

## Sick / Injured Child Procedure

To be reviewed Annually. Procedure Agreed October 2019. To be reviewed October 2020.



1. All staff (Family Workers) to request four contact telephone numbers (at least three) when child first starts the school/centre.
2. These contact numbers to be checked at least once a term by Family Workers.
3. Parents/carers are made aware when their child starts the school/centre of the importance of contact telephone numbers in case their child is either sick or injured at the school/centre.
4. Parents/carers are also made aware of the 'bump on the head' form (which is sent home by the Family Worker to the parents/carers who sign for it on the green accident form). Staff member will ring home to inform regarding a bump on the head.
5. Staff member who witnesses the injury/accident completes the form, plus the accident book (for all accidents) if the child hurts themselves during their time at the school/centre. Staff to use no acronyms in describing the injury/accident on the form.
6. Relevant documentation is completed as appropriate.

If a child is sick or injured at the school/centre the following would be implemented by the school/centre staff team:

1. Staff member becomes aware of a sick or injured child.
2. Staff member ascertains what is wrong with the child.
3. Staff member brings this to the attention of the Leadership Team if the child needs to go home or hospital.
4. A member of the Leadership Team to examine the sick or injured child and confirm staff members concerns.
5. Parents/carers are informed that their child must stay away from nursery for 48 hours if they have vomiting and/or diarrhoea.

Staff member telephones the parents/carers to collect the child from the school/centre if sick (Text to say "Please ring nursery as soon as you receive this message" if no reply via ParentMail). If the child has had an accident, the staff member telephones the parents/carers and asks if they can come and collect the child. If the child needs to go to hospital, the staff member telephones the parents/carers and informs that the child should go to hospital. If the parents/carers have no transport, a member of the Leadership Team with another member of staff would escort the child to the hospital and wait until the parents/carers arrive at the hospital. The Leadership Team and other staff members have their cars insured for business purposes such as accidents/emergencies. If the child has had a serious accident or is seriously ill an ambulance would be called to the premises by a member of the Leadership Team. A member of staff would stand in Spencer Street to guide the ambulance to the child within the school/centre.

Procedure for sick/injured children if parents/carers not home:

1. If the child is unwell a folding bed from Heyworth Wing would be used for the child. The bed and child would be placed in a quiet part of the school/centre with a staff member until the child's parents/carers arrives.
2. If the child needs to go to hospital the above procedure would be followed. A member of the Leadership Team and staff member would stay with the child until the parents/carers arrived.
3. The admin staff would continue to telephone the child's emergency contact numbers to inform the parents/carers.

Procedure review

This procedure was reviewed by a group of four Governors on behalf of the Curriculum, Children and Family Committee on Tuesday 1<sup>st</sup> October 2019.