

Active Care Illness, Injury & Accident Policy

Version 1

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Purpose

Our Illness, Injury, and Accident Policy outlines the steps we take to protect children's health, respond to injuries and accidents, and manage illnesses within our wraparound childcare provision. This policy ensures that we provide a safe and supportive environment for children, minimise risks, and respond effectively to incidents.

Scope

This policy applies to all staff, children, parents, and visitors within our provision. It covers procedures for managing sickness, handling accidents and injuries, and recording and reporting incidents.

Aims

- To provide clear guidance on how to respond to illnesses, injuries, and accidents.
- To ensure children who become unwell receive appropriate care and support.
- To establish procedures for reporting and recording incidents accurately.
- To promote a safe environment through proactive risk assessment and prevention.

Key Principles

- **Health and Safety:** The safety and well-being of children are our top priorities. We will take proactive measures to reduce risks and create a safe environment for children to thrive.
- **Prompt Response:** Staff will respond to illnesses, injuries, and accidents swiftly and appropriately, providing immediate support and first aid where necessary.
- **Effective Communication:** Parents/guardians will be notified promptly of any illness, injury, or accident involving their child.
- **Confidentiality:** All records and information related to a child's health or incident details will be handled confidentially.

Illness Procedures

1. **Identification of Illness:**
 - If a child shows signs of illness while at our provision, such as fever, vomiting, diarrhoea, or other concerning symptoms, staff will isolate them from other children and provide a comfortable space to rest while waiting for collection by a parent/guardian.
2. **Notification of Parents/Guardians:**
 - Parents/guardians will be contacted immediately to arrange collection of an unwell child. It is essential for parents to provide up-to-date emergency contact details.
3. **Returning After Illness:**

- Children should only return to the provision once they are symptom-free and well enough to participate fully in activities.
 - For contagious illnesses, children must adhere to the minimum exclusion periods as recommended by public health authorities.
4. **Outbreak Management:**
- In the event of an outbreak of contagious illness (e.g., flu, chickenpox), we will inform parents and guardians, maintain strict hygiene practices, and follow guidelines from health authorities to prevent the spread.

Injury and Accident Procedures

1. **First Aid Response:**
 - Trained staff will administer first aid promptly to any child who sustains an injury.
 - Basic first aid supplies are always available on-site and accessible.
 - In the case of a head injury, the child will be closely monitored, and parents/guardians will be informed immediately.
2. **Serious Injuries and Emergencies:**
 - For serious injuries or emergencies, staff will call emergency services immediately and inform the child's parents/guardians as soon as possible.
 - A member of staff will accompany the child to the hospital if necessary, ensuring they have access to the child's emergency information.
3. **Recording Injuries and Accidents:**
 - All injuries and accidents, regardless of severity, will be recorded using an Accident and Incident Report Form.
 - The log will document the child's name, date and time of the incident, a description of the injury, actions taken, and any follow-up required.
 - Parents/guardians will be informed of the incident and asked to sign the accident report upon collection of their child.

Risk Assessment and Prevention

- **Daily Checks:** Staff will conduct daily checks of the environment to identify and remove any potential hazards.
- **Play Equipment:** Equipment will be regularly inspected to ensure it is safe, age-appropriate, and in good working condition.
- **Outdoor Play:** Outdoor play areas will be checked for hazards before use, and children will be supervised at all times during outdoor activities.
- **Hygiene Practices:** Good hygiene practices, such as regular handwashing and sanitising of surfaces and equipment, are enforced to minimise the spread of illness.

Administration of Medication

Our provision does not administer medication to children as part of our standard policy. We ask that parents/guardians administer any required medication before drop-off and provide clear information on any health conditions or emergency medication requirements (e.g., inhalers or epinephrine auto-injectors).

Staff Training

- **First Aid:** All staff members will be trained in paediatric first aid and will participate in refresher courses to maintain certification.
- **Emergency Procedures:** Staff will be trained on emergency procedures, including recognising signs of serious injury or illness, administering first aid, and following protocols for contacting emergency services.
- **Illness Prevention:** Staff will follow hygiene protocols, promote handwashing, and encourage children to follow good hygiene practices to reduce the spread of infections.

Parental Responsibilities

- **Contact Information:** Parents are responsible for providing up-to-date emergency contact information and promptly informing staff of any changes.
- **Illness Notification:** Parents must notify staff if their child has been unwell or exposed to contagious illnesses.
- **Prompt Collection:** If a child becomes unwell or sustains a non-emergency injury that requires home care, parents are expected to collect their child promptly.

Monitoring and Review

This Illness, Injury, and Accident Policy will be reviewed annually or whenever significant changes occur to ensure that it aligns with best practices and regulatory guidance. Parents and staff feedback will be considered during the review process to keep our procedures effective and relevant.