

**Illness and Injury Policy**

Last reviewed: January 2023 to be reviewed by: January 2024

Responsible member of staff: ……………………………………….. Date: ……………………………….

Responsible member of committee: …………………………….. Date: ……………………………….

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| A unique child | Positive  Relationships | Enabling  Environment | Learning and development |
| Inclusive practice | Respecting each other | Learning environment  Wider context | Personal, Social & Emotional Development |

**Aim**

Our Pre-School aims to promote the good health of the children in our care. We take steps to prevent the spread of infection and take appropriate action when children are ill.

**Permission Forms**

At the time of admission parents’ written permission for emergency medical advice or treatment is sought. Parents are asked to give permission for staff to accompany their child to the nearest Accident and Emergency unit in an ambulance. Staff are not permitted to take children to hospital in their own vehicles.

Parents of children who have an allergy or require medication complete a Treatment Plan, which is kept with the child’s medication in the bottom draw of filing cabinet. All staff are made aware of children with specific conditions or allergies that may require treatment and such information is kept confidential.

**Procedures for Children who are Sick or Infectious**

The Pre-School can refuse admittance to children who have a temperature, contagious infection or disease.

If a child appears unwell during a session – has a temperature, sickness, diarrhoea or pains, particularly in the head or stomach – the Manager, or designated person, calls the parents/named contacts and asks for the child to be collected.

If a child has a temperature, they are kept cool, by removing top clothing and sponging their body with cool water.

Temperature is taken using the thermometer kept in the First Aid cupboard (bottom draw of filing cabinet).

In extreme cases of emergency, an ambulance will be called, the parents will be informed and the child would be taken to hospital.

Where children have been prescribed antibiotics, parents are asked to keep them at home for the first 48 hours of taking the medicine, before returning to Pre-School.

Children who have been suffering with sickness or diarrhoea should not return to Pre-School for at least 48 hours after the last attack.

Children with head lice are not excluded, but must be treated to remedy the condition. Parents are notified if there is a case of head lice in the Pre-School.

The Pre-School has a list of excludable diseases and current exclusion times. The full list is obtainable from www.patient.co.uk and includes common childhood illnesses such as measles.

Appropriate risk assessment will be carried out in the event of an HIV+ child attending the Pre-School.

Administration of Medication If a child is on prescribed medication the following procedures will be followed

Children taking prescribed medication must be well enough to attend Pre-School.

If possible, the child’s parents will administer the medicine before/after Pre-School. If not, then the medication must be stored in the original container and clearly labelled with the child’s name, dosage and instructions. The medicine should be given to the Manager/Deputy Manager, not left in the child’s bag. The medicine must be kept in a lockable cupboard (Bottom draw of filing cabinet). The expiry dates should be checked regularly.

Parents must give written permission for the administration of medication (Treatment Plan). This states the name of the child, name/s of parent/carers, date the medication starts, the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered. A senior member of staff will witness the giving of any medication.

A medication book is available to log in the name of the child receiving the medication, date and time it is given and is signed by staff. Parents sign the record book to acknowledge the administration of a medicine.

Non-prescribed medication cannot be administered at Pre-School.

Where local regulations require it, for example a child in care, guidance will be sought from social services before people other than parents agree to administer medicines.

Pre-School check the ‘use by’ date on children’s medication kept at Pre-School each half term.

In the event of administration of life saving medication such as epi-pens for anaphylactic shock caused by an allergic reaction, the following will be sent to the Pre-School’s insurance company

A letter from the child’s GP/consultant stating the child’s condition and the treatment required.

Parent’s/guardian’s written consent to allow staff to administer medication.

Proof of staff training in the administration of such medication by a qualified nurse or GP. (If specialist knowledge is required, staff involved in administering the medication will receive training from a qualified health professional).

In the event of someone receiving an accidental needle-stick injury (for example from an epi-pen), the site of the injury will be immediately and copiously washed with water and medical attention shall be sought as soon as possible. Where a dose of adrenaline has been accidentally self-administered the staff member will go to A & E immediately.

In the event of any accident involving spilled bodily fluids or needle-stick injury where transmission of serious infectious disease to staff members is a concern, all appropriate blood tests will be carried out as soon as possible and appropriate caution exercised with regard to return to work (based on medical advice).

Reporting of ‘Notifiable Diseases’

If a child or adult is diagnosed as suffering from a notifiable disease under the Public Health (Infectious Diseases) Regulations 1988, the GP will report this to the Health Protection Agency.

The Manager will inform Ofsted and act on any advice given by the Health Protection Agency. A list of notifiable diseases is available on the HPA website www.hpa.org.uk.

The Pre-School will display a notice informing other parents if a child is absent with, for example, Chicken-pox, Scarlett Fever, impetigo or other similar contagious illness.

Major Accident or Illness Staff must wear protective clothing (disposable aprons and gloves) at all times.

The Manager will assess the situation and decide whether the child needs to go to hospital by ambulance or whether the child can wait for the parent to come.

If the child needs to go straight to hospital The Manager or designated member of staff will call an ambulance.

The Manager or designated member of staff will call the parents/named contacts to make arrangements to meet at the hospital.

The Manager or designated member of staff will accompany the child to hospital, taking along all relevant paperwork i.e. emergency permission forms, known allergies, treatment plans.

If the child can wait for the parent to come the Manager or designated member of staff will contact the parent.

The Manager or designated member of staff will stay with the child to monitor them and make sure they are comfortable.

Staff should explain to the parent when they arrive, what has happened and/or the symptoms being shown. It will then be up to the parent to seek medical advice.

Staff should ask parents to sign all relevant paperwork.

Parents are asked to keep the Pre-School informed of developments.

Minor Accident or Illness If there is any spilling of bodily fluids then protective clothing should be worn.

The practitioner who witnessed the accident will assess the child and inform the child’s Key Person and, if necessary, the Manager.

The child’s Key Person, or other designated practitioner, will treat the injury.

The child’s Key Person will observe them as they resettle back into an activity.

Accident Records

An Accident Record Form is completed for all accidents at Pre-School.

Accident records contain:

The time, date and nature of any accident

Details of the children affected

The type and location of any injury

The action taken at the time, any action taken later and who did what

The circumstances of the accident, names of any adults and children involved and any witnesses

The signature of the staff member who dealt with the accident, any witnesses and a countersignature by the parent when the child is collected

This Accident Form is placed in the Accident Records Folder. All staff know where the Accident Records Folder is kept (top draw in the filing cabinet) and how to complete it.

The Accident Records are reviewed regularly to identify any trends or recurring cause of injuries.

Reporting Accidents/Incidents

Ofsted must be informed if:

A child dies on the Pre-School premises, or as a result of something that happened while the child was in Pre-School care, regardless of where they are when they die

A adult dies or has a serious accident or injury while on the Pre-School premises

A child in Pre-School’s care is taken to hospital (to an Accident and Emergency Department for more than 24 hours), either directly from the Pre-School premises, or later, as a result of something that happened while the child was in Pre-School’s care

There is any significant event which is likely to affect the Pre-School’s suitability to care for children.

Ofsted need not be informed if a child has an accident on the Pre-School premise’s but they were not in the Pre-School’s care at the time, for example they have been collected by their parent and they were leaving the premises.

Surrey County Council’s local authority child protection designated officer (LADO) must also be informed about any serious accident, illness, injury or death of a child whilst at Pre-School or in the Pre-School’s care.

The Pre-School has legal duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

The Pre-School must report:

Deaths

Major injuries that happen to anyone on the Pre-School premises or while caring for children off the premises.

Injuries that last for more than three days – where an employee is away from work or unable to perform their normal work duties for more than three consecutive days

A dangerous occurrence – where something happens that does not result in an injury but could have done.

Any incidents should be reported as soon as possible by calling the Health and Safety Executive (HSE) Incident Contact Centre on 0845 300 9923. For injuries that last more than three days, the HSE must be informed within ten days of the incident happening.