

Hua Hsia Chinese School

Illness and Accidents Policy

At Hua Hsia Chinese School we will deal promptly and effectively with any illnesses or injuries that occur while children are in our care. We take all practical steps to keep staff and children safe from communicable diseases. All parents or carers must complete the **CONSENT FOR EMERGENCY TREATMENT** section on the enrolment form when their child joins the School, requesting permission for emergency medical treatment for their child in the event of a serious accident or illness.

We will record any accidents or illnesses, together with any treatment given, on an **Incident Record** or **Accident Record** sheet as appropriate, which the parent or carer will be asked to sign when they collect the child.

Hua Hsia Chinese School cannot accept children who are ill. If any children are ill when they first arrive at the School we will immediately notify their parents or carers to come and collect them.

Any children who have been ill should not return to the School until they have fully recovered, or until after the minimum exclusion period has expired (see table at the end of this policy).

First aid

The School's designated First Aider is Katja Ting. The designated First Aider has a current first aid certificate and has attended a 12 hour pediatric first aid course. To ensure that there is a qualified first aider present at every session of the School, other members of staff will also receive first aid training. Other First Aiders are Jacques Morgulis, Roland Morgulis, Ivy Heng and Catherine Hsiao.

The location of the first aid boxes are clearly displayed at the School. The designated First Aider 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.

The Head Teacher will ensure that a first aid kit is taken on all outings and that at least one member of staff on the outing holds a current pediatric first aid certificate.

Procedure for a minor injury or illness

The first aider at the session will decide upon the appropriate action to take if a child becomes ill or suffers a minor injury.

- ▣ If a child becomes ill during a session, the parent or 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 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 or 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.

Procedure for a major injury or serious illness

In the event of a child becoming seriously ill or suffering a major injury, the first aider at the session will decide whether the child needs to go straight to hospital or whether it is safe to wait for their parent or 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.
- ▣ We will contact the child's parents or 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 Head Teacher and staff will review the events and consider whether any changes need to be made to the School's policies or procedures.
- ▣ We 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 HSE under RIDDOR in the case of a death or major injury on the premises (e.g broken limb, amputation, dislocation, etc – see the HSE website for a full list of reportable injuries).

Communicable diseases and conditions

If a case of head lice is found at the School, the child's parents or carers will be discreetly informed when they collect the child. Other parents will be warned to check their own children for head lice, but care will be taken not to identify the child affected.

If an infectious or communicable disease is detected on the School's premises, we will inform parents and carers as soon as possible.

If there is an incident of food poisoning affecting two or more children looked after at the School the Head Teacher will inform Ofsted as soon as possible and within 14 days at the latest.

If there is an outbreak of a notifiable disease at the School, we will inform the local health protection unit, HSE under RIDDOR (if appropriate), and Ofsted.

Useful contacts

Health Protection Unit:

Ofsted: 0300 123 1231

RIDDOR Incident Contact Unit: 0845 300 99 23

Minimum exclusion periods for infectious conditions and diseases

Disease/Condition	Exclusion period
Chicken Pox	5 days from first appearance of rash
Cold Sores	None. Avoid contact with sores
Conjunctivitis	24 hours or until the discharge from eyes has stopped
Diphtheria*	Until certified well by doctor
Diarrhea and Vomiting	48 hours after symptoms cleared
Glandular Fever	Until fully recovered
Gastro-enteritis, E. Coli, Food Poisoning, Salmonella and Dysentery	Until certified well by doctor
Hand, Foot and Mouth disease	While rash and ulcers are present
Hepatitis A*	Until certified well
Hepatitis B* and C*	None
High temperature	24 Hours
HIV/AIDS	None
Impetigo	Until the skin has healed
Influenza	Until recovered
Measles*	5 days from onset of rash
Meningitis*	Until recovered
Molluscum Contagiosum	None
Mumps*	5 days from onset of swollen glands
Pediculosis (lice)	Until treatment has been given
Pertussis* (Whooping cough)	21 days from the onset or 5 days from commencing antibiotic treatment
Poliomyelitis	Until certified well by doctor
Ringworm of scalp	Until cured
Ringworm of the body	Until treatment has been given

Rubella* (German Measles)	5 days from onset of rash
Scabies	Until treatment has been given
Scarlet fever*	5 days from start of the treatment
Slapped Check, Fifth Disease	None
Streptococcal infection of the throat	3 days from the start of the treatment
Threadworms	None
Tonsillitis	None
Tuberculosis*	Until certified well by doctor
Typhoid*, Paratyphoid*	Until certified well by doctor
Warts (including Verruca)	None. Verruca sufferers should keep feet covered

* Denotes a notifiable disease.

If in any doubt contact local health services for further information.

This policy was adopted by: Hua Hsia Chinese School Date: 12/07/2012

To be reviewed: 22/08/2018 Signed: Katja Ting

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2012): Safeguarding and Welfare Requirements: Accident or injury [3.48-3.49] and Food and drink [3.47].*