



St Bede's Childcare Ltd

Illness and Injury Policy

EYFS Legal Requirement:

Providers must ensure there is a first aid box, keep written records of accidents or injuries, and inform parents on the same day or as soon as reasonably practicable. (EYFS 2024, 3.45–3.47)

Policy Statement

St Bede's Childcare is committed to ensuring that all children receive appropriate care and treatment if they become ill or injured while in our care. We aim to respond promptly, safely, and effectively, ensuring children's health, safety, and wellbeing at all times.

This policy works alongside our **Safeguarding and Child Protection Policy**, **Health and Wellbeing Policy**, and **Medication Policy**.

Aims

We aim to:

- Provide prompt and appropriate first aid
- Ensure children's health and safety
- Maintain accurate records of all incidents
- Work in partnership with parents/carers
- Identify and respond to safeguarding concerns

First Aid Provision

- At least one **paediatric first aid trained member of staff** will be present at all times
- First aid kits will be:
 - Fully stocked
 - Easily accessible
 - Regularly checked
- Staff will:
 - Act within the limits of their training
 - Call emergency services when necessary

Recording and Reporting

- All accidents, injuries, and illnesses will be:
 - Recorded accurately



- Shared with parents/carers on the same day
 - Signed by staff and parents
- Records will include:
 - Details of the incident
 - Treatment given
 - Time and date
- Records will be monitored to identify patterns and reduce risk

Minor Injuries and Illness

- Children will be:
 - Assessed by staff
 - Treated appropriately
- Parents/carers will:
 - Be informed at collection, or sooner if needed
- Children will be:
 - Monitored throughout the day

Serious Accidents or Illness

- Emergency services will be contacted immediately where required
- Parents/carers will be contacted without delay
- A member of staff will:
 - Accompany the child to hospital if necessary
 - Take relevant records and contact details
- The child will remain supervised at all times

Safeguarding

- Injuries or illness may indicate a **safeguarding concern**
- All concerns must be reported to the **Designated Safeguarding Lead (DSL)**
- The setting will follow safeguarding procedures at all times

Infection Control

We will:



- Follow good hygiene practices
- Encourage regular handwashing
- Clean and disinfect areas appropriately
- Isolate children where necessary until collected

Illness and Exclusion

- Children who are unwell should not attend the setting
- We follow **NHS/UKHSA guidance** on exclusion periods
- Parents/carers will be contacted to collect children who are too unwell
- Children given antibiotics will be asked to keep their child at home for 24 hours from their first dose to ensure there are no adverse side effects and that the infection is not contagious

Temperature and Comfort

- Children with a temperature of 38 degrees (100.4F) will be:
 - Kept comfortable
 - Given fluids
 - Monitored regularly
- Parents/carers will be contacted for consent to administer Calpol at the specific age-related dose if the concern remains after 15 minutes
- The child will then be frequently monitored, and should the temperature increase again, the parent will be contacted to collect
- Parents are advised to keep the child at home until they have no fever and are not requiring fever reducing medication regularly

Medication

- Medication will be administered in line with the **Medication Policy**
- Written parental consent is required
- All administration will be recorded

Notifying Authorities

The setting will notify:

- **Ofsted** and relevant agencies of serious accidents, injuries, or illnesses **as soon as reasonably practicable**



- **RIDDOR** where applicable

Children with Medical Needs

We will:

- Work with parents/carers to understand medical needs
- Create individual healthcare plans where required
- Carry out risk assessments
- Ensure medication is accessible and staff are trained

Emotional Wellbeing

- Children will be:
 - Comforted and reassured when unwell or injured
 - Supported emotionally as well as physically

Staff Responsibilities

Staff must:

- Follow all procedures
- Report concerns immediately
- Maintain accurate records
- Ensure children's safety at all times

Monitoring and Review

- The Manager will monitor incidents and procedures
- Trends will be reviewed to improve safety
- This policy will be reviewed annually