

Illness & Injury Policy & Procedure

Aim of the Policy

To encourage and promote a healthy and hygienic environment and to minimise the spread of infection for all the children in our care. The policy also contains information about the process followed in the event of an accident occurring in the nursery.

The health and wellbeing of the children, team and visitors to the nursery is of upmost importance. We follow the guidance given to us by Public Health England (PHE), formerly the Heath Protection Agency, in Guidance on Infection Control in Schools and other Child Care Settings and advice from our local health protection unit on exclusion times for specific illnesses to protect other children in the nursery.

Vomiting and/or Diarrhoea

The team will monitor the children for signs and symptoms of communicable diseases and illnesses such as chicken pox, measles, mumps, meningitis, diarrhoea, vomiting and fevers of 101F/38°C or over. If a child appears unwell, temperature will be taken on a regular basis to ensure that prompt action is taken.

Should a child present diarrhoea or vomiting during the day at nursery, their parent will be contacted and requested to collect him/her as soon as possible. The child should not return to nursery for **48 hours** since the last episode of diarrhoea and/or vomiting, providing that they are back to full health (and their stools have returned to normal without the aid of medication to control the situation). The team must be convinced that the child has returned to good health before readmitting them. We recognise that children who are teething frequently have loose stools and in that context we would not expect parents to collect their child. It is important that our team members recognise the different between 'loose stools' and diarrhoea. If a child is to be sent home team must ask the Person in Charge for authorisation.

If an outbreak of sickness and/or diarrhoea-type illness occurs in a room affecting multiple children/practitioners, the exclusion period may be increased at the nursery's discretion until the outbreak is gone.

If, in the opinion of the Muddy Boots team, a child has returned to nursery before the condition has cleared up then parents will be asked to return to collect their child. Parents will then be required to keep their child off for a further 48 hours as PHE recommends.

Other Illnesses

If, in the opinion of the team, a child is ill and requires medical treatment or diagnosis, the parent will be contacted and requested to collect their child as soon as possible.

Children who are absent from nursery due to an infectious disease must be fully recovered before they return to nursery. Public Health England has a guideline poster which can be found around the nursery that provides information to parents such as incubation and exclusion periods for the more common childhood ailments. The poster is displayed on the Parent Notice Board and is available at http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1274087715902.

In instances where children are prescribed antibiotics, our *Medicines Policy* will determine / override the recommended period of absence.

The child's attendance at nursery is the ultimate discretion of Muddy Boots Nursery. On occasion a parent or team member may differ in their view of whether an illness is a trigger for exclusion. Parents can challenge an exclusion decision with the Nursery Manager. The manager's decision on whether a period away from the nursery is required or not required is final.

Should there be an outbreak of food poisoning or any other notifiable disease, the Nursery Manager will notify Ofsted and the Environmental Health Department.

Minor Accident or Illness: Procedure

- The injury is assessed by a team member and first aid given if required.
- An *Accident Form* is completed on the day by a team member. **Please note – an accident form need only be completed if first aid has been administered, if the child is unusually distressed, or if the child has had a bite, sting, head bump or if there is a visible mark or bruise on the child.**
- The child is observed and monitored throughout the rest of the day
- A risk assessment is undertaken, should this be applicable
- In the case of a non-emergency or minor illness, a team member will call the child's parent to advise them of the situation but the parent will not be required to collect the child if they do not wish to, unless it is an infectious disease as described above. If a team member cannot reach a parent, they will leave a message where possible to do so but no further action will be taken to try and contact the parent.
- The parent will be given information regarding the accident/illness on collection of their child and will be requested to read and sign the *Accident Form* if one was required.

Major Accident or suspicion of a Serious Illness: Procedure

- The injury/illness will be assessed by a team member and first aid given if necessary.

Serious Injury/Illness:

- Nursery Leadership/Person in Charge will be notified of the accident/serious illness immediately and a prompt decision will be made as to whether hospital treatment is required. This may include dialling 999 for an ambulance. If you cannot get hold of Nursery Leadership for whatever reason and you feel an ambulance is needed, do not hesitate to call 999.
- The parent will be contacted to inform them of the situation. If the parent is not able to reach the nursery within an appropriate length of time, one senior team member will accompany the child to Accident & Emergency Department, or where applicable an ambulance will be called. The parent will be informed to go directly to the designated hospital.

Life Threatening Injury/Illness:

- If a child is fitting, has lost consciousness, has breathing difficulties, is choking or their condition is potentially life threatening then an ambulance will be called immediately and emergency first aid will be given. This may include administration of an Epipen, CPR, choking prevention techniques or the use of recovery position etc. This should be done by a qualified first aider where possible.
- If an Epipen needs to be administered and you are confident to do so, regardless of your seniority, do not hesitate to administer the Epipen following the instructions of the packaging, as time is of the essence.
- Two team members (one of which is a senior) will accompany the child to the hospital. Parents will be contacted by Nursery Leadership to inform them of the situation and requested to go directly to the hospital.

An *Accident Form* will be completed on the day and the parent will be asked to read and sign. This may not be on collection but should be completed and signed as soon as possible following the accident/illness.

In the case of all serious accidents, the Health and Safety Coordinator should be informed and the relevant Risk Assessments should be reviewed if appropriate, and the accident reported under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Accidents or Illnesses during Outings

Should an accident or illness occur during an outing, our team will follow the same procedure above, liaising with the Nursery Leadership by phone to ensure prompt appropriate action is taken and assistance sought where necessary to maintain the safety of the other children also on the outing if hospital treatment is required.