



Illnesses and Injuries Policy

Updated April 2023

It is our policy to provide a healthy and safe environment for staff and children.

At all times our employees will cooperate fully in implementing health and safety initiatives. They will do everything possible to make sure injuries do not occur to themselves or to others.

We expect our employees to take responsible care of their own health and safety at all times.

There is a qualified First Aider on the premises at all times.

A First Aid Box is always available and is stocked according to first aid regulations.

First aiders are in charge for restocking all the First Aid Boxes as necessary.

Accident forms (for children) and an Accident book (for adults) are available which must be filled in if any child or member of staff sustains an injury whilst on our premises or while in our care. Details of how, where, when and to whom the accident happened must be recorded by the member of staff who saw and dealt with the injury. The treatment given must also be recorded in the accident form/book and on MMC- accident/incident/treatment.

High Temperature Policy

Note : the normal body temperature is 36.5 C

Objective: to ensure children in our care are safely monitored throughout the day to prevent high temperatures. If a child shows signs or symptoms of high temperature the following procedures need to be followed:

- Take child's temperature
- Record on a temperature form
- If a child has a temperature of 37.5C or just above, remove additional layers and give cold fluids to try to get the temperature down naturally.
- Monitor for 10 minutes if the temperature has gone down, no further action is needed.
- If the temperature increases the following actions will need to be taken:
 - Check and observe the child's level of energy, colour of skin (turning pale) and overall symptoms.
 - If the temperature is 38.5 C or above, parents will be called to collect their child.



- If the child's temperature is very high at the first acknowledgment, Parents will be asked to collect immediately.
- If a child has convulsions, a medical emergency plan would need to be discussed and agreed with parents and healthcare professionals and kept on premises at all times in a secure cupboard.
- If the temperature increases and the parent/ carer cannot be reached or if the child is obviously very ill, an ambulance will be called and the key person will accompany the child to the hospital.

Medication & Sickness

Some of the childhood illnesses specified by the government are chicken pox, conjunctivitis, cryptosporidiosis, dysentery, gastroenteritis, giardiasis, glandular fever, hand, foot and mouth disease, hepatitis, HIV, meningitis, measles, mumps, streptococcal infections, tuberculosis, whooping cough as well as skin conditions such as head lice, impetigo, ringworm, scabies and verrucae.

We understand that from time to time unexplained rashes may appear with young children which may accompany high temperatures as well as those which do not appear to have any other symptoms, The Nursery staff are not medically trained and therefore should a child develop a rash we may ask that parents make an appointment to see their doctor to seek an expert opinion as soon as possible.

Should the doctor advise the parent that the rash is not serious and it cannot be passed on to other children or adults and that the child is fit and well enough to return to nursery, we will require written proof from the doctor.

This letter must be clearly dated and the name and address of the doctor included.

If the Nursery staff is at all worried that the child's rash may be more serious, or if one or more of the symptoms of meningitis are present, an ambulance will be called immediately. We will make every effort to contact the parents and a member of staff will accompany the child to the local hospital.

Should the child develop a temperature whilst at Nursery, we will do our very best to contact the parents and advise of the child's condition and how they have been throughout the day so far.

If the parents advise us that they have given Calpol or Neurofen prior to bringing the child into Nursery due to them having had a bad night or a temperature, and the child then develops a further temperature during the morning, we may make the decision that the child is not well enough to remain at nursery and call the parents to come to collect them.



If children become unwell with symptoms of coronavirus while in the nursery setting, a fluid resistant face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained.

- If contact with the child is necessary, then disposable aprons and gloves should be worn by the adult.
- Whilst waiting for the child to be collected, the child should be isolated from others in a designated area.
- The area should be thoroughly cleaned after the child has left and windows opened.
- The person responsible for the cleaning should wear appropriate PPE.

Conjunctivitis

Should the Nursery suspect the child has contracted conjunctivitis (red eye), the parents will be asked to collect the child as soon as possible and to get appropriate medication. The child will not be accepted back into nursery without a parent taking measures to treat the condition. Conjunctivitis is extremely contagious and if the spread within a room is evident, it may be necessary to exclude all affected children until they fully recover.

As with any medication for illness, all children are excluded from Nursery for the first 24 hours of a course of treatment.

Sickness and diarrhoea

Diarrhoea. Children may have diarrhoea for many different reasons, the following procedure will need to be followed to prevent a bug in the nursery.

- 1st occurrence will need to be recorded on the nappy/potty chart or the toilet run chat in the comment section.
- On the 2nd occurrence a common childhood illness form must be completed and parents to be contacted.
- On the 3rd occurrence parents will be asked to collect and advised to seek a medical advice.

Sickness. If child becomes sick whilst at nursery the following actions will take affect:

- If the child has more than 1 occurrence, they will need to be collected and parents advised to seek medical advise.
- The child will be observed and given cold fluids and temperature checked.
- If the child's symptoms are lethargic and pale in colour, the parent/ carer will be immediately and asked to collect.
- All equipment and toys will be checked and cleaned to avoid cross infection and where any item has come into contact with bodily fluids, should be cleaned with Milton tablets.



If there is an illness bug in the nursery our main aim is to get clear of this infection as quickly as possible, therefore we ask children to be collected after the first occurrence of sickness or diarrhoea. The child cannot return until there has been 48 hours of the occurrence of vomiting and child is eating normally.

Sickness and medical requirements

The Manager is not allowed to admit onto the premises any child who appears to be suffering from an infectious or contagious illness or disease. Any child who has a sore throat, discharge from the eyes or nose, sickness, diarrhoea or any contagious/infectious illness should be kept at home until a doctor has certified, in writing, that s/he is fully recovered or 48 hours have elapsed since the last outbreak. Please do not bring children who are unwell into the nursery as they will be sent home upon arrival.

Parents/carers are required to inform the nursery where they can be reached in the event of an accident or sudden illness. However, since it may sometimes be impossible to find a parent/carer in emergency, parents/carers are required to provide the Manager with signed permission for her to act in their absence.

If a child becomes seriously ill or injured during his/her attendance at the nursery, the nursery reserves the right to call for emergency assistance and, if necessary, remove him/her to hospital and give permission for emergency treatment to be administered. If we have to take a child to hospital as a result of an illness or accident, we will do our utmost to inform the parents immediately (using the details on the Application Form). It is therefore vital that this information is kept up to date and that parents inform us of their timetable/whereabouts. Please inform the Manager of any changes to these details as soon as possible.

Please inform us as soon as possible if you child will be absent for a period of time due to illness.

Local Authority regulations state that parents/carers are required to give the following information to the Manager: name, address and date of birth of each child; name, home address and place of work with respective telephone numbers of the parents/carers of each child (we ask that a copy of the parent/carers current timetable should be left with the Manager to ensure that contact can be made in an emergency); name, address and telephone number of each child's doctor and the state of immunisation and infectious diseases suffered by each child.

All accidents are reported in an *Accident Report Folder* which is kept in the Nursery Office. Parents/carers will be asked to sign these in the event of their child having an accident at the end of the day the accident occurred.



Medication

If your child has been prescribed a course of antibiotics, we will continue to administer the medicine as we have always done. We ask that children remain at home for the first 24 hours to ensure the medication has had ample time to take effect and the child will feel more like themselves and able to enjoy their day at nursery.

We will not administer any medication which does not come into nursery in its original box together with the information leaflet provided by the manufacturer.

This will alert us to any possible side effects. Your child's name, date of issue and the recommended dosage must also be clearly visible.

Should your child appear to be distressed, unwell or acting out of character without any specific signs or symptoms of illness, we reserve the right to ask you to seek medical advice or keep your child at home until they are fully recovered and fit to be at Nursery.

The Nursery does reserve the right to refuse to give any medication we do not feel comfortable to administer.

We also require you to keep your child at home for 24 hours after any medication has been administered by a doctor. This includes childhood inoculations and holiday vaccinations.

We ask that parents inform us immediately if they have been in contact with communicable diseases in order for us to take proper precautions to protect our children, staff and other parents. With this information we ask that you be especially vigilant about disease which could affect pregnant staff or other parents. The Nursery has an obligation to inform the Department of Health if there is a spread of communicable disease in the Nursery setting.

Storage

All medication for children must have the child's name clearly written on the original container and kept in a closed box, is out of reach of all children and under supervision at all times.

Emergency medication, such as inhalers and epipens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach and under supervision at all times.

Any antibiotics requiring refrigeration must be kept in an area inaccessible to children.

All medications must be in their original containers, legible and not tampered with or they will not be given. All prescriptions must be in their original containers, legible and not tampered with or they will not be given. All prescription medications should have pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication