



## **ILLNESS AND SICK CHILDREN POLICY**

It is the parent/ carer's responsibility to inform Fusion as well as the School (it is not the Grove School's responsibility to inform Fusion) if their child/ren will not be attending Fusion Childcare Services on every day of absence, Via e-mail, text, telephone or voicemail. If a child/ren do/es not turn up for their pre booked or agreed ad hoc sessions then parents/carers will be called to confirm their whereabouts.

If a parent requires guidance regarding contagious illness they should speak to a member of staff. We follow the **Health Protection Agency (HPA) Guidelines** on infection control. A full and extensive list is available on request.

If a child becomes ill whilst at Fusion, we will contact the child's emergency contacts in order. It is the parent/carer's responsibility to keep the contact details on this list up to date.

Covid-19 related illness- please See **Coronavirus Policy**

**Medication:** please see **Administering Medication Policy**

### **First Aid:**

Fusion's Designated First Aiders are clearly displayed on the notice board, they all hold a current First Aid Certificate and have attended a 12 hour Paediatric First Aid Course. There is always a First Aider available at every session. All First Aiders are fully epi-pen and defibrillator trained. The Management Team regularly checks the contents of the First Aid Box to ensure that they are up to date, appropriate for children and comply with the Health and Safety (First Aid) Regulations 1981.

### **Procedure for a minor injury or illness**

- The Manager will decide upon the appropriate action to take if a child becomes ill or suffers a minor injury (fall, cut).
- If a child becomes ill during a session, the parent/ carer will be asked to collect the child as soon as possible. The child will be kept comfortable and will be closely supervised while awaiting collection. If needed and possible within ratios, the child will be moved to a separate quieter room.

- If a child complains of illness which does not impair their overall wellbeing, the child will be monitored for the rest of the session and the parent/ carer will be notified when the child is collected.
- If a child suffers a minor injury, first aid will be administered, and the child will be monitored for the remainder of the session. If necessary, the child's parent will be asked to collect the child as soon as possible. Parents/carers will be asked to sign a First Aid form to acknowledge the accident.

### **Procedure for a major injury or serious illness**

- In the event of a child becoming seriously ill or suffering a major injury ie broken limb, the Manager will decide whether the child needs to go straight to hospital or whether it is safe to wait for their parent/carer to arrive.
- If the child needs to go straight to hospital, we will call an ambulance and a member of staff will go to the hospital with the child. The staff member will take the child's Medical Form with them and will consent to any necessary treatment (as approved by the parents on the Medical Form). We will contact the child's parents/carers with all urgency, and if they are unavailable, we will call the other emergency contacts that we have on file for the child.

After a major incident the Manager and staff will review the events and consider whether any changes need to be made to policies or procedures. Fusion will notify Ofsted and Child Protection Agencies in the event of any serious accident or injury to a child in our care as soon as reasonably possible and within 14 days at the latest.

We will notify Health and Safety Executive (HSE) under RIDDOR in the case of a death or major injury on the premises (eg broken limb, amputation, dislocation, etc – see the HSE website for a full list of reportable injuries).

### **Communicable diseases and conditions**

- If your child has sickness or diarrhoea, please keep them at home until they have **48** hours clear from the last episode.
- Please inform staff if your child has a contagious illness such as chicken pox.
- If a child has an infectious illness or disease such as mumps, meningitis, TB etc. OFSTED will be informed.
- If a case of head lice is found at Fusion, the child's parents/carers will be discreetly informed when they collect their child. We will inform other parents via email that we have a reported case of headlice, but we will not identify the child affected.
- If an infectious or communicable disease is detected on Fusion's premises, we will inform parents/carers as soon as possible.
- If there is an incident of food poisoning affecting two or more children looked after at the Fusion, the Manager will inform Ofsted as soon as possible and within 14 days at the latest.
- If there is an outbreak of a notifiable disease at Fusion, we will inform the local Health Protection Team, HSE under RIDDOR (if appropriate), and Ofsted.

**Health Protection Team (HPT):** 0300 303 8537

**Ofsted:** 0300 123 1231

**RIDDOR Incident Contact Unit:** 0845 300 99 23

**Ambulance:** 999

| <b>Adopted on:</b>  | <b>Last reviewed on:</b>  | <b>Reviewed on:</b> | <b>Next review Date:</b> |
|---|---------------------------|---------------------|--------------------------|
| 04.01.12  | 01.04.19                  | 19.08.2021          | April 2022               |
| <i>Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Staff Qualifications, Training, Support and Skills [3.25], Accident or injury [3.51-3.52], Food and drink [3.50].</i> |                           |                     |                          |
| <b>Signed and approved:</b>   | Fusion Childcare Services |                     |                          |