



ROMPERS PRIVATE NURSERY

SEEKING MEDICAL ATTENTION POLICY



Policy Statement:

At Rompers we have a duty of care to protect health, safety and welfare of all children in our setting. In the event of a medical emergency it is our duty to seek the appropriate care needed for the child. This policy has been put in place to ensure that this is done in a safe and controlled manner.

UNCRC Articles: 24, 25

Aims of this Policy:

- To ensure in the instances of an emergency appropriate medical attention is sought
- To ensure staff are aware of the protocol in place
- To ensure parents are aware of the protocol in place
- To ensure there is an appropriate number of staff to accompany the child depending on his or her needs
- To ensure all of the appropriate records and information go with the child

Procedures:

Staff taking child for medical attention

- In the instance of a medical emergency staff will contact the parent or carer to inform them of the incident/accident
- If medical attention is required staff will assess the situation and if possible two members of staff shall accompany the child in an insured nursery car. These are management cars, if in the event of no management in the building, staff with children and appropriate car seats will be used to transport the child to emergency care. Two members of staff will still accompany the child, one to drive and one to support the child
- The parent or carer will be asked to meet the staff and child at the hospital or health centre
- The child's registration folder will be taken, it contains their registration form, this will be taken with the child as well as any appropriate medication.
- Staff will remain as calm as possible and reassure the child at all times
- An accident/incident form will be completed by relevant staff to be displayed to the parents as well as management. If in the event of the staff member transporting the child, they will write any important notes on paper until an appropriate time to write up an accident form is available.
- Follow up completed on the back of the accident/incident form regarding the procedure followed by Rompers

- Any head injuries at rompers will get a bump note home along with their form

If an ambulance is required

- A member of staff will phone for an ambulance using 999
- In the instance of an ambulance being required staff will continue to contact and inform the parent or carer. It will be a requirement for the parent or carer to meet them at the hospital or health centre
- If parent or carer is not present a senior member of staff will accompany the child in the ambulance
- The child's registration folder containing registration form will be taken along with the child as well as any appropriate medication assigned to the child
- On returning to the nursery the staff member will fill out an incident/accident form to record what happened, this will be shared with and signed by the parents and a copy shall go home and one kept in the incidents records and one stored in the child's registration file in a locked cabinet in the nursery office.
- Follow up to be completed on the back of the accident/incident form regarding the procedure followed by Rompers
- A follow up meeting/ phone call will be held with the parent at their earliest convenience.

Monitoring:

- This policy will be reviewed annually

Review:

Date	Management	Track of Changes
August 2021	P. Guthrie	none
April 2022	Z. Letham	
February 2023	Room Champions	UNCRC articles added