# **Marsden Pre-School Playgroup and Toddlers**

**Policies and Procedures**

**ACCIDENT/ILLNESS POLICY**

It is the policy of this playgroup to keep up to date, emergency information for every child, which includes the following:

1. Parent contact or emergency telephone number if available.
2. Name and telephone number of family doctor.
3. Injections and vaccinations received.
4. Any known allergies.
5. Any serious injuries or illnesses.

If your child has a contagious illness, they should be kept at home until advised by their doctor. If a child becomes sick during the session and has to be sent home, then the child should be kept at home for at least 48 hours to prevent re-infection. Please refer to our Childhood Illness Policy.

PROCEDURE

In the event that a child becomes ill or injured, every effort will be made to contact the child’s parent/carer as soon as possible. However, if the illness or injury is severe an ambulance will be summoned immediately and parent contacted. Playgroup supervisors are not insured to transport ill/injured children in their own vehicle. Two of the staff have paediatric level 3 first aid certificates.

No medication shall be given to the child, unless the child has a known medical history (i.e. allergic reaction) and medication form is up to date and completed. All medication forms are kept in the medical records file.

Staff are trained in procedures and disposable gloves and aprons should be worn when cleaning wounds or dealing with a sick child. Any mess will be cleaned up and disposed of immediately.

An Accident Book is kept with the First Aid box and any accident should be recorded, no matter how slight. Particulars should be recorded as soon as the accident is dealt with, while details are still clearly remembered.

Details that should be recorded are:

1. Full name of casualty.
2. Date, time and place of accident.
3. Circumstances in which it occurred.
4. Nature of injuries.
5. Treatment given and medical aid sought.
6. Names of witnesses and persons dealing with the accident.

Parents/Carers must be informed of any injury to their child and be asked to sign the accident report. The bottom copy of the report is given to the parents/carers; the top copy is retained by playgroup. If a wraparound child is injured and they are not going to be collected directly from playgroup, Playgroup staff will ring up the parents and to make them aware. Lunch Club staff and Nursery staff will also be informed of any injuries sustained at Playgroup.

We have a legal responsibility to inform Child protection agencies and Ofsted will be informed in writing when any serious injury or accident occurs in our care.

The accident book will be inspected each half term by the designated supervisor, and a summary written. This will help to pinpoint any hazards and help to prevent any further accidents of the same nature. Any area of concern identified will lead to a review of procedures.

Accident books will be kept for three years in line with legal requirements.

Playgroup should ensure that any animals brought into playgroup are safe to be proximity of the children and do not pose a health risk. We will check children’s allergies.

***Reviewed November 2016***

***Next Review November 2017***