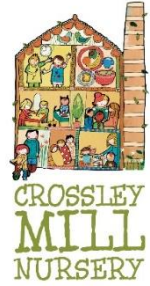


Children's Accident / Illness Policy

Last approved: 2022



Our Policy

Nursery reserves the right to send home or refuse to take any child who is ill, whether their illness is infectious or not. This may happen if the child is so ill that the staff are concerned or the child is so ill that the child needs more individual care than is possible to give at the nursery.

Any child with an infectious illness will be excluded from the nursery. Parents are advised to take their child to their GP. Parents will be asked to notify the nursery to let us know the doctors diagnosis. Certain kinds of infectious illnesses require a child to be excluded from nursery for a minimum number of days. Parents should consult their GP if there is any doubt.

If a child becomes ill whilst at Nursery, a member of staff will phone the parent or other emergency contact on the child's application form and care for him/her until someone comes to collect them. When a child is absent from nursery, for any reason including illness, parents are expected to let us know.

Major Accident/Emergencies

If a child has an accident at Nursery that needs urgent medical attention a member of management team will call an ambulance and then to take the child to the Casualty Department of Halifax Hospital and stay with that child until a parent or carer has arrived. Another member of staff will contact the parent or other emergency contact on the application form. In all cases the first aider will write a report of what happened and action taken. The nursery manager will inform Ofsted as soon as reasonably practicable but in any event within 14 days of the accident happening. The manager will also notify local child protection agencies and RIDDOR of any serious accident or injury.

RIDDOR requirements The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 place a legal requirement upon organisations to report every incident where serious harm is caused. These regulations state -

If any accident or incident results in:

- The person subject to that incident receiving major injuries
or
- That person being unfit for work for over three consecutive days.

The employer must make a report to the Health and Safety Executive

RIDDOR website- www.hse.gov.uk

Minor accidents and incidents

If a child has a minor accident/incident within nursery it is dealt with by a member of staff who holds their paediatric first aid, reported to management and then written up on an accident form. The accident form must be signed by 2 members of staff and then signed by parents/carers on collection. All accidents that have involved a bump to the head should be reported to management/senior promptly so that the child's parent can be informed via telephone/text message system. The report is then to be photo copied so parents can sign and keep a copy on collection along with a head bump slip.

Check list for all major accidents

1. Details of accident / incident
2. Name DOB
3. Location of accident / incident.
4. Timings throughout the accident / incident.
5. How did the accident / incident happen, full details?
6. Who was present?
7. Were ratios correct?
8. Was there a first aider present?
9. Witness statements, do these match or are they inconsistent? Should be true, factual, no coercion.
10. Were any staff affected?
11. Were risk assessment in place?
12. Were accident / incident forms completed fully, compliant with policies and procedures? Are body maps used?
13. How the parents reacted (voice of parent / voice of child). What Next?
14. Can you stop it from happening again, HOW?
15. Do policies need reviewing?
16. Do you need full new risk assessment (including removal of equipment etc.)?
17. Is there anyone at fault?
18. Do you need to follow discipline procedures?
19. Should the LADO be notified?
20. Is there a training need?
21. Evaluation of accident / incident. Is there anything else that could have been don?
22. Consider who you should notify; Gill Holden, (Senior Quality Improvement Officer) Ofsted, Child protection, LADO, Riddor, Environmental Health England.

What accidents to report to Ofsted

Serious injuries, accidents and illnesses

You must tell Ofsted about any of the following:

- anything that requires resuscitation
- admittance to hospital for more than 24 hours
- a broken bone or fracture
- dislocation of any major joint, such as the shoulder, knee, hip or elbow
- any loss of consciousness
- severe breathing difficulties, including asphyxia
- anything leading to hypothermia or heat-induced illness

Minor injuries

You do not need to tell Ofsted about minor injuries, even if treated at a hospital (for less than 24 hours). These include:

- animal and insect bites, such as a bee sting that doesn't cause an allergic reaction
- sprains, strains and bruising, for example if a child sprains their wrist tripping over their shoelaces
- cuts and grazes
- minor burns and scalds
- dislocation of minor joints, such as a finger or toe
- wound infections

Eyes

You must report to Ofsted if a child suffers any loss of sight, whether it is temporary or permanent. You must also tell us about any:

- penetrating injury to the child's eye
- chemical or hot metal burn to the child's eye

Substances and electricity

If a child in your care suffers any injury from, or requires medical treatment for, any of the following situations you must tell Ofsted:

- from absorption of any substance:
 - by inhalation
 - by ingestion
 - through the skin
- from an electric shock or electrical burn
- where there is reason to believe it resulted from exposure to:
 - a harmful substance
 - a biological agent
 - a toxin
 - an infected material