



# **Sickness and Illness Policy**

**September 2024**

## DOCUMENT CONTROL

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| <b>Distribution</b>         | All Nursery Staff         |                            |

Please note that a record of the changes made to the original issue of this document can be found at Schedule 1 after any Appendices to the Policy/Procedure.

| <b>Version Number:</b> | <b>Publication Date:</b> | <b>Nature of, and Reason for, Change(s)</b> |
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## Policy Statement

At Howgill we promote the good health of children attending nursery and in order to safeguard everyone take the necessary steps to prevent the spread of infection.

This policy has been devised to ensure that children who become unwell at nursery are treated sensitively and with respect. It also helps us to help us to protect other children from illness and the spread of infection.

The Setting Manager or Deputy reserves the right to refuse children into nursery if they have an illness that is contagious and will have an impact on the wellbeing of the rest of the children and staff. Please do not bring children who are unwell into the nursery as they will be sent home upon arrival.

Parents/carers are required to inform the nursery where they can be reached in the event of an accident/sudden illness. However, on occasions it may be impossible to contact a parent/carer in an emergency, we will make every effort to contact every named person on the child's emergency contact list, failing this, parents/carers are required to provide the Setting Manager with signed permission for the setting to act in their absence.

If a child becomes seriously ill or injured during his/her attendance at the nursery, the nursery reserves the right to call for emergency assistance and, if necessary, remove him/her to hospital and give permission for emergency treatment to be administered. If we must take your child to hospital because of an illness or accident, we will do our utmost to inform you immediately (using the details on your Application Form). It is therefore vital that this information is kept up to date and that you inform us of your timetable/whereabouts. Please inform the Setting Manager of any changes to these details as soon as possible. Please inform us as soon as possible if your child will be absent for a long period due to illness.

Local Authority regulations state that parents/carers are required to give the following information to the Setting Manager: name, address and date of birth of each child; name, home address and place of work with respective telephone numbers of the parents/carers of each child name, address and telephone number of each child's doctor and the state of immunisation and infectious diseases suffered by each child.

All accidents are reported in an *Accident Report Book/or Parentzone app* which is kept in the Nursery Office. Parents/carers will be notified of any accidents via an accident/ incident form/app

## Measures of high temperature

If you suspect a child has a temperature the following steps must be followed:

- Take the child's temperature using the head scanner thermometer.
- Notify parent of temperature
- Record the temperature on a monitoring form
- Attempt to reduce body temperature slowly – removing excess layers of clothing, opening a window, etc.
- Ensure the child is drinking water
- As a general rule, a temperature in children under 5 over 37.5C is a fever
- The child's temperature should be taken in regular intervals
- If the temperature hasn't reduced, parents will be asked to take their child home
- High temperatures can be extremely danger and cause convulsions.

## **Transporting children to hospital- Procedure**

If a child becomes extremely unwell and in an emergency situation, it is our procedure to call for an ambulance immediately. Parents will be contacted straight away and arrangements will be made to meet the parents at the hospital or at the nursery if they are close enough to reach the nursery in time.

In the event that a parent is not able to get to the nursery in time for the ambulance to transport the child to hospital, a senior member of staff will accompany the child and collect registration forms, relevant medication sheets, medication and any other items the child may need.

Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together.

Inform a member of the management team immediately.

Always remain calm. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the accident.

## **Febrile Convulsions, anaphylactic shock and other fit or seizure**

If a child has any of the above an ambulance must be called immediately and the same steps taken as above.

Anaphylaxis is a medical emergency that may require resuscitation measures. Administration of epinephrine (auto-injector) may be necessary.

Having areas for rest and sleep, where required and sharing information about the importance of sleep and how many hours young children should be having.

Our procedures: In order to take appropriate action of children become ill and to minimise the spread of infection we implement the following procedures:

- If a child becomes ill during the nursery day, we contact their parent(s) and ask them to pick up their child as soon as possible. During this time we care for the child in a quiet, calm area with their key person, wherever possible
- Wellness checks are taken for children who display any symptoms of being unwell, or where we have been informed by parents that they have been unwell, and this is then monitored throughout the day.
- We follow the guidance given to us by Public Health England (Health Protection in Schools and other childcare facilities) in Guidance on Infection Control in Schools and other Child Care Settings and advice from our local health protection unit on exclusion times for specific illnesses, e.g. sickness and diarrhoea, measles and chicken pox, to protect other children in the nursery.
- Should a child have an infectious disease, such as sickness and diarrhoea, they must not return to nursery until they have been clear for at least 48 hours from the last episode.
- We inform all parents if there is a contagious infection identified in the nursery, to enable them to spot the early signs of this illness. We thoroughly clean and sterilise all equipment and resources that may have come into contact with a contagious child to reduce the spread of infection.
- We have the right to refuse admission to a child who is unwell. This decision will be taken by the manager on duty and is non-negotiable
- We make information/posters about head lice readily available and all parents are requested to regularly check their children's hair. If a parent finds that their child has head lice, we would be grateful if they could

inform the nursery so that other parents can be alerted to check their child's hair, guidance given and notify any of the appropriate authorities including Ofsted if necessary.