

# TAYLORED SCIENCE

## First Aid and the Administering of Medication Policy

Reviewed August 2024 – Andrea Taylor

Next Review August 2025

Taylor Science takes the health, safety, and well-being of the children in our care and the adults connected to our business seriously. We can provide emergency First Aid and are also able to administer some medicines to children while they attend our sessions.

To enable us to achieve these aims we:

- ask parents to provide information about their child's medical needs so that appropriate arrangements can be made
- ensure that the adult leading each session has undergone First Aid training in the last three years (via an in-person or online course)
- bring a First Aid Kit to each session (we may also make use of the First Aid Kit at the venue)

### First Aid Training Certificates

Andrea Taylor – eLearning at Work Paediatric First Aid – 3<sup>rd</sup> August 2022

Andrea Taylor – TQUK Level 3 Award in Paediatric First Aid (RQF) – 4<sup>th</sup> October 2019

### Children with Medical Needs

Taylor Science requests that parents complete a consent form which includes medical information. By collecting this information, Taylor Science will be able to make necessary and reasonable adjustments to enable a child to fully participate in activities. If a parent chooses not to disclose relevant information, it could put their child's safety at risk. Taylor Science may consult with school medical staff if they have concerns about an individual child or require additional advice or information to ensure that all children are kept safe.

### Administration of Medicines

Taylor Science will ensure that children have access to their prescribed epipens, asthma inhalers (or inhalers provided by the school) and any other life-saving medication during activity sessions. These items may be stored in the activity room or where the medication is usually kept and known to the child. In agreement with parents (including completion of the Permission for the Administration of Medication), Taylor Science may be able to take responsibility for administering some other medications (prescription and non-prescription), or to supervise children in administering their own medications.

### Infection Control when Administering First Aid

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities and should take care when dealing with blood or other body fluids and disposing of dressings or equipment. Waste should be double bagged if it is to be disposed of in general waste bins.

Children who are ill or have a contagious or communicable disease, should not attend activity sessions until they are recovered and/or it is safe to do so. Children who have experienced an episode of sickness and/or diarrhoea in the past 48 hours should not attend sessions.

## Action in the Event of an Accident Involving an Injury or Suspected Injury

If the injury is minor it should be dealt with by the activity leader or by first aid trained staff employed by the school.

If the injury is more serious, another adult should be sent for while appropriate treatment is given. If necessary 999 should be called and an ambulance requested. If an ambulance has been arranged, parents will be informed so that they can go to the hospital to be with their child.

If non-emergency hospital treatment is required, parents will be asked to collect their child and make their own arrangements for treatment.

## Reporting of Head Injuries

All head injuries are potentially serious, therefore:

- all injuries to the head, eyes, ears and including anything above the neck, is a head injury
- minor head injuries may be treated during club sessions by a first aider from Taylored Science or a first aider employed by the school
- if a child/adult requires hospital treatment, a RIDDOR form must be completed
- A record of any issues relating to RIDDOR should be held for a minimum of three years  
<https://www.hse.gov.uk/riddor/reportable-incidents.htm>

Where a Head Injury has been reported to parents directly from Taylored Science:

- two copies of the Head Injury Form (HIF) should be completed by the person treating the injury
- one copy of the HIF should be given to the child to be passed on to the parent/carer
- one Copy of the HIF should be retained by Taylored Science

Where a Head Injury has been treated by school medical staff and reported to parents by school medical staff, the school will follow their First Aid Policy. Taylored Science will keep a record of the incident.

## Reporting of Accidents

Accidents should be recorded with the exception of those resulting in negligible injury and requiring minimal action/treatment e.g. minor scratching of the skin, minor bumps (below the neck), contact with a low risk substance and with no adverse reaction. Accident reports must include the date, time and place of the incident, the name of the injured person, details of the injury and any treatment given. Parents should be informed verbally when they collect their child at the end of the activity session (or by email if this is more practical).

## Reporting Injuries (RIDDOR)

Some accidents must be reported to the Health and Safety Executive under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR). For further information on reportable incidents please refer to: <https://www.hse.gov.uk/pubns/edis1.pdf>

Accidents resulting in death or major injury must be reported immediately (by phone) and followed up with a written report to arrive within the specified number of days. The written reporting procedure must also be carried out by staff injured on the premises, who are unable to resume normal work within three days. Where appropriate, an accident report under RIDDOR may be completed by Taylored Science in conjunction with the owners of the premises.



# TAYLORED SCIENCE

## Head Injury Form (HIF)

Name of Injured Person		
Premises	Injury Date	Injury Time
Cause of Head Injury		
Action Taken		
Taylor Science Contact	07964 526566	
Please ensure this form is provided to medical personnel in the event of hospital treatment.		
If <u>any</u> of the following symptoms occur, you must seek medical attention immediately at your nearest Accident and Emergency unit.		
Vomiting	Headache	Drowsiness
Loss of Consciousness	Visual Disturbances	
This form must remain with the injured person for at least 48 hours after the injury. The injured person should be closely monitored for this 48 hour-period.		