

## **Accident, Medicine, Sickness Policy and Code of Practice for Health and Hygiene**

### **1. Accident**

All accidents and injuries that happen to children on the premises or if on an organised trip are recorded on a separate page in the Accident and Incident folders that are kept in each area. Accidents or incidents that adults might have whilst on the premises are recorded and kept in a separate folder. Accidents are dealt with by a trained First Aider. Parent/carers are informed of minor injuries when they collect their child and will be asked to sign the accident form detailing the circumstances and actions taken. Injuries to the head are reported to a manager who will contact parent/carer as necessary. We advise that all injuries to the head should be medically checked the same day.

In the event of a serious accident or injury, emergency services would be called and a child would be taken to Whipps Cross Hospital Accident and Emergency. Children would be taken to hospital in an ambulance. In the event of a serious accident or injury requiring the emergency services to be called to the site, the Centre manager will ensure that Ofsted is informed in writing.

### **2. Medicine all same instructions**

All prescribed medicines that are to be given to any child must be accompanied by written instructions, clearly labelled and in its original packaging, with written authorisation by the parent/carer and must be recorded in the Medicine books. Staff will not, under any circumstances, administer medicine without written consent of the parent, without the presence of a witness. Prescribed medication will only be administered orally by staff and the centre does not administer eye drops. If, in the event that your child refuses to take the medication and becomes upset the parent will be called and informed that we have not administered the medication as requested and be noted in the medication book. Named team members have been trained to administer prescribed Epi-pens in the event of an emergency, parent/carers will be contacted and further medical aid sought.

We do recognise that younger children may require non prescribed medication in the event that a temperature occurs and your signed consent can be given for CALPOL or equivalent to be administered during this time to lower temperature. You will be contacted when this happens to inform you of our action and you will be asked to collect your child should the temperature remain high. However, if your child is in need of CALPOL on a daily basis this would indicate that your child is unwell and should not be attending the Nursery. CALPOL or the equivalent will only be administered to children

under two years. If children over the age of two develops a temperature we monitor them, if their temperature continues to rise we will try to reduce their temperature by offering them water, we will call you to inform you and will ask you to collect.

- **If a Doctor has prescribed antibiotics to a child, we presume the child has an infection and therefore should not attend our sites for the first three days of taking the medication.**

All medicines are to be kept as directed in a safe place away from children's reach.

### **3. Sickness**

Children should not attend the Nursery when they are unwell. The Charity does not have the facilities or staffing to properly care for a child who is unwell. It is not only unfair to that child but also to the other children and adults in the Charity. If a child becomes unwell during the day or appears to have any of the infectious diseases, the parent/carer will be contacted and they are expected to come and collect their child **immediately**.

- If a child or team member has sickness or diarrhoea during the day or night, they should not attend the Charity for at least 48 hours after the last incident.
- (This is in line with Health Protection Agency guidelines on Infection Control in Schools and Childcare settings)

A notice will always be displayed if there has been exposure of an infectious disease in the Centre.

### **4. Nuts and food served- (also see food and drink policy)**

- A daily food record is kept of the food consumed by each child at the Nursery. Feedback is given to parents at the end of each day.
- No nuts or nut products will knowingly be used in cooking or allowed in areas used by children or staff on the premises.

### **5. Code of Practice for Hygiene and Infection**

**The aim of this Code is to eliminate opportunities for disease to develop or spread within the Charity and to ensure, as far as possible, a safe environment for all users.**

Appropriate cleaning materials must be used in accordance to manufacturer's instructions.

- Wash up thoroughly in hot water and detergent. Use gloves routinely. Cover all cuts as appropriate.
- Use clean drying up cloths that must be changed each day.

- Use colour coded cloths, mops and buckets for areas as designated. Mop heads to be changed and washed each day.
- Wash hands before and after handling food.
- Wash hands after using the toilet.
- Kitchen staff to change into appropriate light coloured clothing before starting work.
- Only designated staff wearing appropriate work clothing to enter main kitchen area.
- Ensure food is cooked accordingly and temperature probed to ensure thorough cooking.
- Dispose of any leftover food.
- Disposable gloves and apron must be worn and disposed of after each change of soiled clothing or nappies. Disposable nappies should be bagged and placed in the bins provided. Used terry towelling nappies to be kept in lidded bucket and labelled with child's name. Parent to take home at end of session.
- Sanitary items should be sealed in the bags provided and placed in the appropriate bin.
- Disposable gloves and aprons must be worn to clean up any spills of blood, vomit or excrement, which should then be disposed of appropriately. Floors and affected surfaces should be disinfected using bleach diluted according to the manufacturer's instructions.
- Designated exclusion periods to apply following cases of sickness and diarrhoea.
- Wash fabrics contaminated with body fluids using the hot cycle in a washing machine.
- Children to have individual sleep mats/cots and bedding. Sleep mats to be washed with anti-bacterial cleaner at each change of bedding, Bed covers to be changed and washed as appropriate.
- Separate flannels to be used for each child and then washed in washing machine as directed
- Tissue to be available to encourage children to blow and wipe their noses. Ensure soiled tissues are disposed of hygienically.
- Encourage children to cover their mouth when coughing.
- Ensure First Aid boxes are fully stocked.
- Apply dressing to cuts following Accident Medicine and Sickness policy
- Ensure all accidents/incidents are recorded in the appropriate book and parent informed.
- Equipment to be washed and cleaned as per rota.
- Jewellery from body piercing must not be shared

Policy Name	Accident, Medicine, Sickness Policy and Code of Practice for Health and Hygiene
Version Number	V1
This policy was developed by	Governance and Accountability Sub Group
These people were consulted/involved in developing the policy	Training Agency Team Information from Awarding Bodies
This Policy was adopted by	Trustee board Reviewed by Seniors keyworkers
Date	December 2017
Signed	
Name	James Wragg
Role	Chair
Next Review Date	December 2018