



Sick child policy

- **Policy statement**

- We at Downside children's Pre- school feel that children only enjoy learning at their session with us if they feel well in themselves.
- Any child that has had sickness or diarrhoea will not be allowed to attend the Pre-school until 48 hours after the last occurrence, and the child is eating normally.
- Parents are asked to keep their children at home if they have any infection, and to inform the Pre-school as to the nature of the infection so that the Pre-school can alert other parents, and make careful observations of any child who seems unwell.
- Cuts or open sores, whether on adults or children, will be covered up with sticking plaster or other dressing (See First Aid Procedure).
- If a child is on prescribed medication then the Medication Policy will be followed (See Medication Policy).
- The Pre-School will follow current Government advice during epidemic and/or pandemic illness, and will make such advice available to parents.
- At least one member of staff on duty will be First Aid trained.
- A fully stocked First Aid Box is available in the main hall and also in the kitchen. A smaller first aid kit is also available for outings.
- If an accident occurs that requires medical attention, the manager/deputy will fill out an accident report form and forward it to OFSTED within 14 days, as well as recording the accident in the accident book. If the accident results in a major injury or dangerous occurrence the manager/deputy will immediately inform the Food Standards Agency and Public Health Team by telephone and then submit a written report within ten days as well as immediately notifying local child protection agencies of any serious accident or injury to, or the death of, any child whilst in their care and act on any advice given.
- All accidents will be recorded and reported in accordance with the requirements of the Reporting of Injuries Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR)

- All staff are required to be aware of the above statements. It is the responsibility of the manager/deputy to ensure the existence of the accident book, the training of the staff and the carrying out of regulations.
- The accident and incident books are located in the main room. Any accidents or injuries sustained by the child whilst in the care of the providers are reported to the parents. This also includes details of any first aid treatment that was given.
- **Procedures**
- If a child falls sick or ill in any way, or complains of pain, aches or sores whilst in the care of Downside Children's pre-school the following actions will be taken.
- If a child is complaining of aches and pains the staff will offer the child a drink of water and talk to them to see how serious the problem is. The staff member will then take the child into a quiet corner for five minutes to see if the problem can be dealt with on site.
- If the child is still uncomfortable after a period of approximately 10 minutes, their parent/carer will be called and alerted of the problem.
- If the child is not collected the staff will do all they can to make the child comfortable until the parent/carer arrives or until it is time to go home.
- However, if a child is physically sick, has diarrhoea or temperature whilst in the care of Downside children's Pre-school the following steps will be taken.
- One staff member will clean up any spillages or waste, using plastic gloves and dispose of them correctly, while a named First Aider is informed of the incident.
- Parent/carers will be informed immediately and requested to collect child as soon as possible. If parents/carers are not available staff will contact child's emergency number to see if they are available.
- The sick child's temperature will be checked to ensure that they have no fever. If temperature is too high all known techniques will be used to cool child down i.e. tepid sponging, fewer clothes, cool drinks etc. until parent/carer arrives.
- All incidents must be recorded in the incident book, which is located in the main hall on the table by the cupboard door, and witnessed and signed by staff and parents/carers.

This policy was adopted at a meeting of Downside Children's Pre-school held

on _____

Signed on behalf of Downside Pre-school

by: _____
