

Accident, Illness and Emergency Policy and Procedure

Our playgroup 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, we recognise our responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given at the playgroup.

The playgroup has a designated member of staff responsible for First Aid (the leader, deputy and supervisor are all designated first aiders this ensures that there is always a first aider on site at any one time). This person has an up to date First Aid certificate. They are responsible for maintaining the correct contents of all First Aid boxes and administering basic First Aid when necessary and appropriate.

All staff have training in paediatric first aid.

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. The location of the First Aid box, and the names of any other qualified first-aiders, will be clearly displayed around the playgroup's premises. A First Aid box will be taken on all off-site visits or outings. This is the responsibility of the designated First Aider, or where this is not possible, the leader.

Children's medicine is safely and securely stored and regularly checked to ensure it is in date.

In the Event of a Major Accident, Incident or Illness

The playgroup requests that parents/carers complete and sign the Emergency Medical Treatment Form, enabling the leader 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 as this, 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.
- Children's records will be taken to hospital with the child.

- 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 playgroup).
- 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 playgroup and its staff.
- All such accidents or incidents will be recorded in detail and logged in the Incident Record Book or the Accident Record Book or on Family. Parents/carers will be asked to sign in the relevant section of the book/accept the notification through Family to acknowledge the incident or accident and any action taken by the playgroup 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 playgroup's risk assessments, and act accordingly, making suitable adjustments where necessary.

Serious Accident

If a child has either a serious accident (and it is felt unwise to move them) or an incident such as a convulsion or an epileptic seizure:

- One member of staff (trained in First Aid) will stay in the room or playground and attend to the child.
- Another member of staff will gather together the rest of the children quickly and calmly and escort them into the other room or back indoors to join the rest of the group.
- Once they have been left in the care of the other staff, the staff member will return to the scene as soon as possible to see if an ambulance is required and call one immediately if necessary.
- The staff member will then telephone the child's parents and inform them of the situation, before returning to the scene again to reassure the First Aider that help is on the way.
- The person who dealt with the child will be responsible for recording an accident record as soon as the emergency is under control.
- In the event of a serious accident where time is critical a member of staff will call an ambulance immediately.
- In the event of a serious accident occurring in pre-school then Ofsted and other appropriate agencies will be notified within 14 days.

In the Event of a Minor Accident, Incident or Illness

- The designated First Aider will be notified and take responsibility for deciding upon any appropriate action. For all minor accidents the child will be taken to a quiet area where wounds can

be cleaned and dressed, ice compress applied etc. One of the adults should go and take the place of the person dealing with the injured child if the staff ratio has been compromised.

- 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 playgroup's infectious and Communicable Diseases policy will govern the child's return to the playgroup). Parents will be advised to seek medical attention.
- Should a child be diagnosed with a notifiable disease (list on wall of office) then Public Health and Ofsted along with any other appropriate agencies will be informed within 14 days.
- All such accidents and incidents will be recorded in detail and logged in the Incident Record Book or the Accident Record Book/on Family and parents/carers should sign to acknowledge the incident and any action taken.
- The leader and any other relevant staff will consider whether the accident or incident highlighted any actual or potential weaknesses in the playgroup's risk assessments, and make suitable adjustments if necessary.

Medication

- Wherever possible, children who are prescribed medication should receive their doses at home. Although at times it is necessary for medication to be taken during sessions at the playgroup.
- 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 have the right to decline such a request from a parent/carer if they are in any way uncomfortable with this. The Pre-School is likely to decline a request from parents/carers to administer medication where this involves technical knowledge or training. However, the leader may decide to arrange specific training (e.g., epi-pen) for certain conditions

The procedure for administering medication at the playgroup is as follows:

- Prior written consent is arranged on an administering medication form/on Family.
- 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.
- Parents/carers sign in the Medication Record Book/accept the notification through Family to acknowledge that the medication has been 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 Leader and the child's parent/carer will be notified, and the incident recorded in the Medication Record Book. Staff will not administer 'over the counter' medication, only that prescribed by the child's GP.

Where children carry their own medication (asthma pumps or insulin for example), the preschool recommends that staff hold onto the medication until it is required. This is to minimise possible loss of medication and to ensure the safety of other children. Inhalers should always be labelled with the child's name.

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 playgroup, along with all Administering Medication Forms, will be recorded and stored in the Medication Record Book.

Sun Protection

The leader and staff understand the dangers posed to children and themselves by over exposure to the sun. In hot weather, parents/carers are encouraged to provide sunscreen for their children. A store of sun protection will also be kept on the premises. Children will also be encouraged to wear a hat when playing outside in the sun.

When necessary, staff may apply sunscreen to children who cannot do so themselves, where prior permission has been given by the parent/carer. In hot weather, staff will encourage children to drink water frequently. Staff will also ensure that shady areas out of the sun are always available to children when playing outside.

Closing the playgroup in an emergency

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

- Serious weather conditions (combined with heating/lighting system failure).
- Burst water pipes.
- Discovery of dangerous structural damage.
- Fire or bomb scare/explosion.
- Death of a member of staff or child.
- Serious assault on a staff member by the public.
- Serious accident or illness.

In such circumstances, the leader and staff will ensure that all steps are taken to keep both the children and staff safe. All staff and children will assemble at the 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 and Ofsted will be informed. All children will be supervised until they are safely collected.

Infectious and Communicable Diseases

Our preschool is committed to the health and safety of all children and staff who play, learn and work here. As such, the preschool will take necessary steps to prevent the spread of infection. 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. In such cases, the provisions of the Health, Illness and Emergency policy will be implemented.

In accordance with the procedures set out in the Health, Illness and Emergency policy, parents/carers will be notified immediately if their child has become ill and needs to go home. Poorly children will be comforted, kept safe and under close supervision until they are collected. 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 member of staff becomes ill at work, similar restrictions on their return will apply. If a child or member of staff becomes ill outside preschool hours, they should notify the preschool as soon as possible. The minimum exclusion periods outlined in the table below will then come into operation.

If any infectious or communicable disease is detected on the setting's premises, the preschool will inform parents/carers personally in writing as soon as possible. The preschool is committed to sharing as much information as possible about the source of the disease and the steps being taken to remove it. Ofsted will also be informed of any infectious or communicable diseases discovered on the preschool's premises.

Head lice

When a case of head lice is discovered at the preschool, the situation will be handled carefully and safely. 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, including advice and guidance on treating head lice. Staff will check themselves regularly for lice and treat whenever necessary.

Minimum Exclusion Periods for Illness and Disease

DISEASE	PERIOD OF EXCLUSION
Chicken Pox	5 days from when the rash first appeared and all spots are dry and scabbed over
Diarrhoea	48 hours from last episode
Gastro-enteritis, food poisoning	48 hours from last episode
Salmonella and Dysentery	48 hours from last episode or until advised by the doctor

DISEASE	PERIOD OF EXCLUSION
Glandular Fever	None
Hand, Foot and Mouth disease	None
Hepatitis A	7 days from onset of jaundice & when recovered
Hepatitis B, C, HIV	None
High temperature	When recovered
Impetigo	Until the lesions are crusted/healed or 48 hrs after starting antibiotics
Measles	4 days from when the rash first appeared or when well enough
Meningitis	Until certified well
Mumps	5 days after the onset of swelling
Pertussis (Whooping cough)	2 days after starting antibiotic treatment or 21 days from the onset
Poliomyelitis	Until certified well
Ringworm	No exclusion but treatment required
Rubella (German Measles)	4 days from onset of rash
Scabies	Until treatment has been given
Scarlet fever and streptococcal cleared up	24 hrs after starting antibiotics. If no antibiotics when all symptoms have cleared up
Tuberculosis	Until at least 2 weeks after the start of antibiotic treatment (if pulmonary TB) Exclusion not required for non-pulmonary or latent TB infection.
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.

Signed:  Chairperson