**John Logie Baird ELCC**

**First Aid Policy**

**Child presents unwell**

* When a child presents unwell where possible take the child to a quieter environment away from other children.
* Look out for high temperature. Remove excessive clothing if necessary.
* Take spillage bucket to area as this contains everything you may require e.g. vomit bowl, tissues etc. This can be found near sink in each room.
* Wash your hands before and after incident to ensure you reduce the transfer of infection. Wear disposable gloves and an apron.
* Ask the child what is wrong without the use of leading questions. For example:- What’s the matter? Can you point to where it hurts? When did it start? Use words a child will understand.
* Call parent/carer to inform and seek medical advice.

**If medication is required we MUST have relevant administration forms completed, all medication labelled and in a folder with child’s photo. Child must have been administered the medication prior to use within the nursery.**

* Parent/carer has completed and signed medication forms.
* Medication given should have been prescribed by the doctor.
* The instruction from the parent should match that of the doctor.
* Record the time and dosage each time you give medication. Have another member of staff with you who will counter-sign the form. Give the parent a copy of the form.

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