**QUEEN’S UNIVERSITY BELFAST**

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Childcare Services

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**Reporting Adverse and Untoward Incidents**

1. Childcare Services at Queen’s is committed to ensuring the safety of the children and staff attending and working in the setting. We have Policies and Procedures in place to ensure precautions are taken to prevent accidents and to minimise risks.

The Policies that outline these procedures are as follows:

* Accidents and Allergies
* Evacuation
* Management of Emergencies
* Road Traffic Accident Policy

In the event of an Outbreak of Infection or Work Related Diseases the written account will be completed as detailed within the Recording Policy.

The actions to be taken if an outbreak of infection is suspected or confirmed will be followed as outlined within the Flowchart from HSC, Infection prevention and control. (Best practice advice for nurseries and childcare settings).

 Two or more children Two or more staff

 presenting with presenting with

 vomiting and/or diarrhoea vomiting and/or diarrhoea

 Contact the Public Health Agency duty room, 12-22 Linenhall Street, Belfast

Telephone: 028 9055 3994 or 028 9055 3997

Fax: 028 9055 3930

Email: pha.dutyroom@hscni.net

* Isolate the affected case/s away from other children to prevent further spread of infection.
* The child should be closely monitored until collected from the premises.
* Contact parent/guardian to collect child/children from the premises.

Ensure detailed records are maintained, which should include:

* + names;
	+ symptoms;
	+ date, time and location of child when symptoms occured;
	+ list of contacts;
	+ date and time of child’s last attendance at the facility.

A list of other children who have potentially been exposed should also be kept.

Ensure that parents/guardians are informed about the possible or confirmed outbreak of infection and that those affected are excluded until they are symptom free for 48 hours, encourage parents to submit a faecal (stool) or vomitus sample from child to their GP.