



## **Little Swans Day Nursery** **Managing Sick Children Policy and Procedure**

**Reviewed by:** Elaine Boulton  
**Date:** August 2021

### **Aims**

This policy has been written in order to promote the good health of the children in our care, in line with the safeguarding and welfare requirements of the Statutory Framework for the Early Years Foundation Stage.

### **EYFS Welfare Standards: Safeguarding and promoting children's welfare**

At little Swans Day nursery the welfare of all children is of paramount importance to all staff. This policy will highlight staff responsibilities when dealing with a sick child as well as provide information for parents/carers about the procedures and policies in place at Little Swans Day Nursery.

It is highly likely that at some point a child who attends the nursery may become sick from an illness, resulting in them feeling generally poorly and unwell. It is the responsibility of nursery staff to communicate effectively with parents and carers.

The nursery takes responsibility to explain clearly to parents our legal and moral approach when dealing with sickness and accidents with a child in our care, and have implemented effective procedures to support the process (see accident and medication policies). We want to share this responsibility and it is expected that parents/carers will adhere to specific procedures and practices detailed within this policy.

### **Procedures**

- In the event of a child being taken ill or running a high temperature of 38 degrees or above the following will be done:
  - Contact the child's parents explaining their child's condition. From their observations they will ask parent's to collect.
  - If parents are unable to collect then children will be administered Calpol by management or supervisors in their absence in accordance with the nursery's emergency medical treatment

policy. This will only be administered if parents have given signed consent during registration to do so. If not parents will be asked to come and collect their child

- Children will only be given medicine with consent and if they have their own medication on site, otherwise parents must collect
- Staff will comfort the child
- Offer a cool drink of water
- Remove any excessive clothing
- Damp them down with (lukewarm flannel)
- Open windows/ put a fan on if necessarily
- Observe the child and look for signs of their condition getting worse

### **PROCEDURE FOR A SERIOUS EVENT**

- In the event of a life threatening episode such as: faints, fits, convulsions whilst in our care staff will carry out the following procedure:

- An ambulance will be called
- Observations made and information passed onto the emergency services
- Parents will be contacted immediately, where possible to come to the nursery or to meet the member of staff at the hospital who will accompany the child in the ambulance
- The staff member will take the child's medical form with them and will be guided by the professional medical staff opinion as to medical procedures. (As approved by the parents on their child's medical form).
- Staff will then complete an emergency record card, detailing the events for future reference and a copy of this must be sent to the nurse educators dependent on the reason why a child has been taken to hospital Ofsted will be informed and the incident may be reported under RIDDOR
- Requests for staff to apply any prescribed creams, drops or ointments will be taken on an individual basis, and will be done in accordance with the nursery's 'Administration of Medicines Policy'. Before any medicine is administered to a child a medication consent form must be completed by the parent/carer who holds parental responsibility.
- If a child has been prescribed a course of antibiotics then they must receive the first dose at home prior to their return to nursery.

### **Children showing no signs of illness but not themselves**

- If your child has not been his/her normal self at home but is not showing signs of illness when brought into nursery, please mention it to the member of staff who you hand your child over to, and let them know how best to contact you throughout the day.

### **Children who are ill**

- It is at the nursery manager/assistant manager discretion whether or not to allow a child into the nursery if they are showing signs of illness, even if there is no exclusion period or if this is after any exclusion period or if this is after any exclusion period has passed; or if a doctor has stated that they are not infectious

### **Nursery and Staff Responsibilities**

- Where a child is taken ill, or in need of medication not previously prescribed or agreed, staff will inform the Nursery Manager immediately.
- To inform all parents/carers of any accidents/incidents involving their child while in the care of Little Swans Day Nursery
- To ensure all relevant records/documents are completed correctly and signed by the appropriate persons.
- To adhere to nursery policies and procedures.

- To determine at point of entry the person/s who holds parental responsibility for the child and ensure the named person completes medication consent etc...
- In the event of infectious illnesses nursery will follow the exclusion periods outlined by the Health Protection Agency Guidance on infection control in schools and other settings. Children must not return to nursery until the quarantine period is finished.
- Under the Children's Act regulations, Ofsted will be notified of any infectious, notifiable and communicable diseases. Details are available at website [www.doh.gov.uk](http://www.doh.gov.uk)
- After a bout of sickness and/or diarrhoea parents will be called to collect their child immediately. Viruses stay active in bodily fluids and faeces. To minimise the risks of contamination to other children and staff a nursery exclusion period of 24 hours after the last episode is required.
- Dependent on the situation and reasons for accident/ incident nursery will inform Ofsted and Birmingham's Safeguarding Children's Board. (See Safeguarding policy and procedures)
- Where appropriate, inform parents of the symptoms to look out for in their own child and provided with information on where to seek further help and advice.
- Staff in the nursery will follow strict hygiene routines at all times to minimise the spread of infection.

### **Parental Responsibilities**

- Parents/carers are required to provide emergency contact numbers, and those of a known person who can collect their child in their absence. This forms part of the statutory legal requirements for Ofsted Registration.
  - Consent is obtained from Parents/carers when registering with the nursery, which gives nursery permission to seek emergency medical treatment in their absence as detailed in their child's contract at Little Swans Day Nursery
  - Parents/Carers are expected to inform and update nursery immediately of any change to contact numbers or addresses. Records are updated each parents evening in April and November.
  - Parents/Carers are requested to notify nursery if their child is diagnosed with a contagious illness. This is to ensure that we can notify other parents/carers of vulnerable children and pregnant women. We can also track trends, and in exceptional circumstances we are required to inform the local health authority of any outbreaks of notifiable diseases. The nursery is required to maintain the appropriate confidentiality.
  - It is vital that parents/carers inform nursery of any illness or diseases that may impact on the child's wellbeing whilst in our care. Staff need relevant information to ensure they are best prepared should a child be taken ill.
  - To disclose any past or current medical history during registration e.g. convulsions and asthma, to enable staff to consult with parents/carers as well as other professionals who may be able to advise and assist when developing a care plan or alert card for their child's condition and wellbeing, as well as identifying areas where staff training may be required.
  - Parent/carers must always seek medical advice from a GP or Health Visitor.
- Children suffering from certain infectious diseases will be excluded from the setting for the following periods of time.
- A child who is sick or has diarrhoea whilst at the nursery is to be collected immediately and kept away for 24 hours following the last bout of sickness or diarrhoea
  - Gloves will be worn when dealing with blood or other bodily fluids
  - Parents will always be contacted and informed if their child has a high temperature of 101F/38C or above
  - To prevent the spread of conjunctivitis, suspected cases will be reported immediately to parents who will be asked to take their child from the nursery to be seen by a Doctor
  - Chicken Pox: children need to be absent from nursery for a minimum of 5 days from the onset of the rash. After this time, if all the spots have dried and scabbed over, the child can return to the nursery. Parents will also be contacted if their child develops a rash or suspected thrush. This will need to be checked by a Doctor whose advice should be followed.

### **Illness Outbreaks**

If there is an outbreak of an illness in the nursery then the manager or assistant manager will consult with the local Health Protection Unit for advice. We may decide to exclude children in order to control an outbreak even where this is not listed on our normal exclusion policy.

### **Infectious Communicable and Conditions Reporting**

If a child has an illness we would request that the parent/s contact the nursery as soon as possible.

If it is an infectious communicable disease we will inform staff parents and carers as soon as possible

If there is an outbreak of a notifiable disease at the nursery we will inform the local Health Protection Unit, RIDDOR (If appropriate), and Ofsted.

This is particularly important in case a child has come into contact with a pregnant staff member or parent/carer.

If a case of head lice is found at the nursery, the child's parents or carers will be discreetly informed when they collect the child. Other parents will be warned to check their own children via a letter sent out by the nursery. Care will be taken not to identify the child affected.

### **Head Injuries**

If a child has sustained a bump to the head parents/carers will be informed on collection and given a bumped head letter. Staff are responsible for ensuring the accident/incident has been recorded on the child's records, as detailed in the accident procedures and their name has been written on the whiteboard.

Management may ask a member of staff to contact parents/ carers by telephone after a child has bumped their head if they feel it is necessary to inform the parents/carers of the accident/incident immediately. If the head or face injury is more severe parents will be advised to collect their child and seek medical attention, this will also be recorded on the child's records.

Parents/carers will be asked to sign the accident/incident sheet to acknowledge that they have been informed. This must be done on the same day and will be given a bumped head letter detailing the injury along with a feedback sheet for nursery when the child returns.

### **Foreign Objects**

The nursery will not remove foreign objects from eyes, nose or ears. This is invasive and may cause a child to become distressed. Parents/carers will be contacted and advised to collect their child and seek medical attention. This will be recorded on the child's incident record, parent/carers must sign the document when they collect their child.

Occasionally children may get sand in their eyes during day to day activities. If this happens the event will be noted on a child's accident record, parents/carers will be advised to seek medical attention if the eye becomes irritated or painful.

If a child receives an insect sting that remains attached to the child, parents/carers will be contacted to seek medical assistance. This will be recorded on a child's incident record.

Staff will monitor any child, if their condition worsens while waiting for parents/carers an ambulance will be called to assist.

***Management retain the right to ask any parent to take their child home if the child is found to be not well on entering nursery and during their day at nursery. Nursery also reserve the right to consult the NHS Direct Website for further advice and information.***

These guidelines are produced in support of our sickness policy.

Parents should always seek advice from their GP or Accident and Emergency department regarding the specific symptoms of their child. Phone NHS Direct 111 on landline or mobile.

Or [www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk)