



Health, Illness & Emergency Policy

Adjusted in accordance with Covid-19 guidelines

(Including First Aid & Recording and Reporting of Accidents and Incidents)

Aim of the Policy

Peapod Pre-School is committed to encouraging and promoting good health and to dealing efficiently and effectively with illnesses and emergencies that may arise whilst children are in our care.

This policy aims to highlight:

- Our First Aid procedures.
- How to deal with a minor accident, incident or illness.
- How to deal with a major accident, incident or illness.

This policy outlines changes we have had to put in place due to the coronavirus outbreak. This policy will highlight the importance of hand washing and respiratory hygiene as part of the process in keeping Peapod Pre-School users healthy. Such changes are as a result of government guidance and they will be adjusted accordingly as and when new advice is published.

First Aid

Under duties set out in the **Health and Safety (First Aid) Regulations 1981**, Peapod Pre-School recognises its responsibilities in providing adequate and appropriate equipment, facilities and people to enable suitable first aid to be given at the setting.

Procedures

- Peapod Pre-School ensures that there are qualified First Aiders present at all times, throughout the preschool day.
- Staff must wash their hands as soon as possible when dealing with any accident or incident and again when finished.
- These staff members will administer basic First Aid when necessary and appropriate. In accordance with usual paediatric first aid training, staff will wear appropriate PPE, (personal, protective equipment), such as gloves and an apron if necessary.

- The most up-to-date recommendations and guidance will be discussed with staff following any recent Paediatric training and/or updates from the Government.

Dealing with a Minor Accident or Incident

- In the first instance, a First Aider will and take responsibility for deciding upon any appropriate action.
- If the child does not need hospital treatment and is judged to safely remain at the Pre-School, the First Aider will remove the child from the activities and, if appropriate, treat the injury/illness themselves.
- When the child is feeling sufficiently better, they will be resettled back into the activities, but will be kept under close supervision for the remainder of the session.
- In some instances, such as a head injury, staff may call the parent/carer to inform them of the accident/incident following the event, so that the parent can decide whether they would like their child to stay for the remainder of the session.
- All such accidents and incidents will be recorded in detail and logged on an Accident Form, (and or an Incident Form, if appropriate). Managers and supervisors will regularly monitor these forms to identify any reoccurring patterns to the accidents and incidents. Parents/carers will be informed at the end of the session. Due to Government guidance, we can no longer ask parents / carers to sign accident forms, during the pandemic. They will, however, be given a copy of the form, with the original being kept for our records.

Dealing with Suspected Coronavirus Symptoms

The following procedures will be followed in accordance with current Government guidelines:

- Due to Coronavirus, frequent hand washing has become the central focus at keeping this virus at bay.
- If a child or staff member becomes unwell at home with a new, continuous cough or a high temperature of 37.8 degrees or above, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must remain at home and follow the **COVID-19: guidance for households with possible coronavirus infection** as outlined in the next point. Peapod must be contacted to be kept informed. Children **cannot attend Pre-School** if they display any of these symptoms.
- If a child or staff member becomes unwell at the setting with a new, continuous cough or a high temperature of 37.8 degrees or above, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they

must be sent home and advised to follow the **COVID-19: guidance for households with possible coronavirus infection**. This outlines that the person with symptoms must self-isolate for at least 7 days from when the symptoms started. Other members within the household who remain well must self-isolate for 14 days.

- The child's parent/carer will be contacted in order to arrange immediate collection. If possible, the child will be moved to a room where they can be isolated, with appropriate adult supervision. If it is not possible to isolate them due to limited staffing, then the child will be moved to an area which is at least 2 metres away from other people.
- PPE, including gloves, an apron and a face mask will be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection will also be worn.
- Every attempt will be made to reassure and comfort the child while they wait for collection.
- If the child needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
- If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (they will be eligible for testing if this happens). They will wash their hands thoroughly after any contact with someone who is unwell, even if they have been wearing gloves. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. PPE will be bagged and disposed of in the setting's outside bin. This is in accordance with Government guidance: **COVID-19: cleaning of non-healthcare settings**.
- In an emergency, the setting will call 999 if the child or staff member are seriously ill.

What Happens if there is a Confirmed Case of Coronavirus in the Setting?

The following procedures will be followed in accordance with current Government guidelines:

- When a child or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days

or until the symptoms end. Their fellow household members should self-isolate for 14 days. The Government have stated that all staff and children who are attending a childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.

- Where the child or staff member tests negative, they can return to our setting and their fellow household members can end their self-isolation.
- Where the child or staff member tests positive, the rest of their class will be contacted and advised to self-isolate for 14 days. The other household members of that class do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.

Dealing with a Major Accident, Incident or Illness

As part of the Registration form, the Pre-School requests that parents/carers sign a declaration to give permission for emergency medical treatment for their child in the event of a major accident, incident or illness occurring at the Pre-School. If such an event occurred, the following procedures will apply:

- In the first instance, a First Aider will be notified and take responsibility for deciding upon the appropriate action.
- The First Aider will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parent/carer to arrive.
- If the child needs to go straight to hospital as an emergency, an ambulance will be called. The parent/carer will also be contacted. If the parent/carer cannot reach the Pre-school in time, and if current staffing levels allow, a member of staff will accompany the child to the hospital in the ambulance (following Government guidelines) and will consent to medical treatment being given.
- Staff members will not transport the child in their own vehicle.
- Children's records must be taken to hospital with the child.
- If the child does not need to go straight to hospital but their condition means they should go home or have non-emergency medical treatment, the parent/carer will be contacted and asked to collect their child.
- If the parent/carer cannot be contacted or reach the Pre-school within a reasonable time frame, then one of the child's emergency contacts will be asked to collect the child instead. In the meantime, the child will be made as comfortable as possible and be kept under close supervision (following Government guidelines).

- Parents/carers will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by the Pre-School and its staff.
- All such accidents or incidents will be recorded in detail and logged on an Incident or Accident form. As previously outlined, a copy of the Accident form will be given to the parent as we are currently unable to ask them to sign forms.

Reporting to Ofsted

Peapod Pre-school will notify Ofsted of any serious accident, illness, injury or death of any child whilst in its care. The Pre-school will notify Ofsted if a child in our care needs to go to an Accident and Emergency Department of a hospital (and requires hospitalisation for more than 24 hours), either directly from the Pre-school or later, as the result of something that happened while the child was in the Pre-school's care. Notification would usually be made by telephone (0300 123 1231) as soon as is reasonably practicable, but due to changes during the coronavirus outbreak all correspondence is managed by email. Notification must be made within 14 days of the incident occurring.

Ofsted define serious or **major injuries** as:

- broken bones or a fracture
- loss of consciousness
- pain that is not relieved by simple pain killers
- acute confused state
- persistent, severe chest pain or breathing difficulties
- amputation
- dislocation of any major joint including the shoulder, hip, knee, elbow or spine
- loss of sight (temporary or permanent)
- chemical or hot metal burn to the eye or any penetrating injury to the eye
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours
- any other injury leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin

- medical treatment where there is reason to believe that this resulted from exposure to a biological agent, or its toxins, or infected material.

Ofsted define **minor injuries** which do not need to be reported as:

- sprains, strains and bruising
- cuts and grazes
- wound infections
- minor burns and scalds
- minor head injuries
- insect and animal bites
- minor eye injuries
- minor injuries to the back, shoulder and chest.

Reporting to the HSE under RIDDOR

If a child is injured at the Pre-school and is taken directly to hospital from the setting (regardless of how they are taken, eg. by the parent or by ambulance) and they are required to **stay in hospital for 24 hours or more** as a result of their injury, then it must be reported to the HSE under RIDDOR, Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. For examples of “reportable” injuries please refer to those “major injuries” as outlined above by Ofsted.

If no treatment is given or they are taken as a precaution, then it is not reportable. The child must have been taken to a hospital. If they are taken to a doctor or walk in centre then it does not have to be reported. There is a 10 day dead line for reporting incidents to the HSE, so if a child is taken to hospital and you do not know what happened to them whilst there and will not know within 10 days then as a precaution a RIDDOR report should be made.

Useful Contacts

OFSTED

Piccadilly Gate
Store Street
Manchester
M1 2WD

Tel: 0300 123 1231

Web: www.ofsted.gov.uk

HSE

Health & Safety Executive
Web: www.hse.gov.uk

The Legal Framework

The legislation and guidance this policy is based on:

- Government Guidance: *Coronavirus (COVID-19): implementing protective measures in education and childcare settings*
- Government Guidance: *Actions for early years and childcare providers during the coronavirus outbreak*
- Government Guidance: *COVID-19 Cleaning of non-healthcare settings*
- Government Guidance: *COVID-19: guidance for households with possible coronavirus infection.*
- Health and Safety (First Aid) Regulations 1981
- HSE or Health & Safety Executive's guidelines under RIDDOR, (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

Other Related Policies & Procedures

The following policies provide additional information:

- Hygiene Policy Adjusted in Accordance with Covid-19 Guidelines

Authorised by Managers **Sarah Riley, Fran O'Neill** and
Chair of Directors, **Katie Moore**

June 2020