



## **ILLNESS AND INJURY POLICY**

### **ILLNESS**

- Parents are asked to keep their children at home if they have any infection, and to inform the school of the nature of the infection so that the school can alert other parents, and make careful observations of any child who seems unwell
- Parents are asked not to bring into the school a child who has been vomiting or had diarrhoea until at least 48hrs has elapsed since the last attack.
- Parents are asked not to bring into the school a child who has had a high temperature until 24 hours after the temperature has returned to normal.
- Parents and staff are informed if there is a case of headlice, illness or other health issue.
- If we have any reason to believe that any child is suffering from a notifiable disease identified as such in the public health (infection disease) regulations 1988, and we will inform Ofsted. We will also act on the advice given by the Health Protection Agency and inform Ofsted of any action taken.
- If the children of school staff are unwell, the children will not accompany their parents/ carers to work in the school.
- Cuts or open sores, whether on adult or child will be covered with sticking plaster or other dressing. Permission is sort from parents when the child first starts school
- All staff must wear protective clothing (disposable aprons and gloves) as good hygiene practice when cleaning any spilled bodily fluids.
- In the case of an accident or illness parents/ carers will be contacted immediately and appropriate action taken. In the unlikely event of the parent/ carer not being available the senior staff member will assume charge and if necessary take the child to hospital along with all the relevant details.



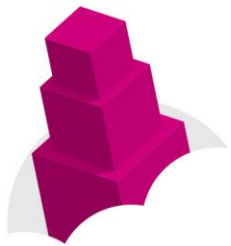


- All parents are asked to sign emergency medical consent forms when their child starts school.
- The first aid box contains appropriate equipment that meets the needs of the children. Lisa Goodbody is responsible for this.

### **Major Accident/illness**

Staff must wear protective clothing (disposable gloves and aprons) at all times.

- 1) The senior member of staff will assess the situation and decide whether the child needs to go to hospital by ambulance or whether the child can wait for the parents/ carers to come.
  - a) If the child needs to go straight to hospital:
    - A member of staff will call the ambulance and parent carers to make arrangements to meet at the hospital
    - The headmistress will accompany the child to the hospital, taking with them the relevant paperwork, permission forms, known allergies and medication forms
  - b) If the child can wait for the parent/carer to come:
    - Gemma Mustoe will contact the parent/carers
    - A trained first aid member of staff will stay with the child and keep them comfortable and monitor them
    - Staff will explain to the parents/carers when they arrive of what has happened and of the symptoms being shown. It will then be for the parents/ carers to seek medical advice.
- 2) A report of the accident should then be recorded in the accident book, which must be signed by the parents/carers



### **Minor accident/illness**

Staff must wear protective clothing at all times.

- 1) A trained first aid member of staff will assess the child and treat the injury
- 2) The child will then resettle back into the session and be observed





- 3) The accident or incident will be recorded in the accident book, and signed by any witnesses and by the parent/carer. Each child has their own page.

### **Medication**

- If a child is prescribed medication the following procedures will be followed:
  - If possible the child's parents will administer medicine. If not, then medication must be clearly labelled with the child's dosage.
  - Written information will be obtained from the parents, and where necessary the child's doctor, giving clear instructions about the dosage, administration of the medication and permission for a member of staff to follow the instructions.
  - All medicines will be kept in a high cupboard in the office
  - A medication book will be available to log in: name of child receiving medication: times that the medication should be administered: date and time when medication is administered: together with the signature of the person who had administered each dose.



We keep a signed recorded copy of all accidents to children, and notify Ofsted of any serious accident, illness, injury or death of any child whilst in our care or adults on the premises.

We will also tell the local child protection agency about any serious accident, injury to, or death of a child in our care and act on any advice given.

Notification is made as soon as is reasonably possible but in any event within 14 days of the incident occurring.

