



# **Illness and Injuries Policy**

## March 2020

To be reviewed March 2024

## Illnesses and Injuries Policy

'Providers must ensure there is a first aid box accessible at all times with appropriate content for use with children. Providers must keep a written record of accidents or injuries and first aid treatment. Providers must inform parents and/or carers of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, of any first aid treatment given'. (Statutory framework for the EYFS)

### Aims of policy

To minimise the spread of infections within the Nursery School and to care for any children who are taken ill or are injured whilst in our care.

### Procedures

- Children in our Nursery School need a safe and healthy environment for growth, development and learning. Infections are very common in childhood and are responsible for 80% of illness in the under-fives.
- Parents should be encouraged (except under certain circumstances) to ensure full uptake of vaccinations.
- The policy for exclusion of children who are ill or have an infectious disease will always be discussed with the parent/carer. A list of infectious diseases, the recognition, incubation and exclusion periods is available within the setting.
- Office staff will ensure that children's medical forms are regularly updated.
- The normal temperature for children is between 36 and 37 degrees Celsius. If the temperature should go above 38C, we will need to take steps to cool a child down by:
  - Removal of clothing
  - Sponging with cool water
  - Giving a cool drink.
- Parents / carers will be contacted by telephone if a child is unwell. If we are unable to make contact, we will attempt to contact one of the named emergency people given on the application form/confidential records of admission form. We will describe the child's symptoms and ask that the child is collected from the setting as soon as possible. While waiting to be collected the child will be cared for away from the rest of the children whenever possible. The child will be made as comfortable as is possible and be reassured that they will be collected shortly.
- Office staff are responsible for ensuring that emergency contact numbers and details are regularly updated.
- If at any time it is felt the child needs urgent medical attention or deteriorates rapidly, then an ambulance will be called.

- Ofsted and Environmental Health will be informed within 14 days of any occurrence of a notifiable disease identified by the Public Health Infection Diseases Regulations 1988 affecting any child within the Nursery School, any serious accident or injury or the death of any child whilst in our care.
- We will keep parents/carers informed of any cases of infectious diseases or conditions within the Nursery School through sending letters home, by placing notices on the parent notice boards and all childcare setting doors.
- Staff should never diagnose any illness to the parent/carer but should always advise the parent/carer to seek medical advice. This will enable them to withdraw their child or themselves from the Nursery School.
- The teaching and promoting of good personal hygiene is an important part of the Nursery School. Staff will discuss with children why it will protect their health and well-being.
- Young children often lack basic hygiene skills and rely on others for their care. All staff must supervise the washing of hands and encourage children to use good hygiene skills when toileting.
- Hygiene procedures are to be fully adhered to when dealing with toileting and food preparation. Staff will wear protective clothing to prevent contamination and transmitting the infection to others. Staff must wear an apron and use a fresh pair of gloves for each child. Each area must be sprayed before and after changing children, only disposable cloths must be used. All staff must continue to wash their hands before and after any such action (using the Health Protection 6 stages of hand washing).

## **Injuries**

- There will be a trained paediatric first aider on duty at all times when children are present either in the setting or on an outing. Staff working directly with children will be required to undertake the Paediatric First Aid Training. All staff will be offered training and asked to refresh their qualifications before it expires. New staff will be shown where the first aid kit is kept during their initial induction.
- The Headteacher, and designated staff member will take responsibility for keeping the First Aid kit replenished and checking the equipment is in date. A First Aid kit will be stored in each room and will be accessible at all times.
- An accident sheet will be completed immediately if an accident occurs in the setting or on an outing. Where applicable, the report will be witnessed by those present at the time. The Leadership team will be informed and make a decision on what further action to take. Parents/carers will be asked to sign the completed accident sheet when collecting the child at the end of the session. An additional Head Injury sheet will be given to parent/carer if needed. A copy of the accident sheet will be kept in the child's file in the Nursery school office.
- If it is felt appropriate parents/carers will be IMMEDIATELY informed, DEPENDING ON THE SEVERITY of the accident and depending on the level of concern, will be asked to collect their child or meet staff at the hospital.

- All relevant information in respect of the child will be taken to the hospital this may include medication forms and consent forms etc.
- Where appropriate, the Nursery School staff will liaise with the hospital social worker team.
- If the child has a social worker, the Headteacher will ensure all relevant information is shared with the named social worker promptly.
- Parents/carers will be required to give informed consent when their child starts the setting to enable staff to seek emergency treatment and advice if it was ever required. If parents/carers do not give consent due to cultural, religious or personal reasons, they will be advised that to protect the children in our care we would take the necessary action to keep their child safe, advising any medical practitioner that we did not have consent to agree to any treatment on behalf of the child. At all times if such an emergency arose, we would contact parents/carers immediately to advise them of the action we were taking to keep their child safe.
- The Headteacher will, if required, follow the Local Authority's policy for reporting under RIDDOR regulations. (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). They will contact the Children and Young People's Health and Safety Officer immediately and follow any instructions given. All records regarding the accident must be completed immediately by the staff member/s who witnessed the accident.
- Ofsted will be informed of any serious injury to, or death of, any child or adult on the premises. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.
- The Nursery School will analyse each accident and review how to minimize any hazards identified. The risk assessment forms will be updated in light of accidents.
- We will record any existing injuries, which have occurred outside nursery. Parents/carers will be asked to explain how the injury occurred and a record will be made of this.