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*'Every child is unique and at the heart of everything we do'*

## **Breakfast and Afterschool Club Policy for Sickness and Accidents**

If a child becomes ill during a club session, every attempt will be made to contact one of the people listed on the Registration Form, to arrange collection of the sick child. The child will be cared for until collected. In the case of a minor accident, basic first aid will be administered. In the case of an accident requiring more than basic first aid, every attempt will be made to contact the parent/legal guardian to advise or discuss with him/her the course of action to be taken.

The Registration Form contains an authorisation giving the Play Leader permission to gain appropriate medical treatment for the child if the parent/legal guardian cannot be contacted in time. If a parent does not wish to give such authorisation s/he must indicate 'No' on the Registration Form.

### **ACCIDENT PROCEDURE**

1. Administer appropriate First Aid. Any injuries requiring First Aid should be followed up by an appropriate referral.
2. In the case of a more serious accident to a child, the Play Leader will contact the parent/guardian to agree a course of action if time permits.
3. If the parent/guardian cannot be contacted the Play Leader will seek appropriate medical attention or treatment for the child.
4. Children should not be given anything to eat or drink.
5. If a child or adult needs to be transported to hospital an ambulance will be called.
6. Should an ambulance be required, one adult must accompany the child or adult.
7. The child's registration form must be taken to the hospital with the child.
8. The hospital will take responsibility to act in the child's best interests if no consent has been given for the staff to act in loco parentis.
9. Every effort must be made to maintain appropriate staffing levels at the club.
10. All accidents to children or staff, however slight, must be clearly recorded in the Accident Book/Incident Log and signed by the member of staff who dealt with the incident. The parent (or person collecting the child)



will be given a copy of any entry concerning their child when they collect him/her. They will also be asked to sign the accident book as a record that they have been informed of the incident.

## **ADMINISTRATION OF MEDICINES TO CHILDREN**

If it is necessary for a child to take medicine during Club Hours parents must complete and hand in a Medication Consent Form along with the medication to the Senior Member of Staff at the Club who will be responsible for the administration of the correct dosage.

Only medicines prescribed by a registered Medical Practitioner may be administered to children. Medicines must only be administered to the child for whom they are prescribed.

All medicines must be kept in original container stating who it is prescribed for and dosage information.

Unwanted or unused medicines must be returned to the parent for disposal.

A record of medication given will be made indicating the time, dosage and signed by the person administering the dose.

The contents of the First Aid cabinet will be in accordance with advice from the Health & Safety Executive and the Community Health Physician.

No medicine will be given to a child other than those for which there is a Medication Consent Form.

Only water will be applied to wounds. No ointments or creams will be kept on the premises, except any prescribed by a medical practitioner and its use authorised by the parent on the Medication Consent Form.



**THORNHILL PRIMARY BREAKFAST AND AFTER SCHOOL CLUBS**

**MEDICATION CONSENT FORM**

I understand that the Thornhill Breakfast and After School Clubs can only administer medication prescribed by a registered General Practitioner. As the parent/guardian of the child named below I give my permission for the Play Leader and one other member of the club staff to administer the prescribed medication.

A separate form is required for each medication prescribed.  
All medicines should be supplied in original containers.

The Thornhill Breakfast and After School Club cannot be held responsible for any reaction or side effects that a child may suffer as a result of taking the medication prescribed.

Please note that medication cannot be given by staff if this form is not clearly completed and signed by the parent or guardian.

Please speak to the Play Leader if you have any questions.

Child's Name.....Age.....Date of Birth.....

Date of medication began.....

Date treatment ends.....

Name of medication.....

Dose required.....

Frequency required.....

Times when medication should be administered.....

Any known side effects.....

Signature of Parent/Guardian.....

Address.....

.....Phone No.....

Date.....

