

## **ACCIDENT, INCIDENT AND MEDICINE POLICY**

### **General Info**

- As with all areas of our work, we want to work with parents/carers as partners to minimise stress and anxiety when a child is involved in an accident or taken ill while at nursery
- Appropriately qualified first aiders are available at all times while the nursery is open.
- Individual long-term care plans such as treatment of allergies, epilepsy or diabetes will be discussed on a one-to-one basis as part of settling in arrangements and recorded with details of appropriate action to be taken. This will be signed and dated by staff and parents, and allergy management plans or risk assessment may be drawn up if needed.

### **Accidents**

- If it is felt that an injury requires treatment or examination by a medical professional, staff will contact management and the parent/carer first so they can decide on the course of action. This includes cases such as having a fall, whereby child is unable bear weight, holding a limb or continues to show distress.
- Minor accidents which happen at nursery will be dealt with as soon as they happen.
- In the event of a more serious injury we will contact emergency services and the child will be taken to hospital and parent/carer will be contacted.
- Any accident or injury to a child will be recorded on an Accident form and parent/carer will be informed of the injury on the same day.
  - The form will include the name of child, time and date, location, description of accidents, injury details including body map and action taken. The record will include the name of the staff member who dealt with it, and details of any witnesses.
- This will be a digital signature by the parents/carer.
  - Parent/carers will be asked acknowledge via app any record of pre-existing injury for their child if they have had an injury outside the nursery session. This form includes the same detail as above.
- The Incident in Nursery form will be completed to inform parents/carers if their child has caused an accident resulting harm to another child – e.g. child biting or a physical mark.
  - We must report some more serious injuries to social services. We will keep you fully informed if this happens.



### **Illness**

- If a child shows signs of illness whilst at nursery, we will contact their parent/carer follow our infection control policy.
- In the event of your child being diagnosed as having an infectious disease you must keep him/her at home. We also ask if you could inform us of the nature of the infection so that we can alert other parents and make careful observations of any child/ren who seem unwell.
- Staff will refer to the relevant Guidance for detailed advice on incubation periods etc.
- In the case of sickness/diarrhoea your child will not be allowed into nursery for 48 hours after the last bout of sickness or diarrhoea.
- We will inform you if head lice have been reported to the nursery by another parent. We would ask that the appropriate treatment be administrated immediately to prevent the spread of infection.

### **Administering Medication**

#### **STATEMENT OF INTENT**

#### **Primrose Hill believes that:**

- Children, staff and parents should not come into the unit if they are unwell, or have a contagious illness
- Children, staff and parents who are well, but require medication to be administered are welcome to attend Primrose Hill as normal
- It is important that parents complete on their child's enrolment form about illness or allergies the child may suffer from or any regular medicine the child takes
- Should this change parents must notify the manager immediately

While it is not our policy to care for sick children, who should be at home until they are well enough to return to nursery, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness or injury. If it is necessary for a child to receive medication whilst at nursery the following steps will be followed:

- A discussion with parent/carer about why your child is on medication and how long your child has been taking it.



- Before medication can be administered a parent/carer must sign a medication request form. This form includes: - Name of child receiving the medication - Name of the medication - Date and times the medication should be administered - Dosage - Last time that the child had the medicine - You will be asked to sign this form
- Every time medication is administered; a member of staff will complete: - Date and time when medication is administered - Dosage - Sign to indicate who has administered each dose - A staff witness will also sign to indicate date; time and dosage have been checked and witnessed
- The supervisor (or someone appointed by them) will always witness the administration of medication
- Administration of medication forms must be signed by the parents which will be retained for Primrose Hill's records
- All medication will be stored out of reach, any medication which must be refrigerated will be kept in the fridge which is out of reach from children
- We will only administer calpol and nurofen where we have received consent to do so on the child's enrolment form and will follow instructions from the manufacturer about dosage in accordance with the child's weight or age
- We would only ever administer piriton in case of an allergic reaction following telephone consent from a parent or guardian. We would require the parent to complete a medication form for this when collecting their child
- Medication is normally administered using a measuring spoon or syringe
- This policy links closely with the infection control policy
- Any medicines unused will be returned to parents for disposal