

Illnesses and injuries

EYFS overarching legal requirement:

“The provider must promote the good health of children, take the necessary steps to prevent the spread of infection, and take appropriate action when they are ill”

Every Child Matters Outcome: Be Healthy

EYFS Requirement: Safeguarding and Promoting Children’s Welfare
(Statutory Framework pg 26)

EYFS principles into practice: A Unique Child

- Health & Well-Being (card 1.4)

This policy applies to

1. Early Years Register (EYR)
2. Childcare Register (CR) both parts

Policy

A policy is a description of the setting’s aim / commitment. Consider the following information when detailing your policy,

- Your setting’s commitment to providing children with appropriate first aid and treatment when injured.
- How your setting recognises its responsibilities and legal requirements with regard to seeking emergency medical treatment and services.
- State your setting’s stance on illness and infectious diseases and your commitment to protecting children from these.

Procedure

A procedure is a description of the way in which a setting goes about a particular activity or process. Consider the following information when detailing your procedures.

First Aid and Qualified People

- Set out how your setting ensures it has adequate and appropriately trained first aid staff on site at all times.
- How many trained staff members do you have and how do you ensure that their training is kept up to date? See page 23 for appropriate training requirements (CR1.3).
- State the contingency plans should no first aider be present.
- Outline what the designated first aider's responsibilities are e.g. the first aid box contents, checking accident forms etc.
- State where the first aid box and equipment are kept and how the setting will ensure that all staff are aware of their location. Itemise what should be kept in the box or where a list of contents can be found.

Minor Injuries/ accidents

- Detail how the staff in charge of the children and or / who witness the accident should deal with it effectively.
- Outline how staff members will deal with the child as priority whilst a first aider is being informed. State that it is the first aider's responsibility to decide on the appropriate course of action.
- State how staff will deal with minor injuries and how staff will ensure that other children are kept safe, supervised and calm whilst an injured child is being looked after.
- State how the injured child will be cared for for the rest of the day.
- State how and when the accident will be recorded and where the records will be kept. Who should check and sign the records (manager/ first aider, witness etc) (CR 3.8)?
- State the process of how the setting will communicate the event to parents and carers - including when the parent will be telephoned (describe the circumstances).
- State the procedure for ensuring that the parent reads and signs the accident report when collecting their child.

Major Accidents

- Detail the forms that parents need to sign to consent to allowing the staff to seek emergency medical treatment for children. Outline where they are found and what it allows the staff to do. Forms should be very clear.
- State the procedures for dealing with a major incident or accident such as having a first aider assess the situation; provide first aid as far as reasonably possible and contacting emergency services.
- State at which point you will contact parents and who will do this
- State how other children will be cared for and supervised away from the incident.
- State who will go in an ambulance with the child. What documents must they take?
- Say how the staff will record the incident.
- State the procedures for notifying Ofsted within 14 days of any serious accident or death and for notifying the Local Safeguarding Children Board and how any advice given will be acted upon. State your procedures for notifying the Local Environmental Services Health and Safety Department.

Illnesses

- State the protocol for contacting parents or another adult designated by the parent if a child becomes unwell or receives minor injuries whilst in the providers care.
- Detail how children who are feeling unwell will be attended to. I.e. Do they need a first aider? What will be done to make them comfortable and safe?
- Where a child is unwell or / and infectious, state the arrangements you will make to safeguard other children and staff. These should be in line with the Infectious and Communicable Diseases Guidelines - i.e. will children need to be collected? What time period should they remain absent from the setting for?

- State how you and your staff will have regard to the Public Health (Infection Diseases) Regulations 1998 and advice from the Health Protection Agency and your procedures for informing Ofsted of any action taken.
- State the procedures for staff giving their consent for their own medical treatment - what does the law and your consent forms allow you to do?
- What are the staff contingency plans to look after other children if first aiders need to go to hospital with a child?
- State the settings procedures to be followed if a child has a long term medical condition.

Date created

Date updated

Related policies: Health & Safety

For more information ...

EYFS Statutory Framework

EYFS CD ROM

Requirements for the Childcare Register: Childminders and home child carers
- - Ofsted ref 080161

Requirements for the Childcare Register: Childcare providers on non domestic or domestic premises – Ofsted ref 080143

Additional duties under national legislation: Children’s Act Regulations – you must keep a signed record of all accidents to children, and notify Ofsted, Wigan Safeguarding Board of any serious injury infectious diseases or death to any child in your care or adult on the premises. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. (CR13)

Ofsted are the registering, inspecting and enforcing body for childcare, and as such, they alone, have the final say on the suitability of persons, premises and the number of childcare places that can be offered therein. Therefore, any information provided by Children & Young People’s Services (CYPS) should be used as a guide only.