23   ACCIDENTS AND EMERGENCY POLICY

Company Name: Tender Years Nursery Ltd
Setting Name: Little Jems Childcare Services
Policy Date: 16th June 2023   Next Review Date: 14th June 2024

It is the nursery policy to encourage and promote good health and hygiene for all the children in our care. This includes monitoring the children for signs and symptoms of communicable diseases such as chickenpox, measles, mumps, rubella, meningitis, hepatitis, diarrhoea, vomiting and fevers of 101°F/38°C or over.

With the welfare of the sick child in mind and in the interests of the remaining children in the nursery, if in the opinion of the staff a child is ill, then the parent/carer will be contacted and requested to collect him/her as soon as possible.

In the case of a child having an allergic reaction at the nursery- staff must immediately implement the child's Care Plan based on Risk Assessment completed at time of admission. Staff must administer any medication or EPI PEN provided by Parents and let them know what had happened and to collect child as soon as possible for further monitoring. Staff should monitor the child until picked up by parents. Our staff must keep all relevant records about what happened before and after the allergic reaction occurred.

The staff of the nursery must be convinced that the child has returned to good health before re-admitting him/her.

In the case of a serious accident or illness occurring then the parent/carer will be contacted immediately along with the child's GP and the appropriate action taken. In the unlikely event of the parent not being available the senior staff member will assume charge and if necessary take the child to hospital along with all relevant details.

The following procedures will be followed in the event of:-

Major Accident

At all times the staff *must* wear protective clothing (disposable aprons and gloves).

The manager will assess the situation and decide whether the child needs to go immediately to hospital or whether the child can wait for the parent/main carer to come.

If the child needs to go straight to hospital an ambulance will be called. Then the parent/main carer will be contacted and arrangements will be made to meet the parent/main carer at the hospital. A member of staff will accompany the child to the hospital, but will not sign for any treatment to be carried out.

If the child can wait for the parent/main carer to come, then the parent/main carer will be contacted and the child will be made as comfortable as possible. A member of staff will stay with the child until the parent/main carer arrives.

It will then be for the parent/main carer to decide whether to go to the hospital or not.

A report of the accident will then be recorded.

It is a requirement to notify Ofsted of this.

Minor Accident

At all times the staff *must* wear protective clothing (disposable aprons and gloves).

The injury is assessed by the staff member and if necessary, the manager is called.

The injury is then treated.

The child is then resettled back into the base room and observed.

The incident is then recorded on an accident form and a copy is given to the parent/carer.

The accident book is checked by a senior member of staff for the area on a regular basis to check for patterns.

In the case of a head injury or bump to the head, the parent/carer will be contacted immediately to be informed. First Aid will be administered by members of staff who are fully qualified in First Aid. Should there be any further concerns staff are able to contact NHS Direct to seek medical advice.

All accidents will be recorded on our Accident Form which will provide the parent/carer with the following information: time of accident, where the accident took place, summary of event, description of treatment given, signature of staff member dealing with the injury, signature of witness. The parent/carer will be required to sign the form on collection of their child.

Completed accident forms are securely stored in the manager's office in a locked cabinet.