

Hartford Infant and Pre School



Pre School Illness and Accident Policy March 2021

Lead person: Mrs Rae Lee
Adopted by Governors: Spring 2021
Reviewed: Every 2 years

Introduction

Whilst we endeavor to do all we can to prevent accidents and injuries occurring at Hartford Infant and Pre School, we realise that with young children it is inevitable that accidents may occur during their natural exploration of the environment. Therefore, this policy outlines what the staff at Hartford Infant and Pre School will do in the event of an accident and our policy regarding minor illnesses which are common in young children.

All areas of Hartford Infant and Pre School and high-risk activities which the children participate in are risk assessed and recorded to ensure measures are put in place to make any risks as low as possible.

Record keeping

Statutory accident records: The First Aider must ensure that readily accessible accident records, written or electronic, are kept for a minimum of three years.

The Head Teacher must ensure that a record is kept of any First Aid treatment given by First Aider [staff are to use a green First Aid Book kept with all First Aid equipment in allocated spaces and once this book is completed return it to the school office for storage].

This should include:

- date, time and place of incident;
- name (and class) of the injured or ill person;
- details of their injury/illness and what First Aid was given;
- summary of what happened to the person immediately afterwards;
- name and signature of First Aider or person dealing with the incident.

Reporting arrangements

The First Aider must keep a record of any reportable injury, disease or dangerous occurrence.

This must include:

- the date and method of reporting;
- the date, time and place of the event;
- personal details of those involved and a brief description of the nature of the event or disease.

This record can be combined with other accident records.

Parents/carers are informed of any significant bumps to the head or where there has been bleeding or the potential of swelling or bruising. Staff who complete records for a First Aid incident must ensure a copy of Linton First Aid slips are given to the School Secretary immediately. An email will be sent to parents/carers via the school office to ensure they are aware of the incident. The person completing the Linton White Slip must tell the class teacher so that they are aware of the incident and can monitor the child especially where a head injury is sustained.

If a parent/carer is unable to be contacted and in the opinion of a senior member of staff it is felt that a child needs further medical attention, we will call 999 for the ambulance service. Where possible two members of staff (including a senior member) should accompany the child and parents will be left a message (where possible) to let them know the action that has been taken. All action will be recorded in the accident folder and signed by a member of staff and parent/carer.

Any staff accident/incident, including the case of staff being injured by a child, will also be recorded in the accident book.

Childhood Illnesses and Ailments

Unfortunately, there are many illnesses and ailments which children may suffer with during their childhood. Many of these are infectious and to keep the other children attending the Pre School safe, we adhere to the recommended guidelines for exclusion of children which can be found at: <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-9-managing-specific-infectious-diseases>

Circumstances under which the child should not be allowed to attend Pre School

The most common illnesses are coughs and colds, which, if the child is happy and well does not have an exclusion period from Pre School*. If a child suffers from sickness or diarrhea, they should not attend Pre School for 24 hours after the **last** bout to avoid infection of other children. If a child is suffering with **both** sickness *and* diarrhea they should not attend Pre School for 48 hours after the last bout to avoid infection of other children.

*If a child has been given Calpol the day on which they are attending Pre School, it would suggest that the child is not well enough to attend their session therefore they are not allowed to attend Pre-School.

Head lice

Head lice can be very common amongst young children and whilst it is not a harmful condition, it can spread between children very quickly as their heads are constantly together while playing. Whilst there is no legal exclusion period for children with head lice, if we see live lice in a child's hair, we will contact the parent/carer to ask for the child to be collected and treated before returning to Pre-School. If we notice headlice eggs in a child's hair we will inform the parent/carer when at the end of the session.

We do recommend that parents 'check' their child's hair regularly to detect any of the small white eggs or lice.

This policy should be read in conjunction with the following policies:

- Administering Medicine
- Supporting Children with a Medical Condition
- First Aid