



Policy ... Health, Illness and Emergencies

Newby Fun Factory is committed to encouraging and promoting good health and to dealing efficiently and effectively with illnesses and emergencies that may arise while children are in our care.

First Aid

Under duties set out in the Health and Safety (First Aid) Regulations 1981, the Fun Factory recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given at the Fun Factory.

The Fun Factory has a designated member of staff responsible for First Aid. S/he and all staff will hold an up to date Paediatric First Aid Certificate. The designated member of staff is responsible for maintaining the correct contents of all First Aid boxes and overseeing the administration basic First Aid when necessary and appropriate.

The First Aid box will be regularly checked to ensure its contents are up to date, in good condition and fulfil the criteria set out in the Health and Safety (First Aid) Regulations 1981. The box should contain:

- A card or leaflet giving general guidance
- Sterile triangular bandages
- Adhesive plasters
- A sterile eye pad with attachment
- Crepe bandages
- A sterile gauze
- Micropore tape
- Individually wrapped assorted dressings
- Waterproof disposable gloves
- A disposable bag for soiled material

The location of the First Aid box, and the names of all qualified first-aiders, will be clearly displayed around the Fun Factory's settings.

A First Aid box will be taken on all off site visits or outings. This is the responsibility of the designated First Aider / Team Leader.

In the Event of a Major Accident, Incident or Illness

The Fun Factory requests that parents/carers complete and sign the Emergency Medical Treatment Form (to be found on the Registration form), enabling the Manager or any member of staff so empowered, to give permission for emergency medical treatment for their child in the event of a major accident, incident or illness occurring at the Fun Factory. In the event of such an event, the following procedures will apply:

- In the first instance, the session lead will be notified and take responsibility for deciding upon the appropriate action.
- They will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parent/carer to arrive.
- If the child needs to go straight to hospital, an ambulance will be called. The parent/carer will also be contacted. A member of staff will accompany the child to the hospital and will consent to medical treatment being given, so long as the Emergency Medical Treatment Form has been completed and sign.
- If the child does not need to go straight to hospital but their condition means they should go home, the parent/carer will be contacted and asked to collect their child. In the meantime, the child will be made as comfortable as possible and be kept under close supervision.
- Parents/carers will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by the Fun Factory and its staff.



- All such accidents or incidents will be recorded in detail and logged in the Incident Record Book or the Accident Record Book. Parents/carers will be asked to sign in the relevant section of the book to acknowledge the incident or accident and any action taken by the Fun Factory and its staff.

In the Event of a Minor Accident, Incident or Illness

- In the first instance, the session lead will be notified and take responsibility for deciding upon any appropriate action.

- If the child does not need hospital treatment and is judged to be able to safely remain at the Fun Factory, they will be resettled back into the activities in a timely manner, but will be kept under close supervision for the remainder of the session.

- At the end of the session, the session lead will fully inform the parent/carer of the incident or accident and any treatment given.

- If the injury or illness incurred is such that treatment by the session lead is deemed inappropriate, but does not warrant hospitalisation, the parent/carer will be contacted immediately and asked to collect their child. Until the parent/carer arrives, the child will be kept under close supervision and as comfortable as possible (from this point on, the provisions of the Fun Factory's Infectious and Communicable Diseases policy will govern the child's return to the Fun Factory).

- All such accidents and incidents will be recorded in detail and logged in the Incident Record Book or the Accident Record Book and parents/carers should sign to acknowledge the incident and any action taken.

- Wherever possible, children who are prescribed medication should receive their doses at home. If it is necessary for medication to be taken during sessions at the Fun Factory, children should be encouraged to take personal responsibility for this, where this is appropriate. Parents/carers and staff should discuss such situations at the earliest possible opportunity and decide together on the best course of action.

- Staff may only administer medication to the child if it is prescribed by a GP, and if the request to do so is from the child's parent or carer and is given in writing at the start of a session, stating frequency and dosage. Parents/carers can make such a request by completing and signing the Administering Medication Form.

- Staff have the right to decline such a request from a parent/carer if they are in any way uncomfortable with this. The Fun Factory is likely to decline a request from parents/carers to administer medication where this involves technical knowledge or training.

The procedure for administering medication at the Fun Factory is as follows:

Medication will never be given without the prior written request of the parent/carer and a written and signed instruction from the child's GP, including frequency, dosage, any potential side effects and any other pertinent information (see Administering Medication Form).

A member of staff will be assigned to administer medication for each individual child concerned. They will also be responsible for ensuring that:

- prior consent is arranged.
- all necessary details are recorded.
- that the medication is properly labelled and safely stored during the session.
- another member of staff acts as a witness to ensure that the correct dosage is given.
- parents/carers sign in the Medication Record Book to acknowledge that the medication has been given.

If for any reason a child refuses to take their medication, staff will not attempt to force them to do so against their wishes. If and when such a situation occurs, the Team Leader and the child's parent/carer will be notified, and the incident recorded in the Medication Record Book.



Where children carry their own medication (asthma pumps or insulin for example), the Fun Factory recommends that staff hold onto the medication until it is required.

If there is any change in the type of medication – whether regarding dosage or other changes to the information given on the Administering Medication Form – a new form must be completed.

Full details of all medication administered at the Fun Factory, along with all Administering Medication Forms, will be recorded.

Sun Protection

The Team Leader and staff understand the dangers posed to children and themselves by over exposure to the sun.

In hot weather, parents/carers are encouraged to provide sunscreen for their children. A store of sun protection cream, factor 30+, is kept on the premises.

Children will also be encouraged to wear a hat when playing outside in the sun.

When deemed necessary, staff may apply sunscreen to children who cannot do so for themselves, where prior permission has been given by the parent/carer on the Admissions Form.

In hot weather, staff will encourage children to drink water frequently. Staff will also ensure that shady areas out of the sun are always available to children when playing outside.

Closing the Fun Factory in an Emergency

In very exceptional circumstances, the Fun Factory may need to be closed at very short notice due to an unexpected emergency beyond our control. Such incidents could include:

In such circumstances, the Team Leader and staff will ensure that all steps are taken to keep both the children and themselves safe. All staff and children will assemble in the reception area of the host school, where a register will be taken.

Steps will then be taken to inform parents/carers and to take the necessary actions in relation to the cause of the closure. All children will be supervised until they are safely collected.

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