conforms to our insurance cover.

### **First Aid**

- Pendoylan childcare has a first aid box, which complies with health and safety (first aid) regulations.
- It is accessible to staff, but out of the reach of children.
- A first aid kit will also be available for use during outings.
- Staff are trained in first aid in accordance with the National Minimum Standards for Regulated Child Care and other relevant regulations. First aid qualifications are renewed every 3 years.
- It is the responsibility of the nominated qualified first aider within Pendoylan childcare on the day, to maintain the contents of the first aid box for use. This includes checking that items are not out of date, packaging of sterile items is intact and replacing any items that are used or found to be unusable.
- All incidents are documented in the accident book, which is located next to the first aid box.

**Signed Responsible Individual :**

*P. M. Vaughan*

**Date:** 19/11/17

**Next Review:** Autumn 2019