



## Health, Illness and Emergency

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**Our Nursery 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.**

### **Illness**

Parents are asked to keep their child at home if they have any infection, and to inform the nursery as to the nature of the infection. This will also enable the Nursery to alert other parents as necessary and to make careful observations of any child who seems unwell.

Parents are asked not to bring any child into the nursery who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.

If the children of nursery staff are unwell, the children will not accompany their parents/carers to work at Nursery.

Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing.

### **Coronavirus**

With the situation on Coronavirus ever changing we would like to reassure you that we continue to carefully monitor the risks associated with the outbreak of the virus to ensure you all remain safe.

As we continue with business as usual, with a few changes to routines in place, please remember to follow some simple rules to assist in preventing any spread of germs:

#### **Do**

- Cover your mouth and nose with a tissue or your sleeve when you cough or sneeze.
- Put used tissues in the bin immediately.
- Wash hands with soap and water often and use hand sanitiser gel if soap and water are not available.
- Keep to 1m+ social distancing rules.
- Try to avoid close contact with people who are unwell.

#### **Don't:**

- Touch your eyes, nose or mouth if your hands are not clean.

### **First Aid**

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

The Nursery has a designated member of staff responsible for First Aid. All staff are first aid trained. They are responsible for maintaining the correct contents of all First Aid boxes and administering basic First Aid when necessary and appropriate.

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

The First Aid box will be accessible at all times and 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. (see [www.hse.gov.uk](http://www.hse.gov.uk) and [www.redcross.org.uk](http://www.redcross.org.uk))

The location of the First Aid box, and the names of any other qualified first-aiders, will be clearly displayed around the Nursery'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 Manager.

### **In the Event of a Major Accident, Incident or Illness**

The Nursery requests that parents/carers complete and sign the Child Information & 'Permissions' Form, enabling the Manager or any member of staff so empowered, to seek emergency medical advice or treatment for their child in the event of a major accident, incident or illness occurring at the Nursery.

In 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 may be called. The parent/carer will also be contacted. A member of staff will accompany the child to the hospital and will take with them the Child Information & 'Permissions Form.
- If the child does not need to go straight to hospital but her/his condition means she/he 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 Nursery's Infectious and Communicable Diseases policy, if appropriate, will govern the child's return to the Nursery).
- 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 Nursery and its staff.
- Parents/carers will be made aware if their child is involved in an incident where a head injury occurs.

- All such accidents or incidents will be recorded in detail and logged in the Incident Record Book or 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 Nursery 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 Nursery's policies or procedures, and act accordingly, making suitable adjustments where necessary.
- Ofsted will be informed about:
  - any significant changes or events.
  - any communicable diseases as defined by the Health Protection Agency.
  - any food poisoning affecting two or more children looked after on the premises or any child having a serious disease on the premises.

#### **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 Nursery, 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 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. All such accidents and incidents will be recorded in detail and logged in the Incident Record Book or the Accident Record Book and parents/carers should sign to acknowledge the record and any action taken.
- 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 Nursery's Infectious and Communicable Diseases policy, if appropriate, will govern the child's return to the Nursery).
- The Committee and staff team should consider whether the accident or incident highlighted any actual or potential weaknesses in the Nursery's policies or procedures, and make suitable adjustments if necessary.

## **Medication**

- In circumstances where the designated First-Aider is absent, the Manager will assume all responsibilities, or nominate an appropriately trained replacement.
- Wherever possible, children who are prescribed medication should receive their doses at home. If it is necessary for medication to be taken during sessions at the Nursery, Parents/carers and staff should discuss such situations at the earliest possible opportunity and decide together on the best course of action.
- Staff may only administer medication to the child if it is prescribed by a GP, and if requested to do so is from the child's parent or carer and is given in writing at the start of a session, stating the child's name, frequency and dosage. Parents/carers can make such a request by completing and signing the Administering Medication Form.
- The Nursery may decline a request, from a parent/carers, until appropriate training has been undertaken, particularly if this involves technical knowledge.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member(s) of staff by a qualified health professional. The training is specific to the individual child concerned.

### **The procedure for administering medication at the Nursery is as follows:**

Medication will never be given without the prior written request of the parent/carers and a written and signed instruction from the child's GP or other health professional, as identified on the pharmacy label. This will identify the frequency, dosage, 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.
- parents/carers sign in the Medication Record Book to acknowledge that the medication has been given.
- Full details of all medication administered at the Nursery, along with all Administering Medication Forms, are recorded and stored in the Medication Record Book.

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.

Staff will not administer 'over the counter' medication, only that prescribed by the child's GP.

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.

With regard to the administration of life saving medication, such as insulin/adrenalin injections or the use of nebulisers, the position will be clarified by reference to the Nursery's insurance company. If specialist knowledge is required, staff involved in administering will receive training from a qualified professional.

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

### **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 provide sunscreen for their children. A store of sun protection should also be kept on the premises. Children will also be encouraged to wear a hat when playing outside in the sun.

When deemed necessary, staff may apply sunscreen to children who cannot do so for themselves, where prior permission has been given by the parent/carer on the Child Information & 'Permissions' Form.

In hot weather, staff will make sure there is a regular supply of water available to children at all times. 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.

Staff will endeavour to apply sun cream to all children after lunch daily between April and September.

During colder weather the parents are asked to provide suitable outdoor clothing. The Nursery has a supply of spare hats and gloves if necessary. Children have limited time outside in freezing conditions.

Our designated first aiders are:

Joanne Horne  
Chelsea Gale  
Emma Wiggins  
Jade Barnard  
Angela King

**Recording Accidents, Incidents and Dangerous Occurrences**

All accidents, incidents and dangerous occurrences will be recorded in either the Incident Record Book or the Accident Record Book on the same day as the event took place. Records will be used to inform or change practice to ensure accidents and incidents in the Nursery are minimised.

Records must contain:

- The time, date and nature of the incident, accident or dangerous occurrence.
- Details of the people involved.
- The type, nature and location of any injury sustained.
- The action taken and by whom.
- The signature of the member of staff who dealt with the event, any witnesses and a countersignature by the parent/carer of the child or children involved.

Staff should inform the parents/carers of the children or children concerned at the end of the session in which the accidents, incidents and dangerous occurrence took place. Where possible, the information will be passed on at the earliest possible opportunity.

Ofsted will be informed of any significant, changes, events, serious accidents, incidents and dangerous occurrences involving a child or member of staff whilst at Nursery.

The Nursery will also report work-related accidents, incidents and dangerous occurrences under the RIDDOR '95 regulations. (see [www.riddor.gov.uk](http://www.riddor.gov.uk))

Signed on behalf of the Management Committee:

..... Chairperson

This policy was updated by the Manager and staff and will be updated annually. Next due to be updated: September 2021.

“Horspath Nursery is committed to safeguarding and promoting the welfare of children, families and staff at all times.”