



## The Wye Nursery Policies and Procedures

### **Illness and injuries policy.**

- Parents/carers are made aware of the need to keep unwell children at home after illness by verbal instruction and by the ***Public Health England guidance on infection control in schools and other childcare settings March 2017*** which is displayed on the parent's notice board. They are made especially aware for the need to keep children who have vomited or had diarrhoea at home for at least 48 hours after the last symptoms of sickness.
- The Wye Nursery reserves the right to refuse admission to a sick child.
- Details of children's medical history and any health conditions are held at the setting. Staff are aware of any health matters affecting the children and these are monitored (e.g. asthma). Written authority must be given by parents/carers for medication to be administered (***See administering medication policy.***)
- Emergency contact numbers are held at the setting so that collection arrangements can be made for children who become unwell during a session. First aid measures will be assessed by a staff member who is first aid trained.
- In the event of a child becoming very unwell or suffering major trauma while at the setting, urgent medical attention may be necessary. If an ambulance is called, the child will be escorted by a member of staff, and the parent/carer (or another named emergency contact) will be notified straight away of the situation.
- The manager/deputy will ensure that adequate cover is maintained in the case of a medical emergency, calling on relief staff (who have been DBS checked) to ensure the safe supervision of all the other children in the group.
- A list of notifiable diseases is attached. Ofsted and the Health Protection Agency will be notified in accordance with RIDDOR.
- Both Ofsted and the Local Authority will be informed of any food poisoning affecting two or more children looked after on the premises or any child having meningitis.
- The Wye Nursery will notify Ofsted, within 14 days, of any serious accident, illness, or injury to, or death of any child whilst in our care and any action taken in respect of it. We will also notify local child protection agencies of any such incident and act on any advice given.
- All accidents, however minor, will be recorded on an accident form (bump and bruises form) together with any first aid or treatment administered. Parents will be asked to read and sign the form as record of their knowledge of the incident.
- The parents/carers of a child who have received a bump to the head are informed straight away via a telephone call from the manager/deputy/room supervisor. In addition to them signing an accident form, they will also sign a "bump to the head" form which contains the relevant signs and symptoms to follow having a head injury.
- Parents/carers are required to let nursery staff know if their child has sustained an injury at home, no matter how small it may be, so this can be written up by the parent/carer on a bump at home form when leaving their child in our care. This ensures that we are not only made aware of any injuries/bruising the child may have but can also escalate this if felt appropriate to comply with our ***child protection policy.***



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- A First Aid box, stocked appropriately for use with children, is kept in the hallway downstairs and in the upstairs kitchen (as labelled) within easy access of adults and out of reach of children.