



## **Accident Reporting, Illness and First Aid Procedures at Little Hearts Preschool Cranleigh**

At Little Hearts Preschool Cranleigh, the safety and well-being of our children and staff are our highest priorities.

We have established robust procedures to ensure that accidents are promptly and effectively managed, and that all necessary follow-up actions are taken.

Accident Forms and Reporting Procedures:

- Accessible and Secure Storage:

Our accident forms are stored securely and are easily accessible to all staff and volunteers. Every team member is trained on where the forms are kept and how to complete them accurately.

- Notification to Authorities:

In the event of a serious injury requiring hospital treatment, an accident resulting in an overnight hospital stay, or in the unfortunate event of a death, we will immediately notify the relevant authorities, including Ofsted, the Health and Safety Executive (HSE), and the Local Authority Designated Officer (LADO).

- Medication Management:

All prescribed medications are stored in their original containers, clearly labelled, and kept out of children's reach.

Parents are required to provide written consent for the administration of any medication.

Administration is recorded meticulously, and parents must sign the record to acknowledge the medicine has been given. Only medicines prescribed by a qualified medical professional are administered at our preschool.

Illness Management:

- Infection Control:

Children who are unwell with any type of infection or contagious condition, including worms, head lice, impetigo must remain at home. Parents/carers are asked to inform

Little Hearts Preschool immediately so that other families can be notified and appropriate precautions can be taken.

- **Sickness Exclusion Policy:**

Following any instance of sickness or diarrhoea, children are required to remain at home for at least 48 hours after the last episode, before returning to preschool to prevent the spread of illness.

- **Wound Care:**

Any cuts or sores on children or staff must be covered with a suitable dressing to minimize the risk of infection.

- **COVID-19 :** Our exclusion policy extends to any child displaying symptoms of COVID-19, such as a high temperature, persistent cough, or a continuous runny nose that cannot be managed by the child. A child with a high temperature is required to stay home for a minimum of 48 hours after last high reading.

Infection Control Measures:

- **Hygiene and Cleanliness:**

At Little Hearts Preschool Cranleigh, we take infection control very seriously. In line with the Early Years Foundation Stage (EYFS) statutory framework, we maintain a high standard of hygiene across our premises. Our cleaning protocols include a weekly deep clean by professional cleaners.

- **Exclusion Policies:**

We adhere to national guidelines for illness and infection exclusions but have established specific policies for conditions such as head lice, ringworm, worms, and impetigo. Children are not permitted to return to preschool until ringworm, worms, or impetigo have been treated and cleared. For head lice, children must have undergone treatment for at least 24 hours before returning.

- **COVID-19 Precautions:**

Children exhibiting symptoms such as a high temperature or cough are excluded from preschool until symptoms have resolved.

- **Infection Control Practices:**

We implement several control measures to maintain a clean and hygienic environment, including:

- **Premises Cleanliness:**

Ensuring that our facilities are clean, hygienic, and free from unpleasant odours at all times. Staff are responsible for maintaining cleanliness and promptly addressing any

issues that arise.

- Hand Hygiene: Promoting and practicing effective hand hygiene is a critical aspect of our infection control measures.
  
- Sanitization: We use sanitizing sprays with minimal contact time to efficiently sterilize surfaces and equipment.
  
- Avoiding Cross-Contamination: Separate cloths and mops are used for different areas to prevent cross-contamination.
  
- Monitoring and Evaluation: Any unhygienic hazards or practices are immediately addressed, and the effectiveness of our interventions is regularly evaluated.
  
- Animal and Farm Visits: When animals are brought into the premises or during visits to farms, strict hygiene controls are enforced to prevent the spread of infections.
  
- Consultation with Experts: We seek advice from local authority public health teams, infection control consultants, or nurses when necessary to ensure that our infection control measures are up-to-date and effective.

These comprehensive procedures ensure that Little Hearts Preschool Cranleigh provides a safe, healthy, and supportive environment for all children, staff, and visitors. Our commitment to rigorous safety and infection control practices reflects our dedication to the well-being of our preschool community.

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Updated 10 Aug 2024



