Statement

Little Buds Playgroup acknowledges that while all steps will be taken to ensure the safety of all children in our care, accidents or medical emergencies may happen. We wish to reassure parents that any medical emergencies will be dealt with swiftly and calmly and that at least one member or staff will be qualified in paediatric first aid.

Procedure

Accidents

* If a serious accident has occurred the person in charge will assess the situation to decide the next step.
* All children will be removed from the area and cared for in a safe place (mobile or school) by staff.
* First Aider will administer first aid and ambulance may be called if required. Parents or next of kin will be also called and will be asked to make their way to the playgroup/club.
* If an ambulance is not required, the child or adult may go home with parent or next of kin.
* Staff will follow up that evening/next day with a phone call to check in with casualty.

Illness

If a child or adult in the care of the playgroup or club takes ill or has an illness that might require urgent assistance, the following steps will be followed.

* Designated first aider will assess the situation.
* Child’s file will be checked for any recorded illnesses.
* If the child has a care plan in place and requires medication, this will be administered as stated on the care plan and recorded on the medicine record sheet.
* Parents/next of kin will be notified as soon as possible.
* An ambulance will be called if the situation doesn’t improve.
* A staff member will accompany child in the ambulance if parent is not available.
* That staff member will stay until the child’s/adults family arrive.

Covid-19

If a child or adult in care of the playgroup show symptoms of Covid-19, the following steps will be taken:

* The child’s temperature will be taken and recorded.
* Staff within close proximity to child or adult must wear PPE.
* The child/adult will be placed in the designated area in the room (beside fire door) with the door open and over 2 metres from other children or adults.
* The parents of the child will be contacted and asked to collect the child or if unable, to send someone who can. The adults if able to, can drive home or call for someone to lift them.
* Staff and children within that room must then isolate for 14 days.
* The child/adult can return after 10 days or when their symptoms have subsided after that period.
* Public Health to be notified.

Monitoring

This policy will be reviewed annually by the management team to ensure it

remains fit for purpose.

This policy was adopted by ……………………………… management team.

Signed:…………………………………………………………………………………

(on behalf of the management team)

Position: ………………………………………………………………………………

Date: …………………………………………………………………………………..

Reviewed on:

Date:……………… Signed:…………………………………………..

Date:……………… Signed:…………………………………………..

Date:……………… Signed:…………………………………………