

Administering Medicines Policy

Appendix 1

Breakfast Club

If a child is injured at breakfast club the following procedures are followed:

1. Child receives first aid from trained paediatric first aider.
2. The child's parent receives an email if it is a non-critical or non-head injury.
3. The child's parent is contacted if it is a serious injury.
4. The breakfast club leader will report the injury to the infant school class teacher on arrival at the infant school.
5. The record of the information being shared is kept in a first aid communication book and is signed by the infant school teacher.
6. The infant school teacher now takes responsibility for the child.

After School Club

If a child is injured at Sholing Infant School

1. The leader will send a register each week to the infant school so they are aware of which children are attending the club.
2. The infant school will send an email by 3.00pm each day to the asc@ email to make them aware of any injuries that have occurred during the day. The leader will monitor this email.
3. The infant school will follow their own internal procedures for contacting parents of children who have been injured during their time at the infant school.
4. If at any point the leader is concerned about a child she will make contact with their parent/carer.
5. The club leader now takes responsibility for the child.

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