

Policy 5 Health and Safety Procedure

Accidents/sickness should be reported to the First Aider/Manager. In the case of children, the event should also be reported to the parent or person who collects the child. Sickness or accidents to staff or children must be recorded in the appropriate accident book. Entries should be made in ink and contain the following information:

Name, time, date of event, summary of event, any action taken, signature of the responsible person, any witnesses and, in the case of children, the parents should sign to say that they have seen the report.

A first aider will always be present in the Setting. Treatment for minor accidents only should be given. Parents will be informed of all accidents.

Any serious accident or injury must be reported to the Health and Safety Executive and Ofsted.

Disposable gloves should always be used when coming into contact with bodily fluids. If a child is taken ill an illness record sheet should be filled out, the parent/guardian should be informed and asked to collect the child. The record sheet will show parents when the symptoms began and what has happened to their child since they were called to collect them. They will then sign the sheet. If this is occurring regularly it will help to highlight any problem the child has with a certain aspect of the setting and environment.

If the illness the child had turns out to be contagious it makes it easier to remember what day the child attended whilst contagious, to inform other parents, if a record sheet was filled in.

If a member of staff is taken ill the manager should be informed.

Medication will only be administered in accordance with the Health policy adopted by YABC

Staff suggestions for the improvement of Health and Safety are welcomed and in the light of these and other considerations, this document may be altered from time to time.

Where two or more staff are employed YABC will undertake risk assessment.

