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| Hunsdon House Nursery School |
| Illness and Accidents Policy and Procedures |
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| Illness and Accidents Policy and Procedure March 2019 |

**Illness and Accidents Policy and Procedure**

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**Hunsdon House Accidents Policy and Procedure**

1. **Illness**

**The Responsibility of the Parents and the Nursery**

It is the responsibility of the parent or primary carer to inform staff should their child be deemed too unwell to attend the nursery. Parents should inform the nursery by phone or email by 9.30am on the day(s) their child is unwell. Children who suffer from fever, colds and flu should be kept at home for at least 48 hours or until fully covered.

Children who suffer from diarrhoea and vomiting illness should be kept at home for at least 48 hours after the last occurrence of the symptoms.

For children suffering from skin infections or rashes, the recommended recovery times vary – please see the attached schedule from Public Health England from May 2016.

It is the responsibility of the nursery to follow up any child who is absent and whose parent/carer has not contacted the nursery to report an illness. The nursery will not admit a child deemed too ill (see *In the Event of an Epidemic).*

**If a Child is Taken Ill Whilst at the Nursery**

Should a child become ill whilst in the care of the nursery, staff will immediately contact parents and request that they collect their child if they are deemed too ill to continue the nursery day. Staff will endeavour to make the child comfortable, cool down any high temperatures and keep the child well hydrated.

**In the Event of an Epidemic**

The nursery will not admit any child who arrives with a fever, a cold, a rash or a stomach bug to minimise the risk of contagion and infection. If a child develops contagious symptoms that are potentially threatening to the wellbeing of other children, whilst at the nursery (e.g. – influenza, meningitis), staff will endeavour to arrange for all other children to be returned to their parents or primary carers immediately and for the nursery to be closed until such a time that is deemed safe for children to return. The nursery will communicate with parents via email and our website to inform them whether the nursery is open or closed.

**2. Guidance on When to Call an Ambulance**

If a child needs hospital treatment for a medical emergency such as contagious symptoms, a serious asthmatic attack or an accident causing physical injury an ambulance must be sought immediately. A member of staff should call 999. Only one member of staff or the child’s parent need accompany the child in an ambulance. Whenever possible, the child’s medical details should accompany him or her.

**3. Recording of Accidents (including reference to RIDDOR)**

Some incidents that happen at the nursery must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Telephone Number: 0845 300 99 23.

**Reportable Major Injuries**

These are the following:

* *Fracture other than to fingers, thumbs or toes*
* *Amputation*
* *Dislocation of the shoulder, hip, knee or spine*
* *Loss of sight*
* *Chemical or hot metal burn to the eye or any penetrating injury to the eye*
* *Injury resulting from an electric shock or burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours*
* *Any other injury leading to hypothermia, heat induced illness or unconsciousness or requiring resuscitation; or requiring admittance to hospital for more than 24 hours*
* *Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent*
* *Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin*
* *Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material*
* *If a member of staff is out of nursery for more than three days with an injury, RIDDOR must also be informed*

**Ofsted must also be informed of any of the above**

**Action Required**

* *Head Teacher to decide on the course of action, which would normally involve the child being accompanied to hospital*
* *Record the accident in the Accidents Book*
* *Inform all other members of staff without delay*
* *Head Teacher to telephone RIDDOR without delay*
* *Inform parents*
* *Within ten days the Head Teacher must follow this up with a completed accident report form (f2508).*

**Serious Accidents/Injuries**

These are accidents that do not have to be reported to RIDDOR but are serious. An accident is defined as ‘serious’ if it is seen as sufficiently important for parents of the child to be notified. Listed below are accidents that are automatically ‘serious’.

* *Broken, fractured or chipped finger, thumb or toe (or if one of these is suspected)*
* *A burn*
* *Severe bleeding (including severe nose bleed)*
* *Fainting or falling unconscious (includes epileptic fit)*
* *Deep cut/wound*
* *Severe asthma attack*
* *Dislocated joint*
* *Any hard knock or bang on the head*
* *Anaphylactic shock*
* *Any damage to the face*
* *A tooth being knocked out or chipped*

This list is not exhaustive

**Action Required**

In all ‘serious’ accidents, theHead Teacher needs to be informed without delay. In addition:

* *Parents must be contacted as soon as possible*
* *The accident must be recorded in the Accidents Book*
* *The Head Teacher should carry out any necessary investigation*

**Head Injuries**

All head injuries should be regarded as potentially serious, irrespective of the extent of external injury. It is important to monitor any person with a head injury very carefully, looking for key signs such as sickness, dizziness, incoherence or drowsiness. If in doubt, or if any of the key signs are exhibited, seek medical help.

The nursery’s policy with regard to head injuries is always to ‘play it safe’. Parents will be asked to collect their child and seek expert medical attention. A first-aid trained member of staff will ensure that any child who has been treated for a head injury, no matter how minor, takes home a letter informing parents of the situation and advice on developing symptoms that may require medical investigation. The accident is recorded in the Accidents Book.

**Minor Accidents/Incidents**

An accident is defined as ‘minor’ when the child is able to be treated by the nursery through the use of first-aid. Listed below are accidents that could be termed ‘minor’.

* *Small cut/abrasion*
* *Minor bump or bruise (usually resulting from a fall or running into someone/something)*
* *Minor nosebleed*

This list is not exhaustive.

**Action Required**

As the incident is minor it can be dealt with by a first-aid trained member of staff.

**4. Communication with Parents**

Parents are contacted where relevant if an accident has occurred to their child. If it is necessary for a child to go to hospital, the child will be accompanied by a member of staff unless the child’s parents can carry this out.

In the event of a head injury occurring at the nursery, a letter is sent to parents advising them what has happened to ensure that they monitor the situation and seek medical assistance if appropriate.

Parents are required to give any details of medical history or allergies on the initial registration form for their child. Any relevant and current details of children’s medical conditions and/or allergies will first be discussed in a staff meeting and the medical information for each child will be displayed on an Allergies form in each nursery room for all staff to read. This form also includes details of the child’s medication to be given if necessary.

**5. Names of Those Qualified in First Aid**

All members of staff at the nursery have undergone at least basic first-aid training. The Head Teacher has an up to date list of qualified first-aiders and copies of their certificates are displayed in the nursery foyer. The nursery requires that qualifications are updated every three years.

**6. Access to First Aid Kits**

The nursery has a basic first aid kit located in the upper cupboard next to the kitchen door in the Wooden Room.

**7. Medication for children**

Children who are taking medication may attend nursery, provided they are not suffering from an infectious illness, or are not displaying any signs or symptoms of illness and they are well enough to fully participate in nursery activities; this is at the manager’s discretion.

The nursery does not supply any type of medicines and will only administer medication supplied by the parent for their individual child. In accordance with Ofsted’s guidance we will only give medication when asked to do so by a parent and if there is an accepted health reason to do so.

A parent must give **prior written permission** for each and every medicine before it can be administered; verbal instructions will not be accepted.

The medication must be in the original packaging in which it was dispensed, with clear legible instructions in English. The nursery staff will only administer the dosage and frequency indicated on the instructions/prescription label.

All medication will be stored out of children’s reach and strictly in accordance with the product instructions. Short term medication will be sent home with the child daily and cannot be left overnight in the nursery. Long term medication can be kept in the nursery for as long as it is needed. Medication will only be administered by the management team, or by staff who have first aid training.

**8. Medication for staff**

Staff medication must be securely stored on the premises. If the medication needs to be refrigerated, then it must be stored in a lockable fridge box. Staff must inform the Headteacher if they are bringing any medicine on to the premises and ensure that the medication they take does not impair their ability to work.