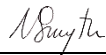


This policy will be reviewed in full by the Management Team on an annual basis.

Date the policy was last reviewed and agreed by the Management Team	Senior Manager		Manager	
	Name	Signature	Name	Signature
January 2026	Natasha Smyth			

This policy is due for review up to 12 months from the above date

Safeguarding - Child Illness, Accident, and Absence Policy

Legal Basis: Related Sub Section in the Statutory framework for the early years foundation stage (March 2021)

Child absences

3.11 Providers must follow up on absences in a timely manner. If a child is absent for a prolonged period of time, or if a child is absent without notification from the parent or carer, attempts must be made to contact the child's parents and/or carers and alternative emergency contacts. Providers must consider patterns and trends in a child's absences and their personal circumstances and use their professional judgement when deciding if the child's absence should be considered as prolonged. Consideration must be given to the child's vulnerability, parent's and/or carer's vulnerability and their home life. Any concerns must be referred to local children's social care services and/or a police welfare check requested.

3.12 Providers must have an attendance policy that they share with parents and/or carers. This must include expectations for reporting child absences and the actions providers will take if a child is absent without notification or for a prolonged period of time, for example: implementing the setting's safeguarding procedures, following up with the parents and/or carers and contacting emergency contacts if parents and/or carers are not contactable.

Paediatric First Aid

3.36 At least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present and must accompany children on outings. The certificate must be for a full course consistent with the criteria set out in Annex A. PFA training²⁶ must be renewed every three years and be relevant for people caring for young children and babies.

3.37 Providers should take into account the number of children, staff, and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly.

Accident or injury

3.77 Providers must ensure a first aid box with appropriate items for use on children is always accessible. Providers must keep a written record of accidents or injuries and first aid treatment. Providers must inform parents and/or carers of any accident or injury sustained by the child on the same day as, or as soon as reasonably practicable after, and of any first aid treatment given.

3.78 Registered providers must notify Ofsted, or the CMA with which a provider of CoDP is registered, of any serious accident, illness, or injury to, or death of, any child while in their care, and of the action taken. This must be done as soon as is reasonably practicable, but in any event, within 14 days of the incident occurring. A registered provider who, without reasonable excuse, does not meet this requirement commits an offence. Providers must notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and must act on any advice from those agencies.

1. INTRODUCTION

The safety and wellbeing of all of our children is our top priority whilst they are in our care. We take our duty of care towards our children very seriously. We risk assess and put measures into place to ensure that the environment is as safe as possible, and suitably supervised by competent adults, whilst still allowing children to play freely and to engage in 'risky play'. We talk to children about playing safely e.g. not running indoors, to look in the direction in which they are moving, to put things away when they are finished playing, not to step on resources, playing kindly with peers etc.

Unfortunately, accidents and incidents do happen at preschool. All staff are Paediatric First Aid Trained (or booked on a suitable course) and are able to deal with almost all accidents that may happen at the preschool. They can all administer first aid and know what to do should further care be needed. We use training providers who meet Ofsted requirements. Staff update their first aid training every three years, we aim to stagger the updates so that at least one member of staff has recently attended training.

2. ACCIDENTS OR INCIDENTS AT PRESCHOOL

All staff complete 12 hours of paediatric first aid training.

Procedure:

1. First Aid is administered as necessary
2. Accident Forms are fully completed by the person who saw the accident happen as soon as practically possible after the accident/incident.
3. A manager signs the form to confirm they are aware of the accident/incident.
4. Head bump/bite information is attached to the form as appropriate.
5. Parents are called in the cases of head bumps, bites, or if staff deem it necessary.
6. All accident forms are photographed/scanned and sent over to parents straight away or as soon as practically possible.

At collection, staff go through the form with the parent/carer, complete the form and ask parents/carers to sign it. Any additional information is handed to parents.

Forms are then filed in the accident log folder.

3. NOTIFYING OFSTED

We follow Ofsted Guidance and report injuries as required in their guidelines:

<https://www.gov.uk/guidance/childcare-reporting-childrens-accidents-and-injuries>

(From Ofsted's Website:)

You don't need to report a minor accident, injury or illness suffered by a child in your care.

Serious injuries, accidents and illnesses

You must tell Ofsted about any of the following:

- anything that requires resuscitation
- admittance to hospital for more than 24 hours
- a broken bone or fracture
- dislocation of any major joint, such as the shoulder, knee, hip or elbow
- any loss of consciousness
- severe breathing difficulties, including asphyxia
- anything leading to hypothermia or heat-induced illness (heatstroke)

Minor injuries

You do not need to tell Ofsted about minor injuries, even if treated at a hospital (for less than 24 hours).

These include:

- animal and insect bites, such as a bee sting that doesn't cause an allergic reaction
- sprains, strains and bruising, for example if a child sprains their wrist tripping over their shoelaces

- cuts and grazes
- minor burns and scalds
- dislocation of minor joints, such as a finger or toe
- wound infections

Eyes

You must report to Ofsted if a child suffers any loss of sight, whether it is temporary or permanent. You must also tell us about any:

- penetrating injury to the child's eye
- chemical or hot metal burn to the child's eye
- Substances and electricity

If a child in your care suffers any injury from, or requires medical treatment for, any of the following situations you must tell Ofsted:

- from absorption of any substance:
 - by inhalation
 - by ingestion
 - through the skin
- from an electric shock or electrical burn
- where there is reason to believe it resulted from exposure to:
 - a harmful substance
 - a biological agent
 - a toxin
 - an infected material

4. EXISTING INJURIES

All existing injuries i.e. those that happened prior to arriving at the preschool, must be noted and recorded when the child arrives at preschool.

Procedure:

1. An accident form is completed with parents/carers at drop off with as much detail as possible, explaining how the injury occurred.
2. The child's voice is recorded on the form.
3. A manager signs the form to acknowledge they are aware of its contents.
4. The form is given to senior staff members to log on the child's chronology
5. The accident form is filed in the child's safeguarding file.

5. ACCIDENTS & INCIDENT AUDIT

Audits are completed on accidents that happen within the preschool to look for any patterns to enable staff to put measures into place to reduce accidents.

6 ILLNESS

We cannot look after sick children at the preschool, or administer non-prescribed medication.

Children taking prescribed medication must be well enough to attend the setting, not be contagious, and be free from vomiting and diarrhoea for at least 48 hours.

Only medication prescribed by a doctor (or other medically qualified person) is administered. It must be in-date and prescribed for the current condition (medicines containing aspirin will only be given if prescribed by a doctor). The child must wait 48 hours after starting the medicine before returning to preschool in case of allergic reactions. Children's paracetamol/ibuprofen (un-prescribed) will not be administered. Please see the 'Administering Medicines Policy' for further details.

In order to prevent illnesses spreading to other children or staff, the following minimum exclusion periods will apply before children can return to preschool:

- **All** Diarrhoea & Vomiting – 48 hours following the last symptoms
- Chickenpox – until all spots have all crusted over
- Rubella (German Measles) – 7 days from onset of rash
- Measles – 7 days from onset of rash
- Impetigo – until all lesions have crusted and healed
- Hand, Foot and Mouth Disease – 10 days from onset of symptoms
- Scarlet Fever – 3 weeks/21 days after symptoms start or 48 hours after the start of antibiotic treatment (with evidence that treatment has begun)
- Scabies – 48 hours after treatment has started
- Slapped Cheek Syndrome / Fifth Disease /Parvovirus B19 – 48 hours after the rash has developed
- Shingles – until all spots have all crusted over
- Influenza (flu) – Until fully recovered
- Whooping Cough/pertussis – 3 weeks/21 days from onset of symptoms or 5 days from starting antibiotic treatment (with evidence that treatment has begun)
- Headlice – After treatment has been started and until all the headlice are gone
- Conjunctivitis – until eyes are clear and recovered fully or 48 hours after treatment has started
- Meningitis – until fully recovered
- Viral Meningitis – until fully recovered
- Mumps – 7 days after onset of swelling
- Threadworm – 2 weeks after treatment has started
- Ringworm – 48 hours after treatment has started
- Wart/Verruca/Ulcer/Cold Sore – No exclusion, but staff must be informed

The Manager may extend the above exclusion period if they feel a child is still unwell.

7 BECOMING ILL AT PRESCHOOL

If a child becomes unwell in preschool, we will contact the parent or the alternative contact number to arrange immediate collection of a poorly child. Poorly children must be collected within 20 minutes of a parent/carer being contacted

Our policy is to ask parents to collect a child immediately if

- their temperature reaches 38 degrees centigrade or more
- they vomit or try to vomit
- they have a loose bowel movement/diarrhoea or appear to have tummy pain

8 ABSENCES

Parents should give staff as much notice as possible of any absence. If a child is absent without an explanation for more than two consecutive weeks, their place may be offered to another child.

As part of our safeguarding responsibility towards the children in our care, and their parents, if we have not heard from a parent regarding a child's absence, we will contact them to check the reason for the absence and to check that the child and parents are safe. If we cannot reach a parent within a reasonable period of time, we will contact the emergency numbers provided to us on registration, or as a last resort we will contact the Police to ask them to call to the address we hold for the child to conduct a welfare check.

Procedure:

If staff have been notified of a child's absence;

- Record the explanation on the Tapestry register in the notes section and mark the child as absent
- Record the absence on the child's chronology, including details of the reason, how we were informed, and when the parent let you know.

If a child is absent without an explanation;

- If 30 minutes have passed after the expected arrival time, staff will send a message to parents to request an explanation for the absence.
- If a reply does not arrive within 90 minutes, staff will call the parent on the phone numbers we hold for them.
- If there is no response, staff will call the second parent on the numbers we hold for them.
- If contact is not made with either parent, staff will try each of them up to 3 times over the next hour.
- If no contact is made, staff will contact the numbers on the emergency contact form.
- If no contact is made after 1 hour, staff will call the police non-emergency number (101) to alert them to your concerns for the family's welfare.
- Record details on the child's chronology.

STAFF DECLARATION

I agree that I have read and understood the information set out in this policy, and will abide by it.

I understand that if I have any questions about this policy, I will raise them with my manager prior to signing my agreement below.

Staff Name	Staff Signature	Date

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