



<b>Policy Title:</b>	<b>Accident, Illness &amp; Medicine Policy</b>		
<b>Aims:</b> To promote the good health and safety of the children, take necessary steps to prevent the spread of infection, to minimise accidents and to take appropriate action when they are ill and injured.			
<b>Role of Responsibility</b>	Nursery Manager	<b>Current policy owner</b>	Nursery Manager
<b>Date last updated</b>	September 2021	<b>Date due for review</b>	September 2022
<b>Method of evaluation</b>	Review audit		

This policy is a requirement of the EYFS to meet and exceed statutory 'safeguarding and welfare requirements'.

### **Training**

To meet statutory requirements and best practice, all senior staff are required to be trained in paediatric first aid, food hygiene and safeguarding. It is desirable for all other staff to be trained in safeguarding and food hygiene as well as first aid wherever possible. All newly qualified staff must complete first aid training within 3 months of starting. This is to ensure that there is always at least two people on site with the desired levels of training to deal with accidents, illness and safeguarding issues. At least one member of staff on the premises or on an outing with children must be trained in paediatric first aid to the standard required by the EYFS.

All documentation must be recorded in English and all staff must be able to speak English to ensure that other agencies are able to use and understand these documents, to summon emergency help, and to understand instructions such as those for the safety of medicines or food hygiene.

### **Medication**

Non-prescribed medication, eg paracetamol or teething gel, is only administered with prior written agreement from the parents (completed in the Parental Permission to administer medicine plus the all about me and the longer-term medication form), if there is a health reason for it and will be stored at nursery in a locked cabinet.

Medication brought in for a specific day must accompany written permission from the parents via a Parental Permission to administer medicine form (and specific instructions for that day to be added to the left-hand column of the medicine administered form). Up to date guidance can be sourced from [www.ofsted.gov.uk/publications](http://www.ofsted.gov.uk/publications). Please note that all creams are classed as medication for the purposes of clarity.

Medication must be administered or supervised **BY A FIRST AIDER** with a current paediatric first aid certificate. Non-prescribed creams, such as Sudocrem and sun cream, can be administered by any practitioner, once permission is received in writing from a parent.

Prescription medicines must not be administered unless they have been prescribed by a doctor, dentist, nurse or pharmacist. And medicines containing aspirin should only be given if prescribed by a doctor.



Staff will identify why the child requires medicine prior to attending the session, and details recorded, including time and volume of last dosage administered. Medicine will be checked for expiry date and age appropriateness. Parents are requested to sign the medication form at the end of the day, confirming that they are aware of any medication that has been administered, including the time given and dosage (this is not required for off the shelf nappy cream with no administration limitations, but must be confirmed in writing from the parent that they do not wish to sign every day). These key conversations are to ensure that the child is not given a higher dose than is safe or a repeated dose when moving between home and nursery. For medications with a maximum allowed (such as paracetamol) if a time of the last dose at home has not been clarified, a parent must be contacted prior to dose being administered, even if longer-term permission has been given. If a child has been at nursery for the duration of the minimum time allowed between doses, a senior member of staff can use their discretion in giving permission to medicate, should be we unable to contact a parent.

Medication should be administered by a first aider and must be witnessed by another member of staff, who signs the medication form to confirm this. Usually, one of these practitioners will be a senior member of staff.

If the administration of medicines requires specific technical medical knowledge, then individual training should be provided for staff from a qualified health professional prior to administering any such medication.

Parents must inform the nursery of any change in prescriptions for children receiving ongoing medication and complete the Parental Permission to administer medicine form.

Parents who request that cough medicine be administered should be advised that cough medicine does not have proven health benefits. If after this advice a parent still requests for their child to be administered cough suspension, we will meet the parent's wishes and the cough medicine must be treated as a medicine for administration.

### Storage of Medicines

Medicines must be stored in their original container, clearly labelled and inaccessible to children, in strict accordance with product instructions and should include the prescriber's instruction for administration. All medicines will be stored in a lockable cupboard or refrigerator within the nursery kitchen (where required).

### Records

Written records of all medicines administered are kept (including time administered and dosage) and must be completed in English.

There is a comprehensive health record of each child, completed prior to registration, including up to date immunisations, details of illness, allergies and sensitivities.

### **Ongoing Medical Conditions**

Sufficient information should be provided by the parents, or sought from elsewhere, to support children with long-term medical needs, especially if their needs and medications change.

### **Accidents**



There are clearly marked first aid boxes in the nursery plus a small kit for outings and a burns kit for Forest Schools sessions. All kits are regularly monitored and replenished.

The location of all first aid boxes is explained to all new staff and students in induction.

There must be at least one person on duty who has an up to date paediatric first aid certificate which has been secured via a recognised paediatric first aid course, approved by the local authority (and one trained first aider on outings or in Forest Schools sessions). We encourage all staff to complete this training. The names of all first aid trained staff are displayed in the nursery, close to the first aid boxes. At least one person who has a current paediatric first aid certificate must be on the premises at all times while children are present and at least one person on any outing must also hold a current certificate.

All accidents are recorded on an online Accident Record Form. This allows a parent who may seek further medical advice to take the full information with them. If for whatever reason a parental signature has not been secured prior to the child leaving the nursery, the parent should be called to explain the accident and the injury to the child and a signature sought as soon as possible.

If a first aider deems the accident requires medical attention but is not an emergency, parents will be contacted and asked to take their child to a doctor. Ofsted will be informed if this occurs (please see Ofsted notifications online for a list of examples).

In the event of a serious accident or sudden, serious illnesses the following procedure should be followed;

1. Call 999 for an ambulance
2. A Parent/carer to be contacted advising of the accident or illness and arrangement are to be made to meet them.
3. An additional member of staff is to be called into the nursery if required to maintain required ratios
4. One capable member of staff is to accompany the child to hospital and remain with him/her until the parents arrive. That member of staff should take the child's records with them. (the staff member should be a first aider, if possible but in the presence of a paramedic is not absolutely necessary – for example a child may prefer to be attended by their key person)
5. Details must be recorded on an accident form and detailed incident log sheet.
6. The incident will be reported to the Health & Safety Executive, Social Services and Ofsted as soon as practicably possible and no later than 14 days after the incident.

### **Injuries on arrival**

Any injuries or significant bruises existing on arrival at nursery should be explained by the parents. The nature and position of the injury should be noted for records in the chronology if it is of concern.

### **Illness**

Parents are made aware that the nursery will temporarily exclude any child who is ill or infectious. If a child becomes ill at nursery, the parents will be contacted and requested to collect their child as soon as possible.



Children who are considered infectious will be supported by an adult but isolated from other children pending their collection.

Details of incubation periods and exclusion times for illnesses are available from the nursery. It is always advisable that incubation times are checked upon diagnosis from a doctor.

Parents must inform the nursery if they suspect that their child has a contagious illness and when the doctor confirms a contagious illness. To limit the spread of a contagious illness, the nursery expects parents to cooperate by not bringing children to nursery who do have any infectious or contagious illness. Staff will be requested not to attend work, in the same circumstances.

Staff may pass on information of the contagious illness to other parents, at all times respecting the confidentiality of the ill child.

Children who have vomited or had diarrhoea should not attend nursery for 1 clear day after their last episode (eg if their last loose bowel movement is at 2pm on Tuesday, they should not come back to nursery until Thursday). If the cause of the sickness or diarrhoea is identified, please refer to the incubation period of that condition.

If you are unsure whether loose stools are caused by teething, a clear guide is that teething is unlikely to cause more than one dirty nappy with an hour. If your child is teething and does have two or more runny nappies within an hour, please assume that they are contagious and please keep them at home until the stomach upset subsides.

If we have reason to believe that a child is suffering from a notifiable disease identified as such in Public health (Infection Diseases) Regulations 1988 (or subsequent regulations), we must inform Ofsted. We must act on any advice given by the Health Protection Agency and inform Ofsted of any action taken. The Health Protection Agency can be contacted via [www.hpa.org.uk](http://www.hpa.org.uk)

The Nursery Manager is the member of staff responsible for managing the contents of the first aid boxes, checking medicine expiry dates and checking the record sheets for completion.

Yellow Wellies must notify Ofsted of any serious accidents, illnesses or injuries to or death of any child whilst in our care, and of the action taken. Notification must be made as soon as is reasonably practical but must be within 14 days of the event. Yellow Wellies must notify Durham First Contact Team on 0300 026 7979 of any serious accident or injury to or the death of any child whilst in our care and act on any advice given.