

EXISTING INJURIES

All injuries that children arrive with at Nursery must be recorded as soon as possible after the child arrives on the Existing Injury Form. If possible complete the form whilst the parent/carer is still present and get them to sign it as well. If an existing injury is noticed after the parent/carer leaves the nursery then an incident form should be completed by the staff member who has noticed the injury and where appropriate record the child's explanation. Pass the form to the Nursery Manager who will request the parent/carer to sign it on their return.

If a member of staff is concerned about an existing injury on a child, then they must immediately inform the Supervisor who will follow the Nursery Child Protection procedure.

HIV/AIDS and HEPATITIS B

Confidentiality will be maintained at all times

All health and safety policies and procedures will be followed at all times regardless whether a child has hepatitis B, HIV/AIDS or not. This ensures good practice and equal treatment.

Good hygiene procedures should be followed:-

- Use of disposable gloves

- Immediate washing of hands with soap and water

- Bodily fluids immediately cleaned up with pack provided

- Nappies disposed of in bin provided

- Waste bagged and disposed of in outside bin.

Staff may be vaccinated against Hepatitis B and Tetanus, although this is down to individual choice and is not a requirement of the Nursery.