

## **Illness and Injuries Policy**

*Great care is taken to ensure that all our children are in a safe and secure environment, well supervised at all times and that accidents are kept to a minimum.*

*However, when there is an accident it is our policy that they are recorded by the person who dealt with it.*

*If the accident is serious we will notify parents or the emergency contact immediately. The registered person (Jean Beales) and Manager/ Deputy Manager must also be informed immediately.*

*It is our duty to notify OFSTED and any local child protection agencies of any serious accident or injury to, or serious illness/notifiable diseases, of any child whilst in our care, and act on any advice given. It is an offence not to comply with this requirement without reasonable excuse.*

*There will be at least one person who has a current paediatric first aid certificate on the premises at all times when the children are present. There will always be at least one person present on outings who has a current paediatric first aid certificate.*

*Each classroom has a fully stocked first aid box, with appropriate contents to meet the needs of the children. A portable accident box will be taken into the play areas and on outings.*

*We will keep a record of accidents and first aid treatment. Classroom supervisors will ensure that a full accident report form is filled in/ Parents/carers will be asked to sign the accident report and they will be given a copy of the form on the day of the accident. We will keep a copy on our accident file.*

*Parents will be informed of the procedure for children who are ill or infectious. This will include the possibility of exclusion as well as the protocol for contacting parents or another adult designated by the parent if the child becomes ill or receives minor injuries whilst in our care.*

*This policy was adopted by the managers and staff, and updated on 5<sup>th</sup> April 2018  
Signed on behalf of Busy Bees Nursery School*

***“Our setting is committed to safeguarding children and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment”***