

14. Managing Sick Children Policy

Name of Responsible Person: All Staff

Tigers Day Nurseries will do all it can to support children who become sick while attending the setting. Parents are asked to supply a range of contact numbers so they can be contacted quickly should their child fall ill. These records are updated regularly and we rely on parents to make this information available to us.

Staff are trained to recognise signs of illness and to respond accordingly, in full consultation with the Nursery Manager. If a child's condition deteriorates rapidly and gives cause for concern, an ambulance will be called. The parents will be informed and a member of staff will accompany the child to hospital, if permission is given for this on the child's registration form.

Parents are informed whenever an outbreak of infectious illness occurs in the setting. They will be informed of symptoms to look out for in their own child and provided with information on where to seek further help and advice. Staff in the setting follow strict hygiene routines at all times to minimize the spread of infection. Details of exclusion periods for children suffering from the most common illnesses can be found in our **Health and Sickness procedure**.

Information on the symptoms and treatment of common childhood illnesses will be made available to parents, along with guidance on immunization schedules. The Local Health Protection Team and Ofsted will be informed whenever an outbreak of a notifiable disease occurs in the setting.

Procedures

Dealing with Sick Children

Emergency Medical Treatment for Children

*Administration of Medication (see **Administration of medication policy**)*

*Working in Partnership with Parents (see **Partnership with Parents policy**)*

First Aid

Dealing with Sick Children

- Staff will remain calm and relaxed when dealing with ill children.
- Children will receive sympathetic and gentle care.
- Parents/carers will be contacted immediately to inform them of the situation, even if the child doesn't yet need to be collected

- Children suffering from infectious illness will be excluded in accordance with our exclusion policy to protect the rest of the children and adults around them.
- The Management Team will make the final decision as to whether a child should be excluded due to illness.
- While the child is waiting to be collected a member of staff will care for them appropriately and they will be monitored closely.
- Any change in their condition will be noted and the Manager informed.
- When parent/carer arrives to collect their child they will be given detailed information on their child's condition.
- Staff will offer parents advice on what to do next.
- Staff will ensure the parent/carer has everything they need to get the child home safely e.g. towel or bucket if the child has vomited.
- If the parent is alone and the child needs to attend the hospital, a staff member will be made available to accompany them.

Emergency Medical Treatment for Children

- It is our aim to have 100% of our staff team first aid trained to ensure emergency treatment is swift and efficient.
- Any staff member qualified to Level 2 or above will be required to hold a paediatric first aid qualification within 3 months of starting work with the children.
- Any new staff member who does not hold a current paediatric first aid qualification is required to sign a document to declare they will not administer first aid to anyone until they have this qualification.
- In an emergency the most senior member of staff will take control of the incident and direct other staff.
- Emergency services will be called immediately.
- Management Team and parent/carer are informed.
- Staff will be deployed to ensure other children are not in danger and are protected and reassured.
- Senior staff member will assess the child's emergency and decide further action.
- The senior staff member will inform emergency services when they arrive and offer support as required.
- When parent/carer arrives a staff member will support them.
- A member of staff will be made available to accompany the child and parent/carer to the hospital if requested.
- If the injury is not serious enough to call the emergency services, but does require treatment, staff can request parents take their child to the Minor Injuries Unit at

Newbury Hospital/Swindon Great Western Hospital and staff can accompany parents or meet them there as required.

- After the incident an accident form will be completed and if required Ofsted, the Early Years and Childcare Team and RIDDOR informed.

First Aid

- Qualified first aid staff will attend and take control of any incident.
- First aid is updated every three years.
- Staff will need to complete a 12 hour PFA course initially, and if their Manager agrees they can attend a 6 hour refresher rather than the full course next time. They then have to complete a 12 hour PFA course.
- Staff are expected to use personal protective equipment (white disposable aprons and disposable gloves) provided at all times when dealing with incidents in order to protect themselves and others.
- Any child who has specific special needs that staff need to be trained in order to administer treatment to, we will ensure the training is in place before the child starts at the setting.
- Only water is used to clean wounds.
- Foreign bodies can be removed from eyes using an eye wash but if this is ineffective the child must be referred to the Minor Injuries department.
- Bumps to the head must be monitored and staff must keep a close eye on any child who has suffered this type of injury.
- In any case where the injury looks awful and could cause distress to the parent/carer, the Management Team must be informed and they will contact the parent/carer to inform them.
- Any materials used to clean a wound or any bodily fluid must be double bagged and disposed of immediately to the outside bin. Any PPE used must also be disposed of in this way.
- A comprehensive accident form will be completed once the injury has been dealt with and will detail accurate and factual information. This must be signed by the parent/carer on collection of the child.
- Parents/carers may request a copy of this completed form if wished.
- Accident forms are collected by the Health and Safety officer who will complete a report on these each month and decide if a course of action or a review of risk assessment is required.
- Accident reports will also be completed every 3, 6 and 12 months in order for the Health and Safety Officer to have a clear view of issues needing to be addressed. All accident

reports will be uploaded to Atlas by the Health and Safety Officers as they are completed.