APPENDIX 6

EARLY YEARS CLASS

The above protocol should be carried out by EYPs with the following amendments/additional steps:

* The completed Accident Record form should be signed by a parent/carer.
* Forms should be securely stored within a locked cupboard within the playroom.
* The Notification to Parents slip does not need to be completed as a member of staff will go through the ‘Accident Record’ form with the parent/carer and then this will be signed.
* A copy of these will be given to the principal first aider within the school at the end of each session so that they can be retained for 3 years.
* An EYP will meet with the parent/carer every month of any child requiring medication at school to carry out a review. Parent will sign to acknowledge that they wish the medication to continue to be administrated.
* The child’s keyworker will ensure medical records/care plans are up to date and that ALL EYPs are aware of any changes.
* If further medical treatment is required (i.e. hospital or doctor) and the parent/carer is unavailable, a member of SMT and a known adult should accompany the child.
* If a child has to visit hospital as a result of an injury sustained within the Early Years Class the Senior Manager and the Care Inspectorate should be informed within 24 hours.
* Anti-Bacterial spray will be locked in a cupboard within the playroom.