

# Meppershall Pre-school

## Unwell Child Policy & Procedure

### Statement of intent

This pre-school believes that the health and safety of children is of paramount importance. We make our pre-school a safe and healthy place for children, parents, staff and volunteers.

### Aim

We aim to offer the highest level of care, and take appropriate steps to prevent the spread of infection. We want to ensure each child receives the correct first aid treatment, and all are kept safe and reassured at all times. We will carry out dispensing of any medication with prior written permission of the parents/carers.

### Method

At least one member of staff with a current first aid training certificate (relevant to infants and young children) is on the premises or on an outing at any one time. Our first aid kit is easily accessible to adults but out of reach of children.

- If a child becomes unwell take them to a quiet and comfortable area if appropriate.
- Call for a first aider, or deal with the situation if a first aider.
- Treat them according to their symptoms and first aid training, calling for further medical assistance such as an ambulance if needed.
- Ensure that the child is reassured and deal with the situation calmly and sensitively, explaining to them what you are doing.
- If necessary take their temperature with the thermometer in the first aid kit – if their temperature is 38 Degrees Centigrade or above inform the parent/carer so that their child can be collected.
- Calpol may be given but only with **prior written consent**, when there is a health reason to do so.
- If the child has diarrhoea or vomiting or evidence of an infectious disease inform the parent/carer so that they can be collected.
- The exclusion period for sickness and/or diarrhoea is 48 hours after the last attack.
- If dealing with bodily fluids the first aider and any other adult who comes into contact with them must wear disposable gloves.
- The sick bucket and blanket is kept in the back room of the setting during pre-school.
- If the child requires medication that has been provided by their parent/carer such as an asthma inhaler or antihistamine, we only use according to written instructions provided by parent/carer. If there is no response to their medication ensure further medical assistance is sought according to the situation and symptoms.

### Hygiene

- If there are bodily fluid spillages ensure these are cleaned wearing disposable gloves and an apron using disinfectant; ensure that no one comes into contact with them.
- Wipe over the thermometer with a baby wipe if used.

### Record Keeping

- Ensure that a record is kept if a child becomes unwell during pre-school using the Incident form; when the parent/carer has signed the form file in the Accident folder, and record on the child's chronology sheet.
- A medication form must be completed (according to the Medication Policy) by the parent/carer if they wish pre-school staff to administer medicines.

- Complete any medication forms (according to the Medication Policy) as soon as possible after child receives medication.
- The parent/carer also signs the medication form to acknowledge the administration of the medicine on the same day.
- Completed medication forms must be filed in the Accident folder.
- Any illness requiring treatment in hospital, or the death of a child or adult must be reported to Ofsted and to the local office of the Health & Safety Executive via email on **hseriddor@hse.gsi.gov.uk** in line with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations).
- Any update on the condition of the child/person will also be reported to RIDDOR after original report is made.

### **Informing Parents/Carers**

- Inform the parent/carer as soon as able if their child has become unwell in the setting.
- Show parents/carers any medication forms completed.
- Notify parents/carers of exclusion periods for illness. (infectious diseases/exclusion periods poster available in corridor)

Please see also:

Child Medication Policy

Health & Safety Policy