



# Illness, accident, or injury policy

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024):  
Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment  
Accident or injury

**3.52** They must have a procedure, which must be discussed with parents and/or carers, for taking appropriate action if children are ill or infectious. This procedure must also cover the necessary steps to prevent the spread of infection.

**3.62** Providers must ensure a first aid box with appropriate items for use on children is always accessible. Providers must keep a written record of accidents or injuries and first aid treatment. Providers must inform parents and/or carers of any accident or injury sustained by the child on the same day as, or as soon as reasonably practicable after, and of any first aid treatment given.

**3.63** Registered providers must notify Ofsted, or the CMA with which a provider of CoDP is registered, of any serious accident, illness, or injury to, or death of, any child while in their care, and of the action taken. This must be done as soon as is reasonably practicable, but in any event, within 14 days of the incident occurring. A registered provider who, without reasonable excuse, does not meet this requirement commits an offence. Providers must notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and must act on any advice from those agencies.

At Little Squirrels we will deal promptly and effectively with any accidents or injuries that occur while children are in our care. We take all practical steps to keep practitioners and children safe from communicable diseases.

All parents or carers must complete the **Registration Form** when their child joins the Nursery, including 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 asked to sign when they collect the child.

Little Squirrels cannot accept children who are ill. If any children are ill when they first arrive at the nursery we will immediately notify their parents or carers to come and collect them. We will not accept children who have been given medication before coming to nursery (with the exception of Piriton) Any children who have been ill should not return to the Nursery until they have fully recovered, or until after the minimum exclusion period has expired (see link below).

[Guidance on infection control in schools poster.pdf](#)

### **First aid**

All practitioners have current first aid certificates and have attended a 12 hour paediatric first aid course. Any newly recruited practitioners are expected to undertake this training within 6 months of appointment to ensure adequate coverage and safety at all times.

Each room plus the outside area have first aid boxes. The manager regularly checks the contents of the first aid boxes to ensure that they are up to date, appropriate for children and comply with the Health and Safety (First Aid) Regulations 1981.

The manager will ensure that a first aid kit is taken on all outings and that at least one member of the team on the outing holds a current paediatric first aid certificate.

### **Procedure for a minor injury or illness**

A first aider 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. If necessary, the child's parent will be asked to collect the child as soon as possible.

### **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 the team will go to the hospital with the child. The team member will take the child's **Registration Form** with them and will consent to any necessary treatment (as approved by the parents on the **Registration 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 the team will review the events and consider whether any changes need to be made to the Nursery'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).

### **Communicable diseases and conditions**

If a case of head lice is found at the Nursery, the child's parents or carers will be discreetly informed when they collect the child. 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 Nursery'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 Nursery 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 Nursery, we will inform the local health protection unit, HSE under RIDDOR (if appropriate), and Ofsted.

### **Useful contacts**

Health Protection Unit: Elgar House, Green Street, Kidderminster, DY10 1JF

Telephone: 0844 225 3560 option 2, option 3

### **Out of hours advice**

For health professionals: To contact a public health professional in an emergency out of hours; in the evenings, at weekends or during bank holidays, please phone: 01384 679 031

Ofsted: 0300 123 4666

RIDDOR Incident Contact Unit: 0845 300 99 23