

Barnes Summer Play School

Policy and Procedure for Administering Medication and Emergency Medical Treatment

Administering Medication

Parents are asked to inform **Barnes Summer Play School** if a child is unable to attend due to illness. If the child has had diarrhoea, vomiting or conjunctivitis please keep the child at home for at least one day after the last occurrence. **Medicines cannot be administered at school without prior written notice. However, prescribed medicines may be administered after prior discussion and completing the necessary forms.** In the case of Anaphylaxis, most of our staff has received appropriate training in the use of an Epipen. Children with Peanut allergies where Anaphylaxis is a risk factor should attend school with an Epipen and will be allocated a member of staff to 'watch-over' the child throughout meal times and at necessary times. The staff member will be introduced to parents and children at the start of day.

Emergency Medical Treatment

In case of Emergency, Parents/Carers will be informed immediately by a member of the Barnes Summer Play School staff. If necessary an ambulance will be called or if appropriate the child will be transported to hospital by car or taxi and accompanied by a member of the staff. Accident details to be recorded in the accident book and if necessary a report form will be forwarded to Ofsted. The Parent/Carer will be contacted as soon as possible and maybe whilst the child is being transported to hospital. Prompt First Aid will be administration by a qualified member of the school staff for minor injuries or ailments. **At all times the child's safety will take priority.**