

Accident, Illness and Medication Policy

General Information

- As with all areas of our work, we want to work with parents/carers as partners to minimise stress and anxiety when a child is involved in an accident or taken ill while at nursery
- Appropriately qualified first aiders are available at all times while the nursery is open.
- Individual long term care plans such as treatment of allergies, epilepsy or diabetes will be discussed on a one to one basis as part of settling in arrangements, and recorded with details of appropriate action to be taken. This will be signed and dated by staff and parents, and allergy management plans or risk assessment may be drawn up if needed.

Accidents

- Minor accidents which happen at nursery will be dealt with as soon as they happen.
- If it is felt that an injury requires treatment or examination by medical staff, we will try to contact the parent/carer first so they can decide on the course of action.
- In the event of a more serious injury we will contact emergency services and the child will be taken to hospital and parent/carer will be contacted.
- Any accident or injury to a child will be recorded on an Accident in Nursery form and parent/carer will be informed of the injury on the same day.
- The form will include the name of child, time and date, location, description of accidents, injury details and action taken. The injury will be recorded on the body map – marking clearly the place of injury. The record will include the name of the staff member who dealt with it, and details of any witnesses.
- This will be signed by nursery staff and by the parents/carer.
- Parent/carers will be asked to complete a Record of Pre-Existing Injury form for their child if they have had an injury outside the nursery session. This form includes the same detail as above.
- The Incident in Nursery form will be completed to inform parents/carers if their child has caused an accident resulting harm to another child – e.g. child biting or a physical mark.
- We have to report some more serious injuries to Ofsted and the Health and Safety Executive. We will keep you fully informed if this happens.

Monitoring of Accidents

- As part of the ongoing responsibilities to effectively manage nurseries, North Halifax Partnership require that accident patterns are monitored. This means that we can learn from any accidents that happen, and be aware if there is suddenly a peak in accidents at one time of year or in one area of a nursery.

Illness

- If a child shows signs of illness whilst at nursery we will contact their parent/carer and ask for them to come and collect their child as soon as possible.
- In the event of your child being diagnosed as having an infectious disease you must keep him/her at home. We also ask if you could inform us of the nature of the infection so that we can alert other parents, and make careful observations of any child/ren who seem unwell.
- Staff will refer to the relevant North Halifax Partnership Guidance for detailed advice on incubation periods etc. Parents/carers should note that some infectious diseases are 'notifiable' to local authority officers under the Health Protection (Notification) Regulations 2010.
- In the case of sickness/diarrhoea your child will not be allowed into nursery for **48 hours** after the last bout of sickness or diarrhoea.
- We will inform you if head lice has been seen in your child's hair and ask that you take appropriate action. We would ask that the appropriate treatment be administered immediately to prevent the spread of infection.

Administering Medication

While it is not our policy to care for sick children, who should be at home until they are well enough to return to nursery, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness or injury.

If it is necessary for a child to receive medication whilst at nursery the following steps will be followed:

- A discussion with parent/carer about why your child is on medication and how long your child has been taking it.
- Before medication can be administered a parent/carer must sign a medication request form. This form includes:
 - Name of child receiving the medication
 - Name of the medication
 - Date and times the medication should be administered
 - Dosage
 - Last time that the child had the medicine
 - You will be asked to sign this form
- Every time medication is administered, a member of staff will complete:
 - Date and time when medication is administered
 - Dosage
 - Sign to indicate who has administered each dose
 - A staff witness will also sign to indicate date; time and dosage have been checked and witnessed

Which Medicines Will We Administer?

Non-prescribed Medicines

The only non-prescribed medicine we will administer is liquid paracetamol, liquid ibuprofen and teething gel. We will only administer liquid paracetamol or liquid ibuprofen when asked to do so by a parent/carer when there is an acceptable health reason. Parents/carers will be asked to sign a medication form for teething gel and liquid paracetamol/ibuprofen. We are not able to keep paracetamol/ibuprofen products in the first aid box.

We will not administer liquid paracetamol and ibuprofen at the same time, although they will be administered at different times if this has been prescribed by a doctor and if the child is well enough to attend nursery.

Prescribed Medication

If your child has been prescribed medication then as far as is reasonably possible it should be administered at home. For example, medication which is needed three times in a day can be given at home before nursery, when picked up and at bed time. If the prescription is very clear for example saying that medication must be given after meals then after discussion we could administer once a day after lunch.

Parents/carers will be asked to keep your child at home for the first **24 hours** when they have been prescribed antibiotics, ear drops or eye drops. This is to ensure that any allergic reactions to the medication can be detected. Your child will be allowed back into nursery after **24 hours** only if they are well in themselves and no reactions have been detected. However should your child become unwell during the course of the day we will contact you to come and collect them.

- If your child needs ear drops/eye drops please speak to a member of staff regarding administration of this medication as it may require for you to come in to administer.
- Medicine containing aspirin will only be given if they have been prescribed by a doctor.
- Medication will be stored in accordance with the instructions on the label either in the medication cupboard or medication fridge. At all times it will be kept out of reach of children.
- Medication can only be given to the child it is intended for; staff will check this and dates before administering.
- All medication must be in its original packaging or bottle with the original pharmacy label on it. If we do not have all the relevant information, the medication will not be administered.

Please do not leave medication in your child's bag without informing a member of staff as this presents a Health and Safety risk to both your own child and to other children in the nursery.