

## **Illness and Injury policy**

### **Aim**

Our aim is to promote the good health of the children in our care, take steps to prevent the spread of infection and take appropriate action when they are ill?

As part of the original registration at Heatherside Pre-school a parent will have been asked to sign giving consent for the Pre-school to obtain medical advice/intervention/treatment for health professionals to carry out life saving procedures

In the case of an accident or illness we will contact the parent immediately and take appropriate action. In the unlikely event of the parent not being available, the senior staff member will assume responsibility and if necessary, go with the child in the ambulance to hospital taking along all relevant paperwork.

**Staff will not take children to hospital in their own vehicles.**

### **Major accident or illness**

Staff will always wear protective clothing (disposable aprons and gloves).

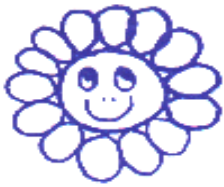
- The most senior member of staff will assess the situation and decide whether the child needs to go to hospital by ambulance or whether the child can wait for their parent to come?

If the child needs to go straight to hospital:

- a member of staff will call an ambulance then call the parent to make arrangements to meet at the hospital
- a senior member of staff will go with the child to the hospital
- copies will be taken to the hospital of any relevant paperwork, permission forms, care plans, known allergies, medication forms.

If the child can wait for the parent to arrive:

- a senior member of staff will contact the parent
- a member of staff will stay with the child to monitor them and make sure they are comfortable



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- A senior member of staff will explain to the child's parent when they arrive what has happened and/or the symptoms being shown. It will then be for the parent to seek medical advice.

We will record a report of the accident. The child's parent will be asked to sign our documentation, a copy will be given to the parent and a copy will be filled with the child's information.

## **Minor accident or illness**

Our first aid box contains appropriate equipment that meets the needs of the children and is checked and used items replaced by our designated Health and Safety person.

Staff must always wear protective clothing (disposable aprons and gloves).

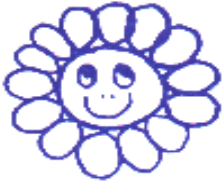
- The member of staff dealing with the accident/illness will assess the child and inform the senior member of staff of the incident
- The injury will be treated by the first aider within the setting
- If appropriate, the child will be settled back into their activity and a member of staff will observe them
- An accident form will be completed for the parent to sign

Accidents are recorded and kept on file where a parent can access it. Accidents are evaluated on a termly basis to assess if they happen in certain areas within the setting or to the same children.

Ofsted will be informed about any serious accident, illness, injury, or death of a child while they are in our care or of an adult on our premises.

We will also inform Surrey County Council's local authority child protection designated officer (LADO) about any serious accident, injury to, or death of a child whilst in your care by calling 0300 123 1650 or 01372 833895. We will act on any advice given.

We will inform Ofsted and Surrey County Council's LADO about any incidents as soon as is reasonably possible and always within 14 days of the incident occurring.



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- Parents are asked to keep their children at home if they have any infection, and to inform the pre-school as to the nature of the infection so that the pre-school can alert other parents and make careful observations of any child who seems unwell.
- Parents are asked not to bring into the pre-school any child who has been vomiting or had diarrhoea until at least **48** hours has elapsed since the last attack.
- Staff are also not to come to work for at least **48** hours after the last vomiting or diarrhoea attack.
- If a child becomes ill during the sessions, we will contact the parent/carer and ask them to collect the child. If we cannot contact the parent/carer we will contact the emergency contact listed. The child will be kept away from the other children and made as comfortable as possible until they are collected. In case of infectious conditions, other parents/carers will be notified by email.
- Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing.

If we have reason to believe that any child is suffering from a notifiable disease identified as such in the public health (infectious diseases) regulations 1988, we will inform Ofsted. We will then act on any advice given by the Health Protection Agency and inform Ofsted of any action taken.

Ofsted will be informed within 14 days of any serious illness (in line with HPA advice), accident, injuries, or death. RIDDOR (reporting injuries, disease, and dangerous occurrences regulations 1995) also to be informed as applicable.

If a child has an accident or injury outside the setting, we will ask the parent to complete an Accident/Injury form. This will be kept in our Accident file

\*Childrens temperatures are taken on arrival online with our policy for COVID-19

**Reviewed & re-agreed at AGM held 27th September 2019 Chair Jo Griffin**

**Reviewed & re-agreed at AGM held 29th September 2020 Chair Jo Griffin**

**Reviewed & re-agreed at AGM held 08th October 2021 Chair Alex Constantine**