

WYNCLIFFE CHILDCARE

Accident, Illness and emergency policy.

Policy Statement

WC will notify CIW and any local child protection agencies of any events and serious accidents, illness, injury or death of any child whilst in the care of WC. Notification will be made as soon as possible but in any event within 14 days of the incident occurring.

There will always be a duty manager with a current paediatric first aid certificate on the premises at all times when children are present and a first aid box with appropriate content to meet the children's and adults needs. All staff are first aid trained, with the exception of the apprentice.

First Aid box is kept by the front door between both rooms.

WC will keep a record of all accidents and first aid treatments and inform parents/carers of any accidents, incidents or injuries sustained by the child whilst in the care of WC.

Procedure

It is the responsibility T JAMES to-

- Ensure written parental permission for known emergency back up people, to hold the parents contact details to be used in emergency. Parental Contracts and Registration forms are to be completed by all parents.
- When a Fire drill is carried out that full responsibility is taken to remove the children from the situation as calmly and quickly as possible. (See Fire/gas drill/procedure). This is displayed on the board by the desk.
- When encouraging and promoting good health and hygiene WC will monitor the children for signs and symptoms of communicable diseases such as chickenpox, measles, mumps, rubella, meningitis, hepatitis, diarrhoea, vomiting and fevers of over 38 degrees centigrade.
- I will notify the parents/carers by telephone as soon as possible, emergency numbers will only be used in a case of being unable to get hold of any parent/carers.
- With the children and staff, if there is a case of sickness or diarrhoea, we require 48 hours until you can return to the setting this is to stop the spread of infection to others.

Illness Procedure

- A email will be sent to all parents to inform other parents/carers of any infectious diseases that have been reported to me, no personal details will be given out on this information. Only facts, symptoms and advice will be written for people to see. Confidentiality will be kept at all times
- If any child in our care, and who are known to have suffered with an infectious illness or disease, I will inform all parents maintaining confidentiality at all times.
- If WC has reason to believe that a child may be suffering from a notifiable disease as such in the public health regulations 1988, We will inform CIW and will act on any advice given by the Health Protection Agency and inform CIW of action taken
- WC are to wear protective clothing provided to ensure the safety of children/carer's and stop the spread of any infections (HIV, hepatitis) ie-Gloves , Aprons etc.
- Ensure to use all appropriate cleaning equipment when cleaning up any bodily fluids, all are clearly labelled i.e.-clothes, buckets, mops and sprays) in the bathrooms and must be disposed of in the correct bins and areas.
- In the case of an accident or illness the parents/carers will be contacted as soon as possible and appropriate action will be taken. In the unlikely event of the parents/carers not being available we will assume charge and if necessary take the child to the hospital along with all relevant details. See emergency procedure.
- If any child is found not to be breathing, all First Aid Steps will be performed by a fully qualified first aider, no person who is not fully qualified is able to perform any First Aid Procedures on any child or person at WC.

Minor Accident/Incident

- Any accident/illness will be assessed by the DUTY MANAGER who is present at the time of the accident/illness and will be recorded and signed by the parents on the same day.
- The duty manager, the first Aider will treat the child, after the child is treated they will be monitored and it will be discussed with the parent. If the child is well enough to be resettled back in to activities then parents will be informed at pick up. When the child leaves the setting all the information and advice will be passed on to the child's parents/carers.
- When an accident/incident happens they are to be reported and written up on the relevant form, located in the health and safety folder. The parents/carers will sign these forms to ensure all information has been passed over. These files are to be kept in the locked filing cabinet in the main cupboard.
- When a head injury happens an accident form is to be completed and given to each parent/carer. A phone call will be made to parents, depending on severity of injury.
- A risk assessment is done every 6 months on these files, to ensure we can monitor and highlight any concerns we may have on any child or equipment we have in the setting.
- Details of existing injuries are kept in a book in the filing cabinet.

- We review accident/incident books regularly to identify any trends in recurring causes of injury.
- The duty manager will decide if a child needs hospital treatment; when a child needs hospital care she will make the phone call to the emergency services and provide them with all the information they have about the child and situation.
- The duty manager is to notify the parents/carers as soon as possible and make arrangements to meet with them at the hospital.

This policy was adopted by – T JAMES

Date – OCT 2020

Date to be reviewed:- OCT 2021

Signature-

Name of signatory:- Teresa James

Role of signatory:- REGISTERED PERSON

Emergency Procedure

In the event of medical emergency the following procedure will be carried out.

- Myself as the appointed first aider will take appropriate action.
- Emergency services will be called as and when necessary.
- Fire/gas Drill if needed. (see fire drill)
- The parents/next of kin will be informed to collect the child and take to hospital if required.
- The remaining children in the setting will be removed from the situation as best as possible. Kept in a safe area in the house within watching distance of myself.
- A risk assessment or review will be put in place if necessary as a result of the emergency.

Signed-

Date-

Date to be reviewed :- July 2020

Role of Signatory- Registered person