



Illness and Accidents

At Sprouts Childcare we will deal promptly and effectively with any illnesses or injuries that occur while children are in our care. We take all practical steps to keep staff and children safe from communicable diseases.

All parents or carers must complete the **Medical Form** when their child joins the Club, requesting permission for emergency medical treatment for their child in the event of a serious accident or illness.

We will record any accidents or illnesses, together with any treatment given, on an **Incident Record** or **Accident Record** sheet as appropriate, which the parent or carer will be informed of when they collect the child.

If a child becomes ill whilst at Sprouts, we will immediately notify their parents or carers to come and collect them. Any children who have been ill should not return to the Club until they have fully recovered, or until after the minimum exclusion period has expired (see table at the end of this policy).

First aid

All staff at Sprouts Childcare are First Aid trained. The designated First Aiders have a current first aid certificate and have attended a 12 hour paediatric first aid course, which complies with the requirements of Annex A of the EYFS. First aid training will be renewed every three years. To ensure that there is a qualified first aider present and available at all times when the Club is running, we have more than one designated first aider. We will take into account the number of children and layout of the premises to ensure that first aiders are able to respond quickly to any incident.

The location of the first aid box is clearly displayed at the Club. The Supervisors will regularly check the contents of the first aid box to ensure that they are up to date, appropriate for children and comply with the Health and Safety (First Aid) Regulations 1981.

Procedure for a minor injury or illness

The first aider at the session will decide upon the appropriate action to take if a child becomes ill or suffers a minor injury.

- If a child becomes ill during a session, the parent or carer will be asked to collect the child as soon as possible. The child will be kept comfortable and will be closely supervised while awaiting collection.
- If a child complains of illness which does not impair their overall wellbeing, the child will be monitored for the rest of the session and the parent or carer will be notified when the child is collected.
- If a child suffers a minor injury, first aid will be administered, and the child will be monitored for the remainder of the session. For anything other than a small graze parents will be notified via phone call or text message.

Procedure for a major injury or serious illness

In the event of a child becoming seriously ill or suffering a major injury, the first aider at the session will decide whether the child needs to go straight to hospital or whether it is safe to wait for their parent or carer to arrive.

- If the child needs to go straight to hospital, we will call an ambulance and a member of staff will go to the hospital with the child. The staff member will take the child's **Medical Form** with them and will consent to any necessary treatment (as approved by the parents on the **Medical Form**).
- We will contact the child's parents or carers with all urgency, and if they are unavailable, we will call the other emergency contacts that we have on file for the child.
- After a major incident the manager and staff will review the events and consider whether any changes need to be made to the Club's policies or procedures.
- We will notify Ofsted and child protection agencies in the event of any serious accident or injury to a child in our care as soon as reasonably possible and within 14 days at the latest.
- We will notify HSE under RIDDOR in the case of a death or major injury on the premises (eg broken limb, amputation, dislocation, etc – see the HSE website for a full list of reportable injuries).

COVID – 19

If a child becomes unwell and shows signs of Covid19 you will be asked to collect your child immediately. Whilst we wait for collection your child will be moved to a well ventilated area where they can be appropriately monitored at an appropriate distance from others. On collection you will be asked to follow the government guidelines <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>.

If your child needs the toilet whilst waiting collection we will, where possible use a separate toilet. After use, we will follow our SWP and Risk assessment in disinfecting the area and double bagging the contents immediately, the door will be kept closed and to allow full ventilation.

Staff will wear correct PPE and not be required to go home, unless they start to feel unwell themselves and a test is available. If a positive test is received from the child a message will be sent to the whole bubble and required to stay home in line with the government guidelines.

If a test comes back negative the child will be able to return to the setting, as long as they are well enough.

In line with our Risk Assessment we will:

- Ensure plenty of tissues are available to "Catch it, Bin It, Kill It"
- Regular 20 Seconds on hand washing with soap & Hand sanitiser is available.
- Use posters, recourses, songs and staff training to ensure all know how to wash their hands
- Appropriate social distancing measures are in place.
- Encourage children to not touch their faces.
- Appropriate PPE is available
- Staff training in food prep, hygiene and cleaning

We will keep your child reassured and in a comfortable environment.

Procedure for head injuries

In the event of a child sustaining a head injury, the first aider at the session will assess the severity of the injury and administer first aid.

Minor:

- First aid will be administered.
- A red wrist band will be placed on the child's wrist with a time and date of the incident.
- A phone call/text to the parents will be sent and advised of what has happened, action taken, and they will be monitored.
- Accident form completed and given to the parents at the end of the session.
- If a child suffers a minor injury, first aid will be administered, and the child will be monitored for the remainder of the session for head trauma.

Severe:

- First aid will be administered, and ambulance/parent will be called.
- A red wrist band will be placed on the child's wrist with a time and date of the incident.
- Child will be comforted and monitored by a member of staff whilst waiting for emergency services
- Accident form to be completed
- Report to be written and risk assessment to be carried out after event
- We will notify Ofsted and child protection agencies in the event of any serious accident or injury to a child in our care as soon as reasonably possible and within 14 days at the latest.
- We will notify HSE under RIDDOR in the case of a death or major injury on the premises (eg broken limb, amputation, dislocation, etc – see the HSE website for a full list of reportable injuries).

Communicable diseases and conditions

Although head lice is not an excludable condition, we do as a company have to consider the welfare of other children in the setting, therefore we have the right to send children home until all live lice have gone. If it is an ongoing concern, we will seek advice from outside services. Other parents will be warned to check their own children for head lice, but care will be taken not to identify the child affected.

If an infectious or communicable disease is detected on the Club's premises, we will inform parents and carers as soon as possible.

If there is an incident of food poisoning affecting two or more children looked after at the Club the Manager will inform Ofsted as soon as possible and within 14 days at the latest.

If there is an outbreak of a notifiable disease at the Club, we will inform the local health protection unit, HSE under RIDDOR (if appropriate), and Ofsted.

Useful contacts

Ofsted: 0300 123 1231

RIDDOR Incident Contact Unit: 0845 300 99 23

Minimum exclusion periods for infectious conditions and diseases

Disease/Condition	Exclusion period
Chicken Pox	Until all vesicles (spots) have crusted over
Cold Sores	None. Avoid contact with sores
Conjunctivitis	None
Diphtheria*	Exclusion always necessary, consult local Health Protection Team
Diarrhoea and Vomiting	48 hours after last episode of diarrhoea or vomiting
Glandular Fever	None
Gastro-enteritis, E. Coli, Food Poisoning, Salmonella and Dysentery	48 hours after last episode of diarrhoea – further exclusion may be required for some children
Hand, Foot and Mouth disease	WNone
Hepatitis A*	Until 7 days after onset of jaundice
Hepatitis B* and C*	None
High temperature	24 hours
HIV/AIDS	None
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment
Influenza	Until recovered
Measles*	4 days from onset of rash
Meningitis*	Until recovered
Molluscum Contagiosum	None
Mumps*	5 days from onset of swollen glands
Pediculosis (lice)	None
Pertussis* (Whooping cough)	5 days from commencing antibiotic treatment or 21 days from the onset if antibiotics not given
Ringworm	Exclusion not usually required
Rubella* (German Measles)	4 days from onset of rash
Scabies	Until first treatment has been given
Scarlet fever*	24 hours after starting antibiotic treatment
Slapped Cheek, Fifth Disease	None (once rash has developed)
Threadworms	None
Tonsillitis	None
Tuberculosis*	Consult local Health Protection Team
Typhoid*, Paratyphoid*	48 hours after last episode of diarrhoea – further exclusion may be required for some children
Warts (including Verruca)	None. Verruca sufferers should keep feet covered

* Denotes a notifiable disease.

If in any doubt contact local health services for further information.