



## Illnesses and Injuries

### Information and Consent

Parents/carers will be asked to record details of their child's medical history and any other information that would be relevant in event of an emergency. This information is recorded in the Abacus database.

### Handling Sick Children

When a child becomes ill at nursery, it must be reported to Head of Nursery who will assess the situation with the staff. If it is decided the child must be excluded, the parents/carers will be contacted and asked to collect the child at the earliest opportunity. While waiting for the child to be collected, the staff will separate them from the other children to reduce the risks of cross-infection and care for them either in the Nursery office or other suitable place. Ratios will be maintained at all times. The Head of Nursery may call a GP or ambulance at any time if the child is felt to be at risk. The child will be looked after at all times by their key person, where practicable. Children will be looked after in the usual sensitive and caring manner and kept as comfortable as possible, allowing them to lay down and rest if necessary. A child with a fever will be kept cool and may be given Calpol - See medication policy.

### Exclusion

The Nursery will operate an exclusion policy for children who are unwell or have contracted certain infectious diseases. Parents/carers will be asked to remove their child from Nursery in these cases to prevent the spread of infection. The Nursery will follow recommendations published in 'Guidance on infection Control in schools and other childcare settings', Health Protection Unit, May 2016.

Excluded children, must not return to Nursery until the risk of infection has passed. Recommended time periods of exclusion can be found in the HPU guidance.

When a child has been prescribed antibiotics for an illness, the child must be excluded from Nursery for the first 48 hours of treatment.

In the case of sickness and diarrhoea children are not to return to the setting 48hrs after the last sickness/ diarrhoea

### Notification

Also see Health and Safety Policy.

The Head of Nursery must notify Ofsted as soon as is reasonably practicable or within 14 days of any serious accident, illness or injury to, or death of, any child whilst in their care, and of the action taken in respect of it.

The Head of Nursery must notify Social Services of any serious accident or injury to, or the death of, any child whilst in their care and act on any advice given.

The Head of Nursery has a legal duty to report, through the BCT Business Manager, any work-related deaths, major injuries including injuries to members of the public or people not at work, where they are taken from the scene of an accident to hospital; some work related diseases, and dangerous occurrences (near miss accidents) to RIDDOR [0845 3009923](tel:0845 3009923).

Refer to 'BCT Health & Safety Policy Statement, Nov 2008, Pg. 7, B7 Accidents, first aid and work-related ill health'. "All accidents, cases of work-related ill health and near misses are to be reported to the Business Manager and then recorded. The Business Manager, is responsible for reporting accidents, diseases and dangerous occurrences to the relevant enforcing authority if they are reportable under duties imposed by the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995 (RIDDOR). The Business Manager is responsible for investigating accidents and acting on findings to prevent a recurrence."

### **Training**

Requirements state that at least one first aid trained member of staff must be on the premises at all time but at Kiddie Kapers we have all the staff trained for paediatric first aid certificated and their qualification is renewed every 3 years

Any additional training will be sought as required in partnership with parents (i.e. asthma, epilepsy, and epi-pens).

### **Injuries to Children**

All accidents, no matter how trivial must be recorded. All head injuries must be reported to Head of Nursery and the following procedure should take place: **Assessment, ambulance if needed, parent informed, constant monitoring, record made, parents to sign record.**

If required, the First Aider on duty will administer First Aid. The Head of Nursery will inform parents at the earliest opportunity. An ambulance will be summoned at the Head of Nursery's discretion.

Full details of the accident and action taken will be recorded as soon as possible after the event and parents informed and asked to sign the record. The Accident Forms will be reviewed on a monthly basis to determine whether any adverse trends are apparent.

Parents must inform Nursery of all injuries that have not occurred within the Nursery and record details and sign on an *Accident/Incident Form* before they leave their child. Staff will mark the form "injury from home".

### **Accidents to Staff and Visitors**

All accidents to staff and visitors, no matter how trivial or minor, must be recorded. If appropriate, the duty first aider will give first aid. If required Head of Nursery will summon an ambulance.

### **First Aid Equipment**

A First Aid box is clearly labeled and readily available. All staff are responsible for auditing the contents of the First Aid box and reporting to the Head of Nursery that items are low, out-of-date, need replacing etc. This audit should take place every time the First Aid box is accessed. In addition the Nursery Office Manager will check them once a month. There is a first aid bag for off-site trips.

### **Record Keeping**

A record of accidents, injuries and first aid treatment given during Nursery is recorded and signed by parents at the end of every session. Parents are then given a copy.

### **Animals**

The Nursery will ensure that any animals are safe to be in the proximity of children and do not pose a health risk.

FORM REFERENCES: Accident/Incident Form, Accident Review Form

*This policy will be reviewed regularly at least annually to ensure it is relevant, is serving the interests of children their families and our staff.*