



Illness and Injury Policy

Aim

The aim of this policy is to promote the good health of the children in our care, take steps to prevent the spread of infection and to take appropriate action when they are ill.

To prevent the spread of infection by ensuring high standards of personal hygiene and practice are adhered to, particularly hand washing and maintaining a clean environment.

We follow the guidance of the Health Protection Agency.

In line with current legislation, at least one member of staff who has a full and current paediatric first aid (PFA) certificate will be on site at all times. Full PFA training is for a minimum of 12 hours following Early Years Foundation Stage 2025 (EYFS) criteria, course content and the course is completed in full every three years. West Byfleet Nursery currently has 10 staff members qualified to this level.

Illness

All staff members/volunteers will monitor children for signs of being unwell and will look for symptoms of communicable diseases such as mumps, measles, chicken pox, rubella, hepatitis, meningitis, vomiting and/or diarrhoea and fevers.

If a staff member is concerned that a child may have a fever, then the child's temperature will be taken and recorded at regular intervals.

If a child has a temperature of 38 degrees C or above, then we will contact the parent/carer to inform them and we will request that the child is collected at their earliest possible convenience. If we are unable to contact the parent or carer, we will contact the next named person on the admission form. If a parent or carer cannot be contacted, the child's temperature will continue to be taken and recorded at regular intervals. If the child's temperature rises to 40 degrees C and a parent or carer still cannot be contacted, medical help will be called. A senior member of staff will escort the child to hospital if this is deemed necessary and we are unable to contact the parent or carer. (See Accident and Incident Policy – Serious Accident, for procedure).

Children sent home with high temperatures must be kept at home until their temperature has been normal, without the administration of medicine, for a minimum of **24 hours**.

If a child vomits or has an episode of diarrhoea at the nursery, we will contact the parent or carer and request that the child is collected as soon as possible. If we are unable to contact the parent or carer, we will contact the next named person on the admission form. A member of staff will comfort the child, away from the other children, whilst waiting for them to be collected.

All children will be kept away from any area affected until it has been thoroughly cleaned. Staff will wear protective clothing such as disposable aprons and gloves when they are required to clean any spilled bodily fluids.

Any child or member of staff who has experienced diarrhoea and/or vomiting must not return to the nursery for **48 hours** after the last episode of vomiting and/or diarrhoea.

If your child has chickenpox, please inform us, and keep them at home for a minimum of **five days** or until they are no longer infectious, which is when the last blister has burst and crusted over.

If your child has conjunctivitis, please keep them at home for **24 hours** after commencing treatment.

All children prescribed antibiotics must be kept at home for a minimum of **48 hours** following commencing treatment.

The aim of these exclusion periods is to minimise the risk of spread of infection to other children and staff.

If West Byfleet Nursery has reason to believe that a child is suffering from a notifiable disease as identified in the public health (infection diseases) regulations 1988, then we will inform Ofsted. We will also inform the Local Health Protection Unit (HPU) and follow any advice given.

A list of notifiable diseases is displayed for all staff, volunteers, parents, and carers to refer to (this also contains advice regarding the recommended period a child should be kept away from the nursery).

Ofsted will be informed if food poisoning has affected two or more children attending the nursery. We will also inform Ofsted if any child has meningitis or there is an outbreak on the premises of any notifiable disease.

West Byfleet Nursery will send out an email to parents to inform them of any infectious diseases at the nursery whilst maintaining confidentiality of the child and family who are experiencing the illness.

In the case of a child suffering a serious illness that requires emergency medical treatment, a senior member of staff will escort the child to hospital if this is deemed necessary and we are unable to contact the parent or carer.

We require consent for emergency medical treatment prior to the child attending the nursery. Children who do not have parental consent for emergency medical treatment will be unable to attend the nursery.

Should parents notify the setting that their child has a potentially communicable condition which has no exclusion period, all medical advice will be adhered to whilst maintaining the family's confidentiality.

Bodily fluid spillages, including blood, will be dealt with wearing protective gloves and aprons. The contaminated area is immediately cleaned thoroughly with antibacterial products. All resulting waste is hygienically wrapped and placed in a secure hazardous waste bin, which is emptied regularly by a specialist contractor.

If a member of staff feels unable to attend work due to an illness, they should contact the Managers Nicky Welland or Ruth Claydon, at the earliest opportunity but no later than 7.30 am on the day that they are due to work. The member of staff should inform the managers when they will be returning to work at the earliest opportunity. If a staff member is suffering from a notifiable disease, then the nursery will follow the guidance of the Health Protection Agency.

Accidents

Where an accident occurs on nursery premises, we will ensure that the necessary steps are taken to deal with the accident while maintaining the safety of all children in our care.

Procedure for Dealing with an Illness or Accident

All illnesses and accidents on the premises are recorded on either West Byfleet Nursery's Illness or Accident Form. Accident forms are kept in the classrooms and Illness forms are available from the office.

These forms record the following information:

Details of the child

The time, the date and the nature of the illness or injury

The type and location of the injury, for example indoors or outdoors

The action taken at the time, including reassurance to the child and any necessary first aid treatment and any further action taken later such as informing the parents by telephone and by whom.

The circumstances and the names of any adults involved including a witness and signatures of the staff members where relevant.

Parents will be informed and asked to sign the form on collection of their child.

If a child sustains a head injury whilst attending the nursery, the necessary first aid steps will be taken, and the parents of the child will be contacted by phone to inform them of the accident.

Any relevant advice, such as monitoring the child for signs of drowsiness and / or vomiting will be given and recorded.

If a child reports an accident that has not been observed by a member of staff, then an Accident Form must still be completed, and the staff member must detail the nature of the injury and write 'self- reported by the child'.

If a child has had an accident but no obvious injury is observed, this will still be documented, and parents must still be informed as above.

If a child arrives with a pre-existing injury this will be detailed on a body map, signed by a member of staff and parent/carer.

Completed forms are kept securely to ensure confidentiality. These are reviewed on a regular basis to monitor patterns in occurrence.

Major Illness or Serious Accidents

In the event that any child, staff member, volunteer, parent or visitor develops a major illness or sustains a serious injury requiring medical attention whilst on the Nursery premises the following procedure will occur:

The Managers, Ruth Claydon or Nicky Welland, will assess the illness or injury and will act decisively and quickly to ensure the safety and wellbeing of the children and other persons present is maintained.

If it is deemed necessary, the person in charge will initially call for medical help and the parents will be informed.

The person in charge will ensure the continued safety and wellbeing of all other children present by ensuring the necessary staff deployment. Where possible additional staff will be called upon to provide support.

The ill or injured party will be kept as comfortable as possible until medical help arrives.

Should the person need to be taken to hospital, a senior member of staff will accompany that person, taking all relevant paperwork with them, and stay until such time as the parents or next of kin arrive.

The Managers will ensure that all details of the illness or injury are recorded and that any follow up action, such as phone calls to the parents are also detailed.

Ofsted will be notified in writing of any serious illness or injury as soon as is reasonable but in any event within 14 days of the incident occurring.

The local authority will also be informed of any serious illness, injury or death of a child or adult, by completion of a Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) form and any advice received will be acted upon.

Parents are required to consent to emergency medical treatment prior to their child attending the nursery. Children who do not have parental consent for emergency medical treatment will be unable to attend the nursery.

We will endeavour to respect parents/carer's wishes whilst ensuring the safety and wellbeing of the child.

Our first aid kits:

comply with BSI 8599-1 2011.

are regularly checked by a designated member of staff and re-stocked, as necessary.

are easily accessible to adults.

are kept out of the reach of children.

all staff and volunteers are made aware of the location of first aid kits.

Serious accident records will be reviewed annually to identify any patterns or trends of recurring injuries. Risk assessments and resulting actions will be carried out by the Management Team.

Signed: Ruth Claydon

Date: 17th July 2025

Review Date: July 2026