



London Borough of Waltham Forest

Draft

Illness and injury procedure

Early Years, Childcare & Business Development Service

London Borough of Waltham Forest (LBWF) Early Years, Childcare & Business Development Service have written this document to help you write an illness and injury policy for your setting. This document is for reference only and you must adapt it to reflect the service your setting offers. To download guidance on other policies and procedures go to <https://thehub.walthamforest.gov.uk/>

Whenever we say parents in this document we mean parents and carers and whenever we say child we mean children and young people aged 0 to 19 years old (up to 25 years old for young people with Special Educational Needs and Disabilities (SEND)).

At least one person who has a current paediatric first aid certificate must be on your premises at all times when children are present. There must be at least one person on outings who has a current paediatric first aid certificate. You should think about having more than one member of the team qualified in case of illness or leave.

First aid training must:

- cover the course content as for St John Ambulance or Red Cross **paediatric** first aid training
- be renewed every three years.

You can choose which organisation you wish to provide the training (in line with above) however it should be nationally approved and accredited.

You must take into account the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly. St John's Ambulance website have a useful online tool to assess the levels of first aiders required on site (includes First Aid at Work). Go to: <http://www.sja.org.uk/sja/training-courses/requirements-calculators/calculator.aspx>

You could also refer to HSE guidance at: www.hse.gov.uk/firstaid/approved-training.htm

To find out if you need to have one or more members of staff with a First Aid at Work (FAW) qualification, visit the St John's Ambulance website at <http://www.sja.org.uk> and search for 'First aid requirements calculator'.

Aim

Do you promote the good health of the children in your care, take steps to prevent the spread of infection and take appropriate action when they are ill?

Points to consider

- When encouraging and promoting good health and hygiene in your setting, how will you check the children for signs and symptoms of infectious diseases such as chickenpox, measles, mumps, rubella, meningitis, hepatitis, diarrhoea, vomiting and fevers of over 101°F/38°C?
- If a child becomes ill, how will you contact their parents?
- What procedures are in place for infection control? Who is responsible for ensuring additional cleaning takes place in the case of an outbreak? The public health document <https://thehub.walthamforest.gov.uk/news/winter-readiness-information-schools> highlights good practice procedures and has useful posters and templates.
- How long must parents wait before their child returns to the setting following an illness? See Public Health England guidance

<https://www.gov.uk/government/publications/infection-control-in-schools-poster>

- How long must staff wait before returning to the setting following an illness?
- How will you let other parents and staff know about any infectious diseases that a child at your setting may have? Remember confidentiality.
- Do you let other parents know there may be a case of head lice, illness or any other health issues at the setting? How do you do this? Remember confidentiality.
- How do you tell staff about any of the above?
- If you have reason to believe that any child is suffering from a notifiable disease identified as such in the public health (infectious diseases) regulations 1988, you should tell Ofsted. You should act on any advice given by the Health Protection Agency and tell Ofsted about any action taken. To find a list of notifiable diseases go <https://www.gov.uk/notifiable-diseases-and-causative-organisms-how-to-report#list-of-notifiable-diseases> You should also inform the Waltham Forest Public Health Team.
- the contact details can be found in the useful contacts section.
- You need to think about the effects of HIV (Human Immunodeficiency Virus) within your setting? Consider staff, children and parents. Remember confidentiality.
- Remember that staff must wear protective clothing (disposable aprons and gloves). When so they do this? Who is responsible for checking and replenishing supplies? Where is protective clothing stored? Where is the protective disposed?
- Remember that staff must follow good hygiene practices concerning the clearing of any spilled bodily fluids. How are items used to clean up bodily fluids disposed of in a safe and hygienic manner?
- Do staff check, encourage and supervise hand washing in all children and young people?
- If there is an outbreak of illness are visitors made aware? Are they encouraged to wash hands/use alcohol gel when entering and leaving the setting?
- What activities do you do to promote the good health of children and young people attending your setting?
- In the case of an accident or illness you need to contact the parent immediately and take appropriate action. In the unlikely event of the parent not being available, the senior staff member must assume charge and if necessary go with the child in the ambulance to hospital taking along all relevant paperwork. You may wish to list the paperwork you may need.
- Have parents been asked for their permission for you to seek any emergency medical advice or treatment for their child?
- Does your first aid box contain appropriate equipment that meets the needs of the children? Who makes sure this is full and that everything is in date? How often is it checked?

Please note that staff should not take children to hospital in their own vehicles.

This is an example of the procedure to following in the case of a major or minor accident or incident. You may want to add or change some points.

Procedure for major accident or illness

Staff must wear protective clothing (disposable aprons and gloves) at all times.

1. Who will assess the situation and decide whether the child needs to go to hospital by ambulance or whether the child can wait for the parent to come?

a) If the child needs to go straight to hospital:

- Who will call an ambulance? Do all staff know the address and postcode of your setting, if not is this easily accessible?
- Who will call the parent to make arrangements to meet at the hospital?

- Who will go with the child to the hospital? Remember to take copies of any relevant paperwork: permission forms, care plans, known allergies, medication forms.

b) If the child can wait for the parent to come:

- Who will contact the parent?
- Is there an area set aside for sick children?
- Who will stay with the child to monitor them and make sure they are comfortable?
- Staff should explain to the parent when they arrive, what has happened and/or the symptoms being shown. It will then be for the parent to seek medical advice. Remember to get the parent to sign your documentation.

2. You should record a report of the accident. Where do you do this and who does it?

If a member of staff finds a child that is not breathing, what procedure should they follow? You may want to display a simple CPR flowchart in the key areas you use.

Procedure minor accident or illness

Staff must wear protective clothing (disposable aprons and gloves) at all times.

1. Who assesses the child and who do they tell?
2. Who treats the injury?
3. Is the child then resettled back into an activity? Who observes them?

4. Where do you record the accident or incident? Who does this? Where is this stored? (If you have slips that go into the child's tray for example, add something about that here). Remember that the parent must sign this document.

- Who do you pass this information onto? This may be a manager or supervisor.
- How do you monitor each accident or incident and each child? This may be used to highlight concerns with a certain child or a piece of equipment that may not be age appropriate.

Animals

All animals have potential health and safety risks.

Points to consider:

- Are animals free of disease and are they vaccinated as they should be?
- What are the most appropriate feeding and cleaning arrangements?
- The accessibility of feeding bowls and litter trays.
- Where will you prepare the animals' food and water?
- How will children be supervised when handling the animals?
- How will you tell parents that animals are on the premises?
- Religious beliefs, allergies or anxiety related to animals.

You must keep a signed record of all accidents that happen to children, and tell Ofsted about any serious accident, illness, injury or death of a child while they are in your care or of an adult on your premises. See the accident and incident procedure guidance document for more information.

You must also tell Waltham Forest Council's local authority child protection designated officer (LADO) about any serious accident, injury to, or death of a child whilst in your care by calling 0300 200 1006. You must also act on any advice given

You must also tell the Waltham Forest Multi-Agency Safeguarding hub (MASH) about any incidents which results in the death of a child whilst in your care:

Phone number: 0208 496 2310

Email: MASHrequests@walthamforest.gov.uk

You must tell Ofsted, Council's LADO and the referral hub about any incidents as soon as is reasonably possible and always within 14 days of the incident occurring.

Useful contacts, resources and websites

- Health and Safety Executive <http://www.hse.gov.uk>
- <https://thehub.walthamforest.gov.uk/policy/early-years/health-and-safety-1>
- Public Health England guidance including incubation periods
<https://www.gov.uk/government/publications/infection-control-in-schools-poster>
- Waltham Forest Public Health Team
Town Hall,
Forest Road,
Walthamstow, London
E17 4JF
0208 496 4626
- <https://thehub.walthamforest.gov.uk/news/winter-readiness-information-schools>
Contains useful resources such as posters and checklists for norovirus and influenza
- See the accident and incident procedure guidance document for more information.