

ACCIDENT, ILLNESS & EMERGENCY POLICY

Our pre-school is committed to encouraging and promoting good health and to dealing efficiently and effectively with illnesses and emergencies that may arise while children are in our care.

First Aid

Under duties set out in the Health and Safety (First Aid) Regulations 1981, the pre-school recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given at the pre-school.

The pre-school has designated members of staff responsible for First Aid. These staff members have up to date First Aid certificates. They are responsible for maintaining the correct contents of the First Aid box and administering basic First Aid when necessary and appropriate.

The Manager will ensure that there is a fully trained First Aider available at all times during sessions at the pre-school. The Manager will be responsible for enabling the members of staff concerned to receive adequate first aid training.

The First Aid box will be regularly checked to ensure its contents are up to date, in good condition and fulfil the criteria set out in the Health and Safety (First Aid) Regulations 1981.

A First Aid box will be taken on all off site visits or outings. This is the responsibility of the Manager.

In the Event of a Major Accident, Incident or Illness

The pre-school requests that parents/carers complete and sign the Emergency Medical Treatment Form, enabling the Manager or any member of staff so empowered, to give permission for emergency medical treatment for their child in the event of a major accident, incident or illness occurring at the pre-school.

In the event of such an event, the following procedures will apply:

In the first instance, the First Aider will be notified and take responsibility for deciding upon the appropriate action.

The First Aider will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parent/carer to arrive.

If the child needs to go straight to hospital, an ambulance will be called. The parent/carer will also be contacted. A member of staff will accompany the child to the hospital and will consent to medical treatment being given, so long as the Emergency Medical Treatment Form has been completed and signed. Ofsted will be duly notified of the incident in accordance with their guidance.

If the child does not need to go straight to hospital but their condition means they should go home, the parent/carer will be contacted and asked to collect their child. In the meantime, the child will be made as comfortable as possible and be kept under close supervision (from this point on, the provisions of the pre-school's Infectious and Communicable Diseases policy will govern the child's return to the pre-school).

Parents/carers will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by the pre-school and its staff.

All such accidents or incidents will be recorded in detail and logged in the Accident Record Book. Parents/carers will be asked to sign in the relevant section of the book to acknowledge the incident or accident and any action taken by the pre-school and its staff.

The Manager and other relevant members of staff should consider whether the accident or incident highlights any actual or potential weaknesses in the pre-school's policies or procedures, and act accordingly, making suitable adjustments where necessary.

In the Event of a Minor Accident, Incident or Illness

In the first instance, the designated First Aider will be notified and take responsibility for deciding upon any appropriate action.

If the child does not need hospital treatment and is judged to be able to safely remain at the pre-school, the First Aider will remove the child from the activities and, if appropriate, treat the injury/illness themselves.

If and when the child is feeling sufficiently better, they will be resettled back into the activities, but will be kept under close supervision for the remainder of the session.

At the end of the session, the First Aider will fully inform the parent/carer of the incident or accident and any treatment given.

If the injury or illness incurred is such that treatment by the First Aider is deemed inappropriate, but does not warrant hospitalisation, the parent/carer will be contacted immediately and asked to collect their child. Until the parent/carer arrives, the child will be kept under close supervision and as comfortable as possible (from this point on, the provisions of the pre-school's Infectious and Communicable Diseases policy will govern the child's return to the pre-school).

All such accidents and incidents will be recorded in detail and logged in the Accident Record Book and parents/carers should sign to acknowledge the incident and any action taken.

The Manager and any other relevant staff should consider whether the accident or incident highlighted any actual or potential weaknesses in the pre-school's policies or procedures, and make suitable adjustments if necessary.

Infectious and Communicable Diseases

Our pre-school is committed to the health and safety of all children and staff who play, learn and work here. As such, it will sometimes be necessary to require a poorly child to be collected early from a session or be kept at home while they get better.

If a child has had to go home prematurely due to illness, they should remain at home until they are better for at least 24 hours, or according to the times set out in the table below.

If a child becomes ill outside pre-school hours, they should notify the pre-school as soon as possible. The minimum exclusion periods outlined in the table below will then come into operation.

A child suffering with a cold, cough or temperature is deemed to be unwell and should remain at home until they are better for both the child's well being and that of other children and staff attending the

pre-school.

If any infectious or communicable disease is detected on the pre-school's premises, the pre-school will inform parents/carers personally in writing as soon as possible. The pre-school is committed to sharing as much information as possible about the source of the disease and the steps being taken to remove it.

Head Lice

When a case of head lice is discovered at the pre-school, the situation will be handled carefully and safely. The child concerned will not be isolated from other children, and there is no need for them to be excluded from activities or sessions at the pre-school.

When the child concerned is collected, their parent/carer will be informed in a sensitive manner.

Other parents/carers will be informed as quickly as possible in writing.

Minimum Exclusion Periods for Illness and Disease

DISEASE	PERIOD OF EXCLUSION
Antibiotics prescribed	First 24 hours
Chicken Pox	Spots should be dry and covered by a scab
Conjunctivitis	24 hours or until the eyes have stopped 'weeping'
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea/vomiting
Diphtheria	Exclusion essential. Contact local Public Health Centre for advice.
Gastro-Enteritis, Food Poisoning, Salmonella & Dysentery	48 hours from last episode of diarrhoea or until advised by the doctor.
Glandular Fever	Until certified well
Hand, Foot and Mouth disease	None. Until child feels well.
Hepatitis A	7 days from onset of jaundice & when recovered
Hepatitis B	Until clinically well
High temperature	24 hours
Impetigo	Until the skin has healed
Infective hepatitis	7 days from the onset
Measles	4 days from when the rash first appeared
Meningitis	Until certified well
Mumps	5 days minimum or until the swelling has subsided
Pediculosis (lice)	Until treatment has been given
Pertussis (Whooping cough)	21 days from the onset of illness if no antibiotic treatment or 5 days after starting antibiotic treatment.
Plantar warts (veruccas)	Should be treated and covered
Poliomyelitis	Until certified well
Ringworm	Until treatment has been given
Rubella (German Measles)	4 days from when the rash first appeared
Scabies	Until treatment has been given
Scarlet fever and streptococcal infection of the throat	24 hours after the start of antibiotic treatment

Slapped Cheek (fifth disease)	None (once rash has developed)
Tuberculosis	Until declared free from infection by a doctor
Typhoid fever	Until declared free from infection by a doctor
Warts (including Verrucae)	Exclusion not necessary. Sufferer should keep feet covered.

This list is not necessarily exhaustive, and staff are encouraged to contact local health services if they are in any doubt.

Administering Medication

Wherever possible, children who are prescribed medication should receive their doses at home.

Staff may only administer medication to the child if it is prescribed by a GP, and if the request to do so is from the child's parent or carer and is given in writing at the start of a session, stating frequency and dosage. Parents/carers can make such a request by completing and signing the Administering Medication Form.

Staff may decline such a request from a parent/carers if they are in any way uncomfortable with this. The pre-school may decline a request from parents/carers to administer medication where this involves technical knowledge or training.

The Procedure for Administering Medication at the Pre-School is as Follows:

Medication will never be given without the prior written request of the parent/carers, including frequency, dosage, any potential side effects and any other pertinent information.

A member of staff will be assigned to administer medication for each individual child concerned. They will also be responsible for ensuring that:

prior consent is arranged.

all necessary details are recorded.

that the medication is properly labelled and safely stored during the session.

another member of staff acts as a witness to ensure that the correct dosage is given.

If for any reason a child refuses to take their medication, staff will not attempt to force them to do so against their wishes. If and when such a situation occurs, the Manager and the child's parent/carers will be notified, and the incident recorded in the Medication Record Book.

If there is any change in the type of medication - whether regarding dosage or other changes to the information given on the Administering Medication Form - a new form must be completed.

Full details of all medication administered at the pre-school, along with all Administering Medication Forms, will be recorded and stored in the Medication Record Book.

Sun Protection

The Manager and staff understand the dangers posed to children and themselves by over exposure to the sun.

In hot weather, parents/carers are encouraged to ensure that their children attend pre-school

wearing sunscreen with a minimum 15 protection factor. Children will also be encouraged to wear a hat when playing outside in the sun.

In hot weather, staff will encourage children to drink water frequently. Staff should also ensure that shady areas out of the sun are always available to children when playing outside.

Closing the Centre in an Emergency

In very exceptional circumstances, the pre-school may need to be closed at very short notice due to an unexpected emergency. Such incidents could include:

Serious weather conditions (combined with heating system failure).

Burst water pipes.

Discovery of dangerous structural damage.

Fire or bomb scare/explosion.

Death of a member of staff.

Serious assault on a staff member by the public.

Serious accident or illness.

In such circumstances, the Manager and staff will ensure that all steps are taken to keep both the children and themselves safe. All staff and children will assemble at the pre-arranged venue, where a register will be taken.

Steps will then be taken to inform parents/carers and to take the necessary actions in relation to the cause of the closure. All children will be supervised until they are safely collected.

This policy was adopted at a meeting of the pre-school held on (date) _____

Signed on behalf of the pre-school _____

Signed on behalf of the pre-school _____

To be reviewed: _____