



## **Illness & Injuries Policy**

### **Ethos**

Illness is a part of life, especially with children and especially in a communal environment such as a school. At Norcot Early Years Centre we do everything we can to prevent injuries and minimise the outbreaks of contagious illnesses. If a child should become unwell while attending the Centre, every effort will be made to make the child comfortable. Specific guidance will be followed if anyone has any COVID-19 symptoms.

### **Aims**

- To ensure that occurrences of illness and/or injury have as little impact as possible on the services provided by the Centre
- To ensure that injured/ill children have their needs tended to promptly and with as little distress as possible

### **Responsibilities of Governors**

- To monitor and support the implementation of this policy
- To ensure all users of the centre have the opportunity to access the services with minimal exposure to common illnesses and diseases

### **Responsibilities of Head of Centre**

- To ensure that staff are aware of this policy and implement it consistently
- To ensure that parents are aware of their roles and responsibilities regarding health and safety, and observe the correct procedures to reduce the risks of ill-health to both their own child and to all the other individuals who work at/attend the Centre
- To make the ultimate decision whether to enforce an exclusion period where there may be a query on the infectiousness of symptoms (e.g. if the symptoms may be due to other conditions such as dietary problems/medical issues), especially if the Centre is in the middle of an outbreak of a virus
- To complete investigation reports (RBC online accident forms)/Riddor forms if required
- To keep up to date with changes to infectious diseases and exclusions as according to Guidance on infection control in schools and other childcare settings set by HSC Public Health Agency.

### **Responsibilities of Staff**

- To be familiar with and follow this policy at all times

- To take all reasonable steps to ensure that ill/injured children are in as little distress as possible
- To liaise with parents regarding any symptoms a child has shown that might indicate an infectious illness
- To inform parents about any outbreaks of infectious illnesses
- To fill out an Accident Report Form whenever a child is injured, and ensure that the parent/carer has read and signed the document

### **Responsibilities of Parents**

- To inform the Centre about any symptoms that might indicate an infectious illness and to follow appropriate guidance in accordance to the Public Health Agency on Guidance on infection control in schools and other childcare settings.
- To inform the Centre whenever they decide to keep their child at home due to illness/injury (see Attendance Policy)
- To comply with the Centre's decisions regarding illness and exclusions

### **Criteria for Success**

- Injuries are tended to promptly and with the least amount of distress for the child
- Any outbreaks of illness are contained

### **Associated Policies**

- Health & Safety
- Behaviour Management
- Medication Administration
- Safeguarding
- COVID-19 risk assessment and current guidance/procedures
- Attendance
- Disruption to Staffing
- Ill Health Capability

**Policy Agreed:                      October 2020**  
**Policy to be Reviewed:        Annually, October 2021**

## **Appendix 1--General Procedures**

If a child should become unwell while attending the Centre, every effort will be made to make the child comfortable and the following procedures will be followed:

### **Nursery**

- Every effort will be made to contact firstly the parent and then the person designated as emergency contact (if the parent is unavailable), to ask for the child to be collected
- The child will be looked after and comforted by a member of staff until collection

### **Day Care and Wrap-Around Care**

- If a child falls ill with high temperature the parent/carers will be contacted and permission asked to administer Calpol. If parent/carer is not contactable then Calpol can be administered in an emergency by staff if parent/carer has signed Emergency Calpol Form. The amount of Calpol to be administered will be in accordance to manufacturer age guidelines.
- The temperature is taken again after half an hour of administering Calpol and if no improvement has been made then the parent/carers are contacted to collect their child. If after half an hour the temperature has come down sufficiently then the child can carry on their session in Day Care
- If Calpol has been administered at home before their child's session or the child is being supported by Calpol throughout the day then the parent/carer will be asked to collect the child

### **COVID-19**

- Up to date guidance will be followed for anyone displaying COVID-19 symptoms.

### **Antibiotics – Whole Centre**

- Children will be unable to attend the Centre for the first 24 hours of being on antibiotics.

### **In an Emergency (Whole Centre)**

- In an emergency situation an ambulance will be called and one member of staff will accompany the child. Parents will be contacted and informed of the destination
- In the event of a child being unwell at home, the Centre should be contacted and the exclusion period will be confirmed. If the child has a notifiable disease, staff will report this to the HPA.
- To contact the Centre please use the following numbers:
  - Nursery School--0118 9375577
  - Day Care--0118 9375677

## **Appendix 2--Procedure for dealing with symptoms of vomiting and diarrhoea**

If a child or member of staff should become unwell with vomiting and/or diarrhoea and are due to attend the Centre, they must comply with the Guidance on Infection Control in Schools and other Child Care settings. This guidance is set by the Health Protection Agency.

For the benefit of children and young adults under the age of 16, it is the responsibility of the parent/carer to ensure the guidance is adhered to. For staff, students and volunteers over the age of 16 it is their responsibility to follow the guidance.

In situations where persistent symptoms of vomiting and/or diarrhoea are present it will be assumed that a potential infectious virus is the cause such as Norovirus or Gastroenteritis until verification from a medical practitioner is sought if felt necessary. There will be times when symptoms are NOT contagious or part of a virus due to other medical conditions such as Infant Reflux, teething, medication and intolerance/allergy to certain foods etc.

It is of paramount importance that vomiting or diarrhoea symptoms are contained and managed appropriately to minimise the spread of any possible bug, all the while ensuring the dignity, confidentiality and wellbeing of those concerned is respected.

### **Definition of vomiting**

Vomiting can happen when a baby/young child regurgitates food or liquid violently or with little force. This can be immediately after food or drink or when time has elapsed after food or drink. The vomit has strong acrid smell.

### **Definition of diarrhoea**

This can happen when a baby/young child's stool is loose or has a water-like consistency with strong acrid smell. This can be immediately after food/drink or when time has elapsed after food or drink.

### **Babies and Young Children**

When a baby or young child vomits exclusion will be expected from the first occurrence

It is common for young babies who are still bottle/breast fed to vomit after being fed. It will be at the discretion of the **Day Care Manager/Deputy**/Team Leader to decide the correct course of action. All factors must be considered before making a decision, for example:

- Is the baby well within him/herself?
- Does the baby have an abnormal temperature?
- Does the baby suffer from reflux?
- Is there a virulent bug already present within the Centre?

When a baby/young child is ill with diarrhoea, exclusion will be expected from the third occurrence unless a virulent and obvious infection is present within the Centre, when exclusion will be expected from the first occurrence.

Teething babies will often have loose stools or diarrhoea. It will be at the discretion of the **Day Care Manager/ Deputy**/Team Leader to decide if exclusion should happen after 1<sup>st</sup> or 3<sup>rd</sup> occurrence taking in to consideration other factors e.g. if virulent bug is already present within the Centre, child is showing other signs of illness etc.

The Exclusion Period is 48hrs from the LAST occurrence of vomiting and/or diarrhoea.

If a baby/young child falls ill whilst attending the Centre their parent/carer will be contacted and asked to collect within a 30minute time frame. If parents cannot be contacted or collect within the time frame the emergency contact should be called. The baby/young child will be looked after and comforted by a member of staff until collection.

If a baby/young child falls ill outside of the Centre it is the responsibility of the parent/carer to contact the appropriate member of staff to advise them, stating the time of 1<sup>st</sup> occurrence.

**Staff and Adults who attend the Centre**

If a member of staff should fall ill with vomiting and/or diarrhoea they should not return to work until 24 hours after the last incidence unless the centre has been advised by the Health Protection Agency or another appropriate medical body that there is a longer exclusion period required due to an outbreak of a particular communicable illness.

### Appendix 3--Procedure for dealing with Head Injuries

If a child were to sustain a head injury whilst in the Centre then the following procedures apply.

- Member of staff dealing with injury to gain advice from qualified First-Aider, Head of Centre or **Day Care Manager/Deputy if necessary**
- Qualified First-Aider, Head of Centre, **Day Care Manager/Deputy** to determine severity of injury
- Child to be comforted and injury dealt with appropriately
- Parent to be informed of accident, accident form to be written
- **Parent to be given head bump information leaflet when they collect and sign accident form**

**An accident/incident form **MUST** be completed by staff. Please see Health & Safety Policy Appendix I for procedure in completing an accident/incident form.**

### Appendix 4—Procedure for dealing with accidents

- Member of staff dealing with injury to gain advice from qualified First-Aider, Head or Deputy of Centre or Deputy of Day Care **if necessary**
- Child to be comforted and injury dealt with appropriately.
- Accident/incident form to be completed.
- **Parents to sign accident form at collection**

### Appendix 5—Procedure for dealing with accidents that need medical attention

- Member of staff dealing with injury to gain advice from qualified First-Aider, Head of Centre or Manager of Day Care/Deputy.
- Child to be comforted and injury dealt with appropriately.
- Parents/Carers to be called and asked to take child to seek medical attention/**ambulance called.**
- Accident form to be completed by staff.
- Staff to ask parents to call to give us updates.
- SMT to complete **RBC online** accident investigation form and Riddor form if required.

## NORCOT EARLY YEARS CENTRE

### Accident/Incident Form

**Location: Hillside / Meadowside / Waterside/ LTN/ Other**

<b>Name of child: (in FULL please)</b>		<b>Date of Birth:</b>
<b>Time and date of accident/incident:</b>		
<b>Where did the accident/incident occur (exact please)</b>		
<b>Type of incident:</b>		<b>Cause of incident:</b>
<b>Account of accident/incident and action taken:</b>		
<b><u>Staff Signature:</u></b>		
<b>(Please print name)</b>		
<b><u>Countersignature:</u></b>		
<b>(Please print name)</b>		

#### **Parent/Carer Section**

**I have been informed of the above incident/accident fully and I am satisfied with the explanation**

**Parent/carers signature:**

**Parent/Carer print name:**

**I have signed this to acknowledge that my child has had an accident. If I have any concerns about this injury, I will seek medical attention.**

Please indicate on the body map where the mark appears.

