

The group will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items should be kept sealed in packages until needed.

### **Epi Pen**

The insurers have agreed to the use of the Epi-pen, for the administration of lifesaving medication such as insulin/adrenaline, under the following conditions :-

- ❖ A letter received from the parent/carer giving consent for a named person and a deputy(in the named person's absence from the group) to administer the Epi-pen.
- ❖ The nominated group staff member receives medical instruction and a letter of competency issued by a member of the medical profession, who is satisfied that the procedure of administration is understood. The group will keep all letters on file.

**Group staff do not under any circumstances administer injections to the children. This is not covered by the insurance policy.**

### **Information sources**

The group will maintain links with health visitors and gather health information and advice from the local Health Authority Information Services and/or other health agencies.

Parents/carers will have the opportunity to discuss health issues with the staff and have access to information available to the group.

### **Hygiene**

Please refer to procedure sheets.

All staff must adhere to policies and procedures.