

13. Illness and Injury (including administration of medicines)

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V6.0	Nov 2022	Reviewed and updated. <ul style="list-style-type: none"> • inclusion of more information on certain illnesses; • hyperlinks checked and updated; • amend PHE to UKHSA • inclusion of Associate Policies & Procedures section as per Safeguarding Audit Section 175/157 	J Dyer & K Coupe	Dropbox.com Website	Nov 2023
V7.0	March 2024	Reviewed and updated <ul style="list-style-type: none"> • Inclusion of more illnesses; • Hyperlinks checked and updated. 	J Dyer	Dropbox Website	March 2026

Statement of intent

North Nibley Pre-school aims to promote the good health of the children in our care. We take steps to prevent the spread of infection and take appropriate action when children are ill.

All level 3 staff have completed a paediatric first aid training course and will ensure that their training is up to date and relevant. We ensure that at least one member of staff with a current first aid training certificate are on the premises or outing at any one time.

First Aid Box

A correctly stocked first aid box is stored in the locked store cupboard everyday out of children's reach and its contents are checked every half term. A record book of all stock is kept within the box alongside an accident report book. A Personal Protective Equipment box (PPE) is kept next to the first aid box.

Permission Form

Before a child starts preschool parents must give written permission for a child to be given Emergency treatment if necessary. The permission form also gives consent to treat minor injuries.

Procedures for children who are sick or infectious.

North Nibley preschool can refuse admittance to children who have a **temperature**, who have **vomited or had diarrhoea within the last 48 hours** or who have infection of any description. Or a child that to staff looks unwell.

- **Impetigo** – children that are suffering with impetigo should not attend preschool <https://www.nhs.uk/conditions/Impetigo/>
- **Chickenpox** – children must stay away from preschool until the spots have crusted over <https://www.nhs.uk/Conditions/Chickenpox/>
- **Measles** – avoid work or school for at least 4 days from when you first developed them measles rash. Try to avoid contact with people who are more vulnerable to the infection, such as young children and pregnant women, while you are ill. <https://www.nhs.uk/conditions/measles/>
- **Head Lice** – a child can attend preschool with headlice, but we respectfully ask that the child is treated with a nit lotion before coming to preschool and then checked regularly after. Parent to make staff aware so that parents can be notified that an outbreak of nits has occurred. <https://www.nhs.uk/conditions/head-lice-and-nits/>
- If a child appears unwell during a session a member of staff will contact the parent or named contact and ask for the child to be collected as soon as possible.
- If a child has a temperature, they will be kept cool by removing the top clothing and sponging their bodies with cool water. The temperature will be taken using the thermometer kept in the first aid box. In extreme cases of emergency an ambulance will be called. The parents or carers will be informed immediately.
- HIV positive children and children that come back to preschool with a fracture that is being treated will have a risk assessment written before they come back to preschool to ensure their safety and prevent any further risks.
- **Hand, foot & mouth** – keep your child off school or nursery while they are feeling unwell. But as soon as they are feeling better, they can come back to the setting. There is no need to wait until all the blisters are healed. Keeping your child away from other children for longer is unlikely to stop the illness spreading. <https://www.nhs.uk/conditions/rashes-babies-and-children>
- **Slapped Cheek** – It is hard to avoid spreading slapped cheek syndrome because most people do not know they have it until they get the rash. You can only spread it to other people before the rash appears. Slapped cheek syndrome is caused by a virus (parvovirus B19). The virus spreads to other people, surfaces, or objects by coughing or sneezing near them. To reduce the risk of spreading the virus, wash hands often with water and soap, use tissues to trap germs when coughing or sneezing and bin used tissues as quickly as possible. Your child does not have to stay off pre-school after the rash appears as long as they are well enough. <https://www.nhs.uk/conditions/rashes-babies-and-children>
- **Threadworms** – You can buy medicine ([mebendazole](#)) for threadworms from pharmacies. This is usually a chewable tablet or liquid you swallow. Treat everyone in your household, even if they do not have symptoms. Tell the pharmacist if you need to treat a child under 2, or if you are pregnant or breastfeeding. Treatment might not be suitable, and you may

need to speak to a GP. If your child has threadworms, there is no need to keep them off Pre-school, but we politely ask that your child is treated prior to them coming to the setting. <https://nhs.uk/conditions/threadworms/>.

- **Conjunctivitis** – Can be treated with medication bought from a pharmacy. Your child's eye may look red, have pus, and feel gritty. Washing hands regularly, sneezing into tissues and placing into bins immediately and not sharing towels/face cloths will help prevent the spread of infection. If your child is suffering with conjunctivitis and are well in themselves, they can still attend preschool. <https://www.nhs.uk/conditions/conjunctivitis>
- Coronavirus – You may be able to look after yourself at home if you have COVID-19 or symptoms of COVID-19.

Try to stay at home and avoid contact with other people if you or your child have symptoms and a high temperature. If your child has mild symptoms such as a runny nose, sore throat, or mild cough, and they feel well enough, they can go to school or childcare. Preschool requests that people are mindful of other people in the community who may have weakened immune systems and politely asks that you think before you send your child in if they have coronavirus.

Administration of medicine at Pre-school

North Nibley Pre-school will only administer medicines both prescription and non-prescription when essential and with the parent's expressed permission. The child's parents will be asked to complete the appropriate form which will give clear instructions about dosage and administration of the medicine and give permission for a member of staff to follow the instructions. The medicine must be taken home at the end of each day.

If possible, the child's parents will administer the medicine before or after pre-school. If not, then the medicine must be stored in its original container and clearly labelled with the child's name, the time that dose must be given and any other instructions. The medicine must be given to the play leader and not left in the child's bag. If possible, the child's parents or relatives should come in and administer.

All medicines will be kept in a cupboard in the kitchen which is out of reach of the children. A book is used to log the name of the child, the time the medicine should be administered and dosage, date and time when medicine is administered, signature of person who was administered dose and the parent/carer must sign the entry at the end of each day to confirm administration of the child's medicine.

Medication that is to be injected intravenously or intramuscularly will not be given by any members of our staff.

Children with special needs may have an extensive list of health information. This will be documented, and appropriate instruction circulated to all staff and volunteers who will be interacting with the child.

Minor accidents or illnesses

Minor injuries needing plasters and basic wound dressings will be administered where appropriate and the parents will be informed when their child is collected. Before the child starts pre-school, we will ask if there are any allergies to any types of dressings.

- If any bodily fluids are spilled, protective clothing must be worn whilst cleaning up.
- The member of staff who witnessed the accident will assess the child and inform the child's keyworker and the playleader.

- The keyworker is to then observe the child after treatment to ensure they settle back into activity well.

Major accidents and illnesses

- Staff must wear PPE whilst treating.
- The playleader or deputy playleader will assess the situation and decide if the child needs to go to hospital via ambulance or can wait for parents/carer to arrive.
- If the child needs to go to hospital immediately the playleader will call an ambulance and then phone the parents and arrange to meet at the hospital. The keyworker will accompany the child in the ambulance. They will take the child's emergency permission forms and any medical history documents.
- If the child can wait to go in the ambulance until the parent/carer arrives the playleader will contact the parent/carer and the keyworker will stay with the child and monitor until parents/carer arrives.
- The parent will then accompany the child after being given a full description of the accident/illness.
- Parents will be asked to keep preschool informed of any developments with the child.

Accident Procedure

In the event of an accident the following procedure should be followed:

- A member of staff is to distract other children away from the incident and reassurance to be given.
- A first aider should assess the situation.
- In a non-serious case, the incident will be dealt with by the first aider on the premises and recorded in the accident book and the parent/carer should be informed.

In serious cases the following procedures should be followed:

1. Wherever possible the person involved should not be moved and basic first aid should be administered.
2. Emergency services will be contacted stating our address and the name of the person calling and informing what has happened and who was involved.
3. At this point the parents or carers will be contacted
4. If away from the main building inform preschool staff in the village hall of the situation and then emergency staff cover if a member of staff must leave the premises.

A notice of this procedure is to be displayed on the notice board in the village Hall.

Accident Book

The accident book is to be completed for all incidents at the preschool, it is kept securely and is accessible in the first aid box for all staff and volunteers. All staff know where the book is kept and how to complete it and it is reviewed half termly to identify any potential or actual hazards and reported back to the committee. After any accident/incident, the parent/carer will always need to sign when they collect their child and will be given a copy.

Reporting Accidents

Ofsted to be informed of significant events and serious childcare incidents, online and within 14 days. [Click here to report online](#)

Ofsted's guidance¹ states that they must be informed if a child:

- dies.
- something significant affecting the child's health.

¹ Two guidance documents: "[Childcare: significant events to notify Ofsted about](#)" and "[Report a serious childcare incident](#)"

- food poisoning affecting two or more children.
- serious illnesses and accidents include;
 - any child that needs resuscitation;
 - admittance to hospital for more than 24 hours.
 - fracture (broken bone).
 - dislocation of any major joint, shoulder, knee, hip or elbow.
 - any loss of consciousness.
 - severe breathing difficulties including asphyxia.
 - anything leading to hypothermia or heat induced illness.
 - loss of sight (temporary or permanent).
 - penetrating injury to eye, chemical or metal burn to eye.
 - absorbs substances via inhalation, ingestion or through the skin.
 - electric shock or electrical burn.
 - harmful exposure to substances, biological agents, toxin and infected material.

Preschool does NOT need to report to Ofsted:

- minor injuries.
- hospital appointments.
- treatments by a GP;
- sprains, strains and bruising.
- cuts and grazes.
- wound infections; or
- animal bites.

Ofsted does not need to be informed if a child has an accident on the preschool's premises, but they were not in the preschools care at the time, for example they had been collected by their parent/carer and leaving.

RIDDOR

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Diseases and Dangerous Occurrences Regulations)

To inform RIDDOR of incidents, the preschool will use online methods (<https://notifications.hse.gov.uk/riddorforms/Injury>)

There is a telephone service should preschool not be able to report online.

All incidents can be reported online but a telephone service is also provided for reporting fatal/specified incidents **only** - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

There is more information for preschool using the following link:

<https://www.hse.gov.uk/riddor/report.htm>

Reporting of Notifiable Diseases

Any child or adult that is diagnosed as suffering from a notifiable disease under the public health regulations 1988, the GP will report to the UK Health Security Agency (UKHSA) (formerly Public Health England). <https://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report>.

Pandemics

During 2020-21 coronavirus (COVID-19) was declared a pandemic

(<https://www.dictionary.com/browse/pandemic>) <https://www.who.int/health-topics/coronavirus>

If another pandemic occurs the preschool will:

- seek immediate advice from UKHSA;
- adhere to all advice given by UKHSA and Early Years Services;
- hold emergency video calls meetings with committee members and staff to discuss the situation.
- refer to the 'Action Plans' put together during 2020-22 Coronavirus pandemic and update accordingly.
- our playleader, setting support officer and chairperson will be responsible for communicating with all parents/carers.
- if the preschool closes due to a pandemic a risk assessment will be written prior to opening.

Preschool will continually throughout the pandemic look for new information via:

- <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- <https://www.hse.gov.uk/coronavirus/index.htm>
- <https://www.gov.uk/coronavirus/education-and-childcare>

Associated Policies and Procedures

- No 4 Safeguarding children and child protection
- No 11 Health and Safety
- No 14 Lost child