



## **Illness & Accident policy**

### **Purpose**

This policy sets out to promote the good health of all children, doing all we can to prevent the spread of infection and taking appropriate action when a child falls ill or has an accident.

### **In order to achieve this we will:**

- Ensure that children should not be left at nursery if they are unwell. The nursery has the right to refuse admission to a child who is unwell. If your child becomes ill whilst at nursery, you will be contacted immediately and asked to collect your child as soon as possible.
- Should a child have an infectious disease, such as an eye/ear infection or sickness and diarrhoea, they should not return to nursery until they have been clear for at least 48 hours.
- It is vital that we follow the advice given to us by our registering authority and exclude such children until they are well, to protect other children in the nursery. Illnesses of this nature are very contagious and it is exceedingly unfair to expose other children to the risk of an infection.
- We are unable to administer any medication, including liquid paracetamol or similar, without written consent from the parent/carer.
- If there is a history of a medical condition such as Febrile convulsions/fits within the family and a child needs to receive medication on a regular basis, we will need a written statement from the child's doctor/nurse practitioner to be able administer liquid paracetamol or similar when needed.
- We will invalidate our public liability insurance if we administer liquid paracetamol or any other medication without written consent. We would ask all parents to adhere to the policy of the nursery in this matter and to seek clarification if they are unsure.
- When a child first becomes ill and requires antibiotics, it is important that they are not subjected to the rigours of the nursery day, which requires socialising with other children and being part of a group setting. Our policy, therefore, is to exclude children on antibiotics for the first 48 hours of the course. A medication form in the Medication Administration Record book must be completed in order for staff to administer antibiotics.

### **In the Event of an Accident**

- A stocked up First Aid box will be accessible at all times.
- If your child has a minor accident at nursery, a member of staff or one of our qualified first aiders, if necessary, will deal it with. Details will be recorded in an Accident Record book. You will be asked to sign this book to say you have seen a

record of the accident when you collect your child. If the accident/illness is of a serious nature, you or the emergency contact you have given us will be called. If necessary, medical assistance will also be called.

- Ofsted and the BSCB will be informed of any serious accident, illness or injury to, or the death of, any child while in our care, and of the action taken. Aflah Nursery will act upon any advice given from such agencies. Notification to Ofsted MUST be made within 14 days.

### **In the Event that a Child Comes into Nursery Having Sustained an Injury Whilst in Parent's/Carer's Care:**

- Firstly, undertake immediate First Aid if required;
- Ask parent about how the injury took place (do not be suspicious unless parent/carer feedback does not seem plausible)
- Complete pro-forma: Aflah Nursery Body Map which should be completed with the parent/carer and signed as required. The injury's position, colour (if bruise), size and shape should all be recorded as accurately as possible.

### **Meningitis procedure**

- If a parent informs the nursery that their child has Meningitis, the Nursery Manager should contact the Infection Control Nurse for their area. The IC Nurse will give guidance and support in each individual case. If parents do not inform the nursery, we will be contacted directly by the IC Nurse and the appropriate support will be given.

### **Transporting children to hospital procedure**

1. If the sickness/injury is severe, an ambulance will be called immediately. Staff is strictly not permitted to transport the sick/injured child in own vehicle.
2. Whilst waiting for the ambulance, the parent/guardian will be contacted and an arrangement will be made to meet them at the hospital.
3. A senior member of staff must accompany the child and collect together registration forms, relevant medication sheets and medication belonging to the child. A member of the management team must also be informed immediately.
4. Remain calm at all times. Children who witness an accident may well be affected by it and may need lots of cuddles and reassurance.

Print Name: Ms. Frazana Aslam

Role: Operations Manager

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