



Illness, Health & Emergency Accident & Incident Policy

Conkers Nursery is committed to encouraging and promoting good health and dealing efficiently and effectively with illnesses and emergencies that may arise while children are in our care.

First Aid

Conker's Nursery adheres to their responsibilities in providing appropriate and adequate facilities, equipment, staff, training and risk assessments to ensure First Aid can be administered under duties set out in the Health and Safety (First Aid) Regulations 1981. <https://www.legislation.gov.uk/uksi/1981/917/regulation/3>

We ensure all staff receive Paediatric First Aid training, this training will be updated as and when necessary for individual staff members.

The Management team will always ensure there is a fully trained First Aider available at all times. The Nursery manager is responsible for ensuring all staff hold an up-to-date Paediatric First Aid qualification.

The First Aid boxes are regularly checked to ensure first aid supplies are in date, are safe to use, contain the correct number of supplies and are easily accessible under the Health and Safety (First Aid) Regulations 1981.

The first Aid boxes are located:

- Inside on the hook by the back door
- On the shelf in the under-two's area
- Outside on the hooks by the door

A transportable First Aid bag will be taken on all off-site visits. The Management Team are responsible for ensuring contents are regularly checked and replaced. All staff are responsible to inform the Management Team when supplies have been used and need replacing.

In the event of a Major Accident, Incident or Illness

Conkers Nursery requests that all parents/cares must complete and sign a declaration of consent form for Emergency Medical treatment upon initial registration of their child, enabling staff members to give emergency medical treatment for their child in the event of a major accident, incident or illness occurring at Conkers Nursery.

In such an event, the following procedures apply unless the child/adult is suffering with anaphylactic shock then the emergency procedure for anaphylactic shock will be activated.

- In the event of an emergency, the Management team will be notified and take responsibility for deciding appropriate action.
- The Management team will assess the situation and risk and decide as to whether the child needs to go straight to hospital or if it is safe to wait for their parent/ carer to arrive.
- If the child needs to go straight to hospital, a member of staff will call an ambulance. Parent/carers will be informed of the details and the nursery manager, or an agreed appropriate staff member will travel with the child. The member of staff will take the child's records with them to hospital along with the signed consent to medical treatment declaration.
- If it is agreed that the child does not need to go straight to hospital, but their illness or injury means they should go home, the parent/carers will be contacted and asked to collect their child as soon as possible. Staff will monitor and care for the child under close supervision.
- Staff will report full details of any incidents involving their child's health and safety to the parent/carers including any first aid measures carried out.
- The Management team will notify Ofsted within 14 days of any serious accident or injury of a child, or a death of a child whilst in the care of Conkers Nursery and the action taken in respect of it. <https://www.gov.uk/guidance/report-a-serious-childcare-incident>
- The Management Team will also notify the Somerset Safeguarding Children Partnership of any serious accident or injury to a child or the death of a child whilst in the care of Conkers Nursery. <https://www.ecdop.co.uk/PANDorsetSomerset/Live/Public>
- The Management Team along with all staff will review any incidents that occur and will evaluate any procedures, policies or practise and implement any changes where necessary.

In the Event of a Minor Incident or Illness

- In the first instance, the Management Team will be notified and be responsible for the decision of any appropriate action or treatment.

- If the child does not need hospital treatment and is able to remain safely at Conkers Nursery, first aid or treatment will be administered by a staff member and monitored throughout the session.
- If the member of staff identifies that it is not appropriate to treat the child at nursery and does not need emergency hospital treatment, the parent/carer will be contact immediately and asked to collect their child. The child will be monitored and supervised until collected.
- All accidents and incidents will be recorded including any treatment given and logged on the Family App by a staff member. Parents/carers must then acknowledge this by logging into the App, reading the form and selecting the "Acknowledge" option.
- If a child has a head injury and does not require medical attention, a text message will be sent to the parent/carer to inform them, and a head injury form will be attached on the Family App.
- If a child becomes unwell whilst in the care of Conkers Nursery, we will call the parent/carer to come and collect their child.

If a child develops a high temperature (fever) 38c or above, a member of staff will contact the parent/carer to collect their child. Parent/carers will be asked to keep their child at home until they no longer have a fever, are needing paracetamol and are fully recovered.

Upon enrolment an emergency Paracetamol Suspension (Calpol) consent form is given to all parents/carers and must be signed in order for staff to administer an emergency dose of Paracetamol Suspension if their child has a temperature of 38c or above to help prevent the child's temperature from rising higher and reducing the risk of febrile convulsions.

To help keep children healthy and minimise infection, we do not expect children to attend nursery if they are unwell.

Conkers Nursery follows the NHS guidance, a fever is when the child's temperature reaches 38c or higher. [High temperature \(fever\) in children - NHS \(www.nhs.uk\)](https://www.nhs.uk)

Medication

In order to administer medication, Conkers Nursery will adhere to the following:

- The medication must come to Nursery in the correct packaging with the label from the pharmacy and the leaflet containing information of possible side effects.
- Medication will only be administered if requested by the parent/ carer at the start of the nursery session, stating frequency and dosage and reason why the medication has been prescribed. Parent/carer must complete the permission form via the Family App.

- Emergency paracetamol suspension (Calpol) can be administered when a consent form has been completed and signed by the parent/carer.
- Parents must inform staff when the last dose of medication was administered.
- If it is the first time the child has had the prescribed medication, they must remain at home for the first 48 hours of being on the medication in case of allergic reaction.
- Before administering medication, the dosage and medication will be checked by a second member of staff including the date of the medication and will witness the medication being administered.
- Staff administering any medication will wear gloves and any other protective clothing needed.
- Non prescribed medication such as paracetamol, ibuprofen or medication containing aspirin cannot be administered unless prescribed by a doctor, in which case we will need the medication to have a prescription label with the child's name on it.
- All medication will be kept in the fridge or medication cupboard and will be clearly named and in its original packaging.

Staff will not force a child to take their medication and if a child refuses their medication parent/carers will be notified, and details will be recorded on the medication form on the Family App.

Long term Medication

- Conkers Nursery recognises that some children may have on going medical conditions and may need additional care and regular medication whilst at nursery. In these cases, parent/carers will be asked to complete a medication form on registration via the Family App and a paper copy of a Health Care Plan. Parent /carers will need to regularly acknowledge any medication given to their child by logging into the Family App and click on "Acknowledge" on the medication form.
- We recommend that any child needing regular medication such as an asthma inhaler or insulin have one that always remains at Conkers, this is to ensure your child always has the medication they need whilst in the care of Conkers Nursery.
- All medication must be in original packaging and clearly labelled.
- All medication must be in date. Staff will check dates on medication regularly and ensure parents know in advance of the expiry date when more is required.
- All medication will be stored in the medication cupboard or fridge if required.
- Parents/ carers must inform the nursery of any changes in their child's long term medical needs in writing.
- All needs are assessed when a parent/carer initially registers their child with the nursery. If the child requires regular medication or medical treatment that involves medical or technical knowledge, staff must be trained in order to safely and accurately administer treatment.

Illnesses

Conker's Nursery follow the NHS guidance for childhood illnesses. The most common childhood illnesses are listed below:

- **High temperature/Fever**- this is a natural way your body is fighting off an infection, we will not accept your child into Nursery if they have fever- if their temperature is over 38c, we will also call you to collect your child if they develop a high temperature at Nursery. [High temperature \(fever\) in children - NHS \(www.nhs.uk\)](https://www.nhs.uk/conditions/fever-in-children/)
- **Sickness and diarrhoea**- Your child must remain home until they have not been sick or had diarrhoea for at least 48 hours. [Diarrhoea and vomiting - NHS \(www.nhs.uk\)](https://www.nhs.uk/conditions/diarrhoea-and-vomiting/)
- **Common cold** – Your child can attend Nursery as long as your child is well enough in themselves, if they have a fever of 38c or above they must remain home until fully recovered.
- **Hand foot and mouth** – Your child only needs to stay home if they are unwell [Hand, foot and mouth disease - NHS \(www.nhs.uk\)](https://www.nhs.uk/conditions/hand-foot-and-mouth-disease/)
- **Chicken pox** – Your child will need to stay away from school, nursery or work until all the spots have formed a scab. This is usually 5 days after the spots appeared. [Chickenpox - NHS \(www.nhs.uk\)](https://www.nhs.uk/conditions/chickenpox/)
- **Slapped cheek (fifth disease)**- Your child can attend Nursery as long as they are well enough in themselves.
- **For more information on other illnesses please see the NHS website [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk/conditions/is-my-child-too-ill-for-school/)**

Conkers Nursery will not accept your child if they have been given paracetamol or ibuprofen prior to their nursery session, as this indicates that your child is unwell and therefore not fit for Nursery. If your child has had a dose of paracetamol before coming to nursery and Conkers staff are not aware of this, a dose of emergency paracetamol could potentially put your child at risk of having more than the advised amount of paracetamol.

Sun Protection

Conker's Nursery understands the dangers posed to children and staff from over exposure to the sun and will therefore take all reasonable steps to minimise these risks.

- Parental/carer consent will be sought to enable staff to apply sunscreen when UV levels are 3 or above. UV levels will be monitored by staff throughout the day.
- Suncream will be applied 15 minutes before children are exposed to the sun.

- Suncream is provided by Conker's Nursery. **Boots Soltan Kids-Protect &Moisturise suncare lotion 50+ UVA 5**. An annual one-off payment is required, please see our fees policy for full details.
- If your child has an allergy to suncream and requires their own suncream, then this needs to be provided for each nursery session in a labelled bottle.
- Shady places are always available to children when playing outside.
- Staff will encourage children to increase their fluid consumption during hot weather having access to water throughout the day.
- Hats need to be provided for children to wear during each nursery session. It is advised that children wear a brimmed hat to protect eyes, ears and backs of necks as recommend by NHS and skin cancer guidance
<https://www.nhs.uk/live-well/seasonal-health/sunscreen-and-sun-safety/#:~:text=Children%20and%20sun%20protection&text=From%20March%20to%20October%20in,wear%20at%20least%20SPF30%20sunscreen>
<https://www.cancerresearchuk.org/about-cancer/causes-of-cancer/sun-uv-and-cancer/sun-safety>
- Staff will encourage children to wear their sun hats when playing outside in sunny weather.
- In extreme heat conditions, children will remain inside and kept as cool as possible.

Emergency Situation – Evacuation

In exceptional circumstances the Nursery may need to be evacuated. Reasons for an evacuation may include the following:

- Fire
- Gas leak
- Discovering dangerous structural damage.
- Bomb scare

Staff will gather the children calmly and lead them to the bottom of the garden through the nearest exit. A staff member will ensure all children and staff have evacuated the Nursery.

A registration will be taken to ensure all children and staff are present.

All children and staff will remain at the bottom of the garden until it is safe to return to the Nursery.

In the event that it is not safe to return all parents/carers will be contacted to collect their child. All children will be supervised until they are safely collected.

Emergency Situation – Lock down

In exceptional circumstances the Nursery may need to be in lock down. Reasons for triggering a lockdown may include the following:

- A verbally aggressive member of the public, parent/carer
- Notified of a dangerous member of the public.

Staff will calmly alert each other of the possible danger and will gather the children and lead them inside using the safest entry point.

All windows, blinds and doors will be closed, all children will be led to an area away from windows and doors and be kept calm and quiet as possible.

If required dial 999, or if unable to do this due to staffing and the situation staff must alert staff within the Balsam centre by pressing the panic button. The panic button is located on the hook by the door to the garden.

Closing the nursery in an emergency

In rare and exceptional circumstances, Conkers Nursery may need unexpectedly close at very short notice due to an emergency or incident, this may include:


- Serious weather conditions
- Burst water pipe
- Gas leak
- Discovery of dangerous structural damage
- Fire or bomb scare/ explosion
- Death of a staff member
- Serious assault on a staff member by the public
- Serious illness or accident

Staff are responsible for ensuring procedures are followed to keep children and staff safe. Parent/carers will be notified of any necessary actions. All children will be kept safe whilst parent/carers arrive to collect their child.

Please refer to the fees policy in relation to charges for closures and suncream.

This policy is supported by the guidance from Early Years Foundation Stage Statutory Framework

https://assets.publishing.service.gov.uk/media/65aa5e42ed27ca001327b2c7/EYFS_statutory_framework_for_group_and_school_based_providers.pdf

This policy was adopted by	Signed on behalf of the nursery	Date for review
Sarah Emery- Nursery Manager Kelly Starr- Children, Young People & Families Manager	 Sarah White- Trustee 09/10/2024	October 2025