



Illness and Injuries

EYFS Legal Requirement:

The provider must promote the good health of the children attending the setting (3.44 pg 25)

Every Child Matters Outcome: Be Healthy

This policy applies to

1. Early Years Register (EYR)
2. Childcare Register (CR)

Policy

We are committed to providing children with appropriate first aid and treatment when becoming injured.

The Nursery recognises that it has legal responsibilities and requirements that must be followed in the event of children becoming unwell or injured whilst attending our provision.

All children's parents/carers are asked to sign an Emergency Medical Treatment declaration to be used in the event of the child needing to be treated by trained first aid staff, paramedics or hospital staff in the event of their parent/carer not being contactable.

The Nursery aims for its entire staff team to be paediatric first aid trained. We ensure that at least one qualified first aider is in the Nursery at any one time.

All children who suffer an injury or become unwell whilst attending the Nursery will have the nature of the injury or illness documented to inform the child's parent/carer which they will be asked to sign.

The Nursery is committed to attending to any child with an illness or injury with the appropriate treatment.



If any child suffers from an injury that requires medical attention from a hospital or G.P the person in charge and the qualified first aider will ensure that an ambulance is called and the child is supervised whilst being transported to the hospital until the child's parent/carer arrives.

The Nursery uses the communicable diseases notification and exclusion periods and will ensure that all parents/carers adhere to these exclusion times to provide fairness and consistency and to ensure complete confinement of the illness.

Procedure

First Aid and Qualified People

The Nursery ensures that staff members are trained with approved Paediatric First Aid training.

All Managers within the Nursery are required to hold a valid up to date First Aid Certificate to ensure we have a Person In Charge who is also a qualified first aider.

The Nursery aims to have all staff qualified in pediatric first aid and this is documented on the training matrix in the Nursery office. Copies of certificates are kept in individual staff members files.

In the event of an individual first aider being absent from the Nursery we ensure that we have a number of staff trained in Paediatric First Aid making sure that the Nursery will always have a qualified first aider on the premises at all times.

The Responsibilities of the First Aider are

- To ensure the current First Aid Certificate Information is displayed in the Nursery.
- To respond to any first aid emergencies within the limits of their training.



- To call 999 and inform emergency services in the event of needing medical attention immediately.
- To administer appropriate first aid and CPR until transportation to casualty to obtain further medical care, if necessary.
- If the injury or illness is related to the Nursery they must fill in any relevant documentation and if necessary inform RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) or Ofsted.
- To ensure all first aid supplies needed are available at all times and check them on a regular basis. All items must be checked for the expiry dates.
- To ensure that all accident and injury forms are completed fully and children's parent/carers are informed of the nature of the injury sustained and they must sign to say they have been informed of any injuries or illnesses and any precautions to take following these.
- To ensure the location of all first aid boxes in the rooms.
- Display notices are placed around the Nursery to show the locations of the first aid boxes and fire equipment.
- To list the contents of the first aid boxes.

Minor Injuries/ accidents

Any child suffering from an accident or illness will be assessed by the staff and the qualified first aider. The child will then be treated in the appropriate way. For serious accidents and illnesses the child's parent/carer will be informed and emergency medical treatment will be sought.

Staff have clear procedures for filling in accident/incident forms and ensuring that parents/carers are informed. Parents/carers will be asked to sign the form.

The Nursery Health and Safety Coordinator is responsible for maintaining the accident records. The nursery follows a system where accident forms are collated and a tally is completed to see if there are any patterns of



accidents/incidents. The system means that they can evaluate the setting and the accidents/incidents to see if there is any way of reducing them, or any reasons for concern.

Staff will treat any child in an appropriate way whilst waiting for a first aid trained member of staff to be informed and to intervene. The trained first aider will then decide on the course of action and proceed to treat the child in the best way.

Any child sustaining an accident or injury whilst attending the Nursery will be monitored closely for the rest of the day and observed for any further symptoms.

All children sustaining an accident or injury will have a Nursery accident form completed. For any illness a child illness form will be completed. These forms will be signed by the Manager or Deputy Manager of the Nursery, the member of staff who witnessed the accident or injury or who has dealt with the unwell child and then again by the child's parent/carer. The form will be retained and archived for future reference if needed.

For minor accidents and injuries parents/carers will be informed when arriving at the Nursery to collect their child. For more serious accidents or injuries the Nursery will telephone the child's parent/carer and will inform them of what has happened and that the child's key carer will monitor the child. If the child then deteriorates following the call the Nursery will contact them again and they will be asked to collect the child. In more severe cases the parent/carer will be telephoned and asked to collect the child.

Major Accidents

For major accidents parents are asked to complete an Emergency Medical declaration. This form details the need for parental permission in the event of a child needing any emergency procedure, operation, treatment or administration of anaesthetic that may be necessary. The form is retained in the child's file which is kept in the Manager's office, to be used in the event of the child needing



Emergency Medical treatment and the parent being unobtainable. It will only be used when absolutely necessary and every attempt has been made to contact the child's parent/carer.

For children who have suffered an injury or illness and that has been assessed by the qualified first aider who is unable to provide adequate treatment for, the qualified first aider will provide first aid as far as possible and then ensure that the emergency services are contacted to treat the child as necessary.

At the point that the qualified first aider decides that the emergency services are needed, the Nursery Manager or Person In Charge will immediately contact the child's parent, leaving the first aider to continue to treat the child. The child will be supervised by the first aider and other Nursery staff will ensure that other children are moved away from the area and supervised separately.

The qualified first aider and/or member of the Management team, will accompany the child in the event of having to transport the injured or unwell child in an ambulance. The child's medical consent forms will be taken with the child along with a copy of an accident form, any medication the child has, contact details held for the child and any other medical information on the child that the parent/carer has provided us with.

Staff who have observed, or were involved in dealing with the incident will document the incident on an Incident Record Form which will include information on how the child was medically treated. Staff may be asked to complete witness statements and these will be kept along with any accident/injury form that may have been completed.

In the extremely unlikely event of a child being involved in a serious accident, suffering any serious illness, sustaining of any serious injury or for any deaths that occur to any child whilst in the Nursery's care, Ofsted will be notified as soon as reasonably possible or within 14 days of the incident occurring and the relevant actions taken.



The Nursery will also inform Wigan Local Authority Safeguarding Team of the incident. The Nursery will then act on any advice given by the Team.

Illnesses

For minor illnesses the Nursery will telephone the child's parent/carer and inform them of their child being unwell. If the child has a slight temperature the parent/carer will be contacted and the temperature will be re-checked after 15 minutes. If, after this time, the temperature has not reduced, the parent/carer will be asked to come and collect the child. Whilst waiting for the parent/carer to arrive the child's key carer will strip the child down and sponge their forehead down with lukewarm water, they will also offer the child plenty of fluids. The child's temperature will be reviewed at regular intervals.

Any child showing symptoms of any communicable diseases will be taken away from other children with the child's key carer whilst waiting for the child's parent to arrive. The member of staff will ensure that good hygiene procedures are adhered to and that there is good ventilation in the Nursery.

Any child that has been prescribed antibiotics will not be able to return to the nursery for 24 hours. Should parent/carers require advice before returning their child to Nursery please contact the Manager or Deputy Manager. It is the Nursery's responsibility to notify Ofsted and local child protection agencies of any serious illness and act on the advice given.

Staff members, volunteers or students are asked at induction to provide the Nursery with details of their medical history, doctor's address and telephone number and next of kin details.

Staffing contingencies will be followed in the event of staff needing to leave the Nursery to go with a child to receive medical treatment to ensure that ratio's are not compromised.



If a child has a long term illness the Nursery Manager will discuss this illness with the child's parent/carer and the child's key carer. A risk assessment will be completed for the child and a retaining medication form will be completed which will document the child's requirements and any special arrangements needed. The child's medication will be stored in a fridge or locked cabinet and will be placed in a box that is clearly labelled with the child's name, the correct dosage to administer and the medication expiry date.

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