

Policy title	Kids/Youth Accident, Sickness, Medication Procedures
Policy area	Health and Safety / Academic
Policy available for Students – yes/no	NO
Policy detail	<p>The Learning Connexion has procedures which deal with any accidents involving children.</p> <p>They are as follows:</p> <ul style="list-style-type: none"> • All permanent and long term relieving tutors will have a current first aid certificate, which must be checked and kept on record at employment. • Tutors and staff with current first aid certificates will need to be available to administer first aid during kids programme delivery. • The youth art class and holiday programme studio has a first aid kit situated in the storage cupboard, which will be available in the classroom for every lesson. This will be kept well stocked and checked regularly. This will also be taken on trips and excursions. There is also one at reception. Accidents will be dealt with by the tutor who witnessed the accident, where possible. If not possible, details of the accident will be passed on to an available first aid trained representative and first aid will be administered. • Emergency services are to be rung immediately in the event of a serious injury dial 111. If staff are unsure if the student requires hospital treatment they can ring the NZ health line to speak with a trained nurse: 0800 611 116 • Details of an accident, including date/time of injury and treatment given, will be recorded on an accident/incident form located with the first aid kit, This form must be signed by a parent or guardian before it is filed. A copy of will be available to the parent/caregiver if desired. • If the accident is deemed serious the caregiver of the child will be rung. If staff are unable to get in contact with the main caregiver, the child’s emergency contacts will be phoned. • Where the accident is deemed to cause serious harm and may require further treatment, an in depth injury and accident form will be completed with a copy to parents and programme coordinator. These forms are to be filled out in the accident, injury, near miss report book located with the first aid kit. There is also a copy of this book at reception. (Copies of these forms will be passed on to TLC’s H&S committee for review) • In an emergency, where a tutor needs to leave TLC campus in an ambulance, they must be accompanied by another adult. A relief member will be sought to supervise children in the classroom to maintain an appropriate supervision ratio. • If more than one child becomes injured at a time or during an outdoor activity, extra staff may be called upon to assist with first aid and supervision.

The Learning Connexion has procedures to deal with unwell children.

They are as follows:

- A first aid area will be available for children who are unwell. This area will be within close proximity to the teaching space so tutors are able to keep a close eye on unwell children. A couch or bed for the patient to lay on will be available.
- If a child is physically sick, staff will encourage the child to lay down. A sick bucket and water may be provided.
- If the child is still feeling sick after 20 minutes or seems seriously ill the child's caregiver will be notified and asked to collect the sick child.
- If the sickness is deemed serious, or if staff are unsure if the child requires hospital treatment, staff can ring the NZ health line to speak with a trained nurse: **0800 611 116**
- If the child is unresponsive or needs hospital care staff are to call **111** immediately.

The Learning Connexion has procedures to administer medication to children

They are as follows:

- [A medication consent form](#) must be filled out by parents and given to staff before or upon arrival at the class.
- Allergies and medical information are recorded and are easily accessible to staff. Parents should let staff know of any medications children have with them.
- Staff must not administer any medication to children, including painkillers, unless a medication consent form has been filled out detailing the name of the medicine, amount, frequency and the patient's name. Trained staff may administer life saving medication in the event of an emergency.
- EpiPens and Defibrillators may be available from reception and programme support. They should be administered by trained staff in emergency situations. It is best to seek medical advice before using these if there is time to do so.

Related Procedures

Date Created March 2017

Review Dates June 2020, August 2021

Next review date August 2022

Links
