



## **Illness, Exclusion and Accident Policy and procedure**

### **Illness and Exclusion**

When a child becomes ill, the parents or carer will be contacted and requested to collect the child as soon as possible. I will keep the child comfortable and in a quiet area until they are collected by parent or nominated carer.

**I will contact the emergency numbers and will allow child to go home with emergency contact if parents cannot be notified.**

Parents must notify me if they are aware that their child has a contagious illness. If your child has an infectious or contagious illness I would ask you to inform me either by text message or telephone. I fully understand that children all have minor illnesses that they do not need to be kept at home for but in the following circumstances I must ask that children are kept at home.

**Diarrhoea**

**Vomiting**

**Conjunctivitis**

**Doubtful rash**

**Fever of 38 degrees centigrade or over**

Children suffering from **fever, diarrhoea or vomiting** must not return to the setting until at least **48 hours** have elapsed from the last bout and they are eating normally.

To prevent the spread of **conjunctivitis**, parents will be requested to take their child from the setting to be seen by a Doctor. In cases of **Chicken Pox**, children need to be absent until all the spots have dried and scabbed over, the child can then return to the setting.

Parents will also be contacted if their child develops a **rash or suspected thrush**. This will need to be checked by a **Doctor** whose **advice** should be followed.

Children with infectious illnesses must not attend their sessions and can return when no longer infectious. Parents can check with their GP or Health Visitor if they are not sure if an illness is still infectious. Examples of infectious illnesses include mumps, chicken pox, measles and Conjunctivitis.

If parents/carers are unsure about their child's symptoms and need to stay at home please consult me, their doctor or health visitor. Alternatively advice and information can be found on <http://www.hpa.org.uk/Publications/InfectiousDiseases/InfectionControl/1004GuidanceonInfControlinSchoolsandChildCare/>

I Will you inform parents / carers if any other child or adult in the setting has an infectious disease. Along with if my own child, husband or myself have such. If I can not have your child in my setting due to infectious disease I will aim to try and help with alternative

childcare if possible. If this can not be arranged then I will not charge you for the sessions that your child/children can not attend.

Any serious infections will be reported to the public health authorities. These include

- Food poisoning
- Infectious bloody diarrhoea
- Invasive group A streptococcal disease
- Legionnaires' Disease
- Measles
- Meningococcal septicaemia
- Mumps
- Rubella
- Whooping cough
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I will only give prescribed medicine to your child from the doctor, nurse or pharmacist. This must be in a clearly labelled bottle or box and will need to be signed in and out on a daily basis until course has finished. I will not give paracetamol or ibuprofen by request of parent, If your child needs regular medicine to get them through the day then I would ask that you keep them at home until they are well again.

A first aid box with appropriate content for the number and ages of children being cared will be accessible at all times. Children in my care will be made aware of where it is kept so can fetch it if the need arises.

## **Accidents and Emergencies**

Whilst your child/children are in my care I will endeavor to keep them safe and out of harm. However sometimes accidents happen. These will be dealt with in the following manner. I am qualified first aider and hold a current 12hr paediatric first aid certificate, which will be updated every 3 years. I will administer any first aid needed that I am trained to provide. My current Paediatric First Aid Certificate is available to be seen upon request.

If your child has a minor accident such as a graze or scratch as first aider I would attend to the child and clean and bandage the wound as necessary. This accident will then be entered into the first aid book,

### **For more serious incidents or accidents the following procedure will be followed...**

If I feel it necessary, your child will be taken to the nearest hospital/treatment centre where you will be asked to meet us, or in major accident cases I will call for an ambulance. Once the ambulance has been called I will inform you as soon as possible. Your child's needs will come first.

If a child in my care needs to be taken for emergency treatment the other children in my care will either be taken with me or placed in the care of my emergency carers either Jo Morey, Vicky Perry or Kate Mitchell **In these circumstances parents will need to collect their child/children from either point immediately once contacted.**

All relevant paper work will be filled out and recorded on the accident sheet, which I will ask you to sign.

If an accident were to occur when away from the setting I would treat with travel first aid kit if possible or seek attention and help from surrounding people. My mobile is charged daily and is with me at all times.

I will inform Ofsted and child protection agencies of any serious accident, illness or injury to, or death of, any child in my care, and of the action taken. I will act on any advice given from those agencies. Notification must be made as soon as is reasonably practical, but in any event within 14 days of the incident.

I have a personal emergency plan, which will be used in the case of an emergency such as an accident or fire. Parents will be contacted as soon as possible and **In these circumstances parents will need to collect their child/children immediately once contacted**

If an emergency happens I will check the safety of all the children in my care, I will remove them from the immediate area, they will never be left unattended. Reassurance will be given at all times to children and their safety and well being will be paramount until they are collected by either parents, nominated carer or placed in the care of my emergency carer.

Children in my care will have the chance to rehearse what we would do in a real emergency through role play and stories regularly so in a real emergency they feel more confident about what is happening.

### **Existing Injury**

Any injury that your child has when he/she arrives at my setting may also be logged in a book if I feel it necessary. A brief explanation from you on how the injury occurred and your signature will be required.

I have a duty to inform Ofsted of any serious accident that has happened while the child is in my care and of the action taken? Notification must be made as soon as practicable, but within 14 days of the accident occurring otherwise I would be committing an offence.

I have a duty to inform the local child protection agencies of any serious accident or injury and act on advice given from the agency