

# Policy on Sick Children

*See also the policy on Health & Safety as they are related documents*

## **PLEASE READ COVID POLICY ALSO**

It is the policy of the Nursery to support Children, Staff and Parent/Carers in the event of illness.

### **Operation**

To maintain this policy we cannot accept children into the Nursery setting who;

- have a contagious illness that would result in it being transferred to other occupants of the Nursery.
- have sickness and/or diarrhoea that would result in it being transferred to other occupants of the Nursery.
- have been prescribed antibiotics. (First 24 hours)
- cannot cope with normal nursery activity.

If a child already at nursery starts to show signs or symptoms of becoming ill the parent will be contacted and requested to collect their child from nursery. The nursery will take responsible measures to care for the child until collected. The child will be given a place to rest that is comfortable and where all sheets, blankets and pillows can be removed for immediate washing to stop the spread of infection.

When a nursery child has been diagnosed as having an infectious disease all parents will be notified both verbally and by a notice displayed in the entrance hall. This notice will identify the disease, symptoms, exclusion period and any relevant medical advice the nursery may have been given.

### **Exclusion from nursery**

The Environmental Health Officer or a General Practitioner may advise exclusion periods and the Health Protection Agency (HPA - [http://www.hpa.org.uk/webc/HPAwebFile/HPAweb\\_C/1194947358374](http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1194947358374)) produce their own guidelines but the nursery will determine the actual period in each case.

As a guide,

- children that have contagious illnesses should be kept out of nursery until they are non-infectious and fully able to cope with nursery activities.
- children that have sickness and/or diarrhoea should be kept out of the Nursery for the minimum period of 24 hours after the last incident occurred.
- children that have been prescribed antibiotics should be kept out of the Nursery for the minimum period of 24 hours starting from the time the medication was first administered.
- children that cannot cope with normal nursery activity should be kept out of nursery until they are able to cope with a normal nursery day.

In the event of any other illness a senior member of staff will discuss exclusion times according to the nature of the illness.

## **Notification of diseases and outbreaks of infection**

Certain diseases must be reported to Local Authority Proper Officers, these can be found by visiting -

[www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report](http://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report)  
a non extensive list is also kept in the infection control folder in the office.

Notification must be made to

Thames Valley Health Protection Unit  
Centre for Radiation, Chemical and Environmental Hazards  
Health Protection Agency  
Chilton  
Didcot  
Oxon  
OX11 0RQ

Tel: 0845 279 9879      Fax: 0845 279 9881      Email: tvhpu@hpa.org.uk

### **Children with medical needs other than requiring medication**

An example of this would be a child who has a physical disability. Any child with medical needs other than those requiring a course of medication will have a specific plan to meet their needs put in place. (EHCP) In developing this plan the nursery, parent/carers and any other relevant healthcare professional will be consulted. The plan will be reviewed with the parent after a maximum of three months. Where a specific medical need has been identified staff will be trained in how to address that child's specific individual need.

### **Medication**

#### *See the Procedure for Administering Medication*

Medicines must be stored strictly in accordance with product instructions and in the original container in which dispensed or purchased. They should include manufacturer or doctors instructions for administration. Prescribed medication provided by the parent, with the exception of EpiPens, Inhalers and Creams must be returned to the parent for removal from nursery at the end of each day.

With the exception of EpiPens medication requiring any form of physical intervention will not be administered. Non prescribed medication provided by the parent/carer will not be administered by the nursery.

Requests where medicines will be administered must be recorded. A medicine form must be completed by the parent/carer detailing the timing and dosage of medicines to be given. When no more entries on the daily record sheet can be made the permission form will be filed in the Childs personal file.

With the following exceptions medication will not be administered unless they have been prescribed for that child. The nursery definition of a prescribed medicine is a medication which has resulted from a written prescription from an authorised person and the name of the child is printed on a NHS label attached to the packaging. (see Ofsted document "Giving medication to children in registered childcare" No. 080290). The following two proprietary non- prescription medicines, 1) Calpol® (Paracetamol Suspension) and 2) Calgel® teething gel purchased by the nursery may be administered, but only when there is a health reason to do so and the following conditions have been met, 1) The parent must have already discussed the giving of non prescription medication with the nursery

and has signed a standing permission form to administer the medication, 2) when the nursery consider it to be in the best interests of the child to receive a nursery provided medication, the parent has been contacted and given permission to administer the medicine to the child on that occasion.

A child under 16 should never be given medicines containing aspirin unless it has been prescribed for that child by a doctor.

Requirements for administering medication,

- The nursery Procedure for Administering Medication must be followed exactly.
- Prior written permission has been obtained. A “permission to administer medication” form has already been completed by the parent. Either by “standing permission” for non prescription medication or by a form specific to a prescribed course of treatment.
- The parent has been contacted and has given permission for non prescription medication to be given.
- Only staff qualified to a minimum of NVQ Level 3 or equivalent can administer medicine.
- The giving of medication must be checked and witnessed by a second member of staff.
- All medication must be within the ‘**use by date**’.
- All prescription medication must be in the **child’s** name.
- The stated dosage must not be exceeded.
- A written record of administering prescription or non prescription medication must be made. This record must include, 1) Childs name 2) Date and time of giving, 3) Reason for giving. 4) Name of medicine and dosage, 5) Signature of staff member administering medicine. The record must be countersigned by the witness.
- In all cases where prescription or non prescription medication has been given the parent will be required to sign the medicine book when the child is collected. A copy of the record must be given to the parent.
- Prescribed medication provided by the parent, with the exception of EpiPens, Inhalers and Creams must be returned to the parent for removal from nursery at the end of each day.

**This policy was reviewed and amended on 21<sup>st</sup> July 2020**