

**Accident, Incident and Illness Policy**

The safety of children at Woven Nursery Enterprise Ltd is paramount, and every measure will be taken to ensure they are protected from hurting themselves. However, accidents do happen and the following information details how the incident will be dealt with:

* We will comfort and reassure the injured child while making sure that the other children in our care are safe. This may mean strapping a baby in a buggy or sitting an older child where they can be seen.
* We will assess the extent of their injuries and will carry out any first aid procedures that are necessary and that we have been trained to do.
* In case of an emergency, we will call for medical support/ambulance.
* If for any reason a child needs to be taken to hospital, the other children will be kept in the setting with trained members of staff. If we need to, we will contact additional emergency cover.
* We will contact parents/carers to inform them of the accident and if necessary, ask them to collect their child from the setting or to meet one of us at the hospital.
* After every accident/incident, however minor, we will record it on our learning journal app, and parents/carers will be prompted via the app to acknowledge it.

If the accident requires any medical treatment, we will:

* Inform Ofsted (under Standard 3.51 of the Early Years Foundation Stage (EYFS), about any significant events)
* Inform our insurance company.
* Contact the local authority for additional advice/support.
* Contact the local social care and RIDDOR if required.

It is important that parents/carers keep us informed regarding the child's condition following an accident and if they have sought additional medical advice or care. It is also important this information is shared via email, which will be automatically logged and shared with the whole team.

The premises have been checked and they meet the EYFS Welfare Requirements outlined by the Department for Education. We also regularly review, update and practice safety routines.

**High Temperatures**

* The use of paracetamol-based medicine may not be agreed in all cases. A setting

cannot take bottles of non-prescription medicine from parents to hold on a ‘just in case’ basis unless there is an immediate reason for doing so. Settings do not normally keep such medicine on the premises as they are not allowed to ‘prescribe’. However, given the risks to young children of high temperatures, insurers may allow minor infringement of the regulations as the risk of not administering may be greater. Ofsted is normally in agreement with this.

* In all cases, parents of children within Woven Nursery Enterprise Ltd. must sign to say they agree to the setting administering emergency paracetamol-based medicine in the case of high temperature – 38 degrees or above. Each case of a high temperature will require a phone call for clarification of consent to administer the emergency dose. Parents will also be asked to collect their child during this phone call.
* If a child arrives at the setting and they have had a dose of calpol at home - unless there is prior agreement prescribed by GP after surgery, pain relief etc – parents will need to take their child home to prevent potential cross infection to other children and staff.

**If a child’s temperature reaches 40 degrees or above and isn’t being brought down with the use of infant paracetamol and/or infant ibuprofen, we will be calling 999 for assistance. We will endeavour to call parents/carers immediately after action has been taken, ensuring the child’s care and safety are the main priority.**

**In the case of vomiting and diarrhoea, we will call parents/carers for immediate collection to reduce risk of infection to others.**

If your child has been away from Woven Nursery due to illness, we ask that you err on the side of caution as to when your child should return. It may be that your child seems well whilst at home, however Nursery is a busy place and they may not be well enough to last a full day.

**If your child has had any medication within the 24 hours prior to attending nursery we ask that you let us know via Email or WhatsApp. Our staff can administer further medication if needed. When giving medication, one staff member will draw and administer to the child, whilst another staff member will witness and record it. Medication will always be administered by two members of staff.**

**However Woven Nursery Enterprise Ltd cannot administer medication purchased over the counter or via a pharmacist. All medications need to be prescribed by a GP, given to staff in the original box/packaging with prescription sticker and/or a photo of the prescription note sent via email or WhatsApp if the sticker is not on the original packaging.**

**The following illnesses all carry a mandatory exclusion period. This Exclusion Policy is non-negotiable and is exclusive to Woven Nursery Enterprise Ltd. This is in place to safeguard the wellness of children and staff in our setting.**

* Diarrhoea & vomiting - 48 hours from last episode.
* Chicken pox – 7 days (minimum) exclusion or until all spots have fully scabbed over.
* Hand foot & mouth – 5-day exclusion from onset of spots.
* Measles & German Measles – 4-day exclusion from onset of rash.
* Mumps - 5-day exclusion from the first day of swelling.
* Impetigo - until lesions are crusted and healed or 48 hours after commencing antibiotics.
* Temperature – 24 hours from last spike, if a child comes in with a dose of any medication which masks a temperature, Woven reserve the right to send them home.
* Threadworm - return to Woven after the first dose of medication. This does require a second dose two weeks after the first dose.
* Nits - return to Woven after the first dose of medication. This does require a second dose two weeks after the first dose.
* Scabies - return to Woven after the first dose of medication.
* Whooping Cough - 48 hours after commencement of antibiotics.
* Scarlet Fever - 24 hours after commencement of antibiotics.
* Conjunctivitis – 24 hours after commencement of antibiotics.
* Immunisations - Children are excluded from nursery for 24 hours the day after they have received their immunisations.