



## SICKNESS POLICY

We promote the good health of children attending nursery and take necessary steps to prevent the spread of infection. If a child requires medicine we will obtain information about the child's needs and will ensure this information is kept up-to-date. When dealing with medication of any kind in the Nursery, strict guidelines will be followed.

**PRESCRIBED MEDICINES** *The Nursery will administer medicine that has not been prescribed by their doctor, pharmacist or dentist e.g: Calpol, etc. as long as written permission has been given by the parent or carer.*

**Internal medicine:** The child must have been taking the medication for a minimum of 24 hours, after the first dose before being accepted back into the Nursery. They may only return providing they are well enough and are not contagious. Once the 24 hours have elapsed the staff can continue to administer the prescribed medication in line with stated instructions (please see below).

**External medicines:** The child must have had the medication applied for a minimum of 24 hours after the first application before being accepted back into the Nursery. They may only return provided they are well enough and are not contagious. Once the 24 hours have elapsed the staff can continue to administer the prescribed medication in line with stated instructions (please see below).

**Administering Calpol:** Parent or carers will be asked permission for the administration of calpol upon signing your child up to the Nursery, in completing the 'Child Profile Form' on EyLog. Management will give parents a courtesy call once a child has been given Calpol. Calpol is always our first protocol for children/babies with high temperature/fevers. A high temperature is between 37.8c- 38 c. Anything over 38c is classed as a fever and would follow our fever procedure below.

If you have had to administer Calpol due to your child feeling unwell, we ask that they not return to Nursery for a minimum of 12 hours, unless it is a fever which would be longer. Once the 12 hours has elapsed, if they have not had Calpol again, if they are well and have no temperature they may return to Nursery. Calpol can mask symptoms such as temperature, earache and cold / flu making it difficult to know whether the child has an illness which could potentially spread to others at the Nursery.

**Fever** - All children must be kept away from Nursery for a minimum of 24 hours or until their fever has returned to normal without the need for medication, a fever is classed over 38c. If your child/baby's temperature is between 38c - 38.5c while attending nursery, we would give calpol, monitor and make the decision if they need to go home. All children/babies with a fever of or above 38.5c will be asked to be collected straight away. Therefore if your child is due on the following day they will not be able to attend.

**Administering Piriton:** The Lodge has its own Piriton which will be used in emergencies, for allergic reaction, bee or wasp stings, etc and that we have parents permission.

**Teething:** During the teething period there are symptoms that include: irritability, disrupted sleep, swelling or inflammation of the gums, drooling, loss of appetite, rash around the mouth, mild temperature, diarrhea, increased biting and gum-rubbing and even ear-rubbing. We will administer teething gel/granules, which are provided to us and Calpol as a source of pain relief if a child has a mild temperature between 37-37.9c, but any temperature higher than this would be classed as a fever.

**External Creams:** If a child requires cream for Eczema or dry skin, the parent or carer will be required to fill in a Medicine form for which is found on the EyLog system under your child's name, giving the nursery consent for the administration of cream. Please ensure the cream is clearly labeled with the child's full name.

Nursery staff have the right to refuse to administer any medication with which they feel uncomfortable. All parents and carers are asked to respect our staff team's decisions as our policies are in place to prevent infection from spreading around the Nursery.

### **ADMINISTERING OF MEDICATION:**

- All medicines must be clearly labeled and parents or carers must sign all the relevant medicine forms on the Eylog system at the beginning of the day. Medicines that may be needed quickly in an emergency must not be locked away and kept out of the reach of all children.
- It is the senior staff's responsibility to check the forms before the parent or carer leaves. When a parent or carer collects their child at the end of the day staff will explain to the parents there will be a form on Eylog for parents to sign the dose that has been administered throughout that day.
- The only members of staff to administer medication will be the Management, office staff, Room Leaders and Deputy Room Leaders. Only in the absence of the above staff in the room or the urgent need for the medication will another staff member be permitted to administer the medication. Management must be informed of all medicines that are in the Nursery.
- Medicines should always be provided in the original container and include the prescriber's instructions. We will not administer any medicine if they have been taken out of their original container.
- As soon as the medication has been administered the person who administered it will complete the EyLog form. It is the witness's responsibility to ensure they also sign the medicine form online.
- Both the medicine giver and the witness will be held equally responsible for all medication given.
- Nursery staff will be aware of the needs of children on long-term medication and work closely with the parent or carers to ensure that administration of medicines is consistent with the child's medical needs.

### **MEDICINE FORMS**

- Medicines will only be administered with written consent by parents or carers on EyLog.
- Medication will only be administered at the times stated by the parent or carer on the medicine form. The only time this will not be effective is if the child is asleep at the nominated time. As soon as the child awakens, the medicine will be given. The time of the next dose will then be calculated by the medicine giver, along with the witness, in accordance with the time difference stated by the parent or carer. It will then be recorded on the medicine form.
- The amount given will be the amount stated on the medicine form by the parent or carer. Should it be above the recommended dosage on the bottle or box then only the recommended dose will be given and the parent or carer informed.

Should a parent or carer not complete the form clearly then a new one will be created on their child's personal EyLog account for the parent or carer to complete immediately. Should they not be able to do this then the medication will not be given and the parent or carer informed.

Where appropriate it may be necessary for staff to attend specific training on administration of medicines e.g. epipen training. We will source the best outlet for any training needs required.

### **LONG TERM MEDICAL CARE PLAN**

We understand children may have medical conditions such as; Diabetes, Epilepsy, Eczema, Asthma. In this circumstance the parents or carers will be required to complete a long term medical care plan on the EyLog system, before the child starts with us at The Lodge. If the medical condition develops whilst attending the nursery the long term medical care plan is to be completed and put into place immediately.

Both The Lodge and the parent or carer must complete the agreement section on this form so that senior staff can administer the medication and are fully aware of the requirements needed. Parents or carers will give The Lodge consent and sign each day when staff have administered the medication at the time stated.

In some cases it may be necessary for appropriate training to be put into place prior to the start date. This is to ensure that the nursery remains a safe place for the child and ensures the Nursery staff can meet the needs of the child appropriately and provide the level of support that is required

Parents and carers must make staff aware of any changes to medication, dosage and times for administering the medication at the first instance.

All relevant information will be added onto the EyMan Management system on the child's profile . All medication will be kept in a cupboard away from children, however accessible for the staff to gain access as and when needed.

## **SICKNESS AND ILLNESS**

If children become unwell whilst at the Nursery they are treated with sensitivity and respect. We will also take appropriate action, when possible, to protect other children from illnesses and the spread of infection.

Children should not be left at Nursery if they are unwell. If a child is unwell then they will prefer to be at home with their parents or carers rather than at Nursery with their peers.

We will follow these procedures to ensure the welfare of all children within the Nursery:

- If a child becomes ill during the nursery day, the parent or carer will be contacted and may be asked to collect their child. A discussion of the child's progress during the day will be had and will then be determined what is best for the child and if they need to be collected as soon as possible. During this time the child will be cared for in a quiet, calm area with their key person or another familiar member of staff within the room.
- Should a child have an infectious disease, such as sickness and diarrhea, they should not return to Nursery until they have been clear for at least 48 hours.
- It is vital that we follow the advice given to us by our registering authority and exclude specific contagious conditions, e.g. sickness and diarrhea and chicken pox to protect other children in the Nursery. Illnesses of this nature are very contagious and it is exceedingly unfair to expose other children to the risk of infection.
- With a case of conjunctivitis we ask that the child does not return to nursery until they have started the eye drop medication. However if a child is under 2 years it is more than likely that you will not be given medication from the doctors, instead a diagnosis and instructions on how to clean them correctly will be necessary.
- If a contagious infection is identified in the Nursery, parents or carers will be informed to enable them to spot the early signs of this illness. All equipment and resources that may have come into contact with a contagious child will be cleaned and sterilised thoroughly to reduce the spread of infection.
- It is important that children are not subjected to the rigors of the Nursery day, which requires socialising with other children and being part of a group setting, when they have first become ill and require a course of antibiotics. Our policy, therefore, is to exclude children on antibiotics for the first 24 hours of the course.
- The Nursery has the right to refuse admission to a child who is unwell. This decision will be taken by the Management and is non-negotiable.
- Information about head lice is readily available and all parents and carers are requested to regularly check their children's hair. If a parent or carer finds that their child has head lice we would be grateful if they could inform the Nursery so that other parents and carers can be alerted to check their child's hair.

## **DIARRHOEA AND VOMITING**

All children must be kept away from nursery for a minimum of 48 hours after the last episode of diarrhoea or vomiting. If a child is sent home from the nursery the 48 hours exclusion still applies. Therefore if your child is due in to nursery the following day they will not be able to attend. Children should only return to nursery when they are well enough and have regained their appetite.

When The Lodge has had an outbreak of diarrhoea and/or vomiting, we will follow our outbreak guidance checklist to help limit the spread of infection, which also includes the 48 hours restriction.

## **MENINGITIS PROCEDURE**

If a parent or carer informs the Nursery that their child has meningitis, the Nursery Manager will contact the Infection Control (IC) Nurse for their area, and Ofsted. The IC Nurse will give guidance and support in each individual case. If parents or carers do not inform the Nursery, we will be contacted directly by the IC Nurse and the appropriate support will be given.

## **IF AN UNWELL OR INFECTIOUS CHILD COMES INTO THE NURSERY:**

The Manager or Deputy Manager reserves the right not to accept any child who is unwell into the Nursery. It is unfair on the child to be here when they need to be with their parents or carers or having one to one attention. It is also unfair to the rest of the children who are here if they are knowingly in contact with an illness or infection.

## **IF A CHILD BECOMES UNWELL WHILST AT THE NURSERY**

If a child begins to show signs or symptoms that could pertain to illness they should firstly be comforted by staff, preferably the key person. This should be in the form of reassurance, both verbal and physical as appropriate, e.g. cuddles.

As soon as a child shows signs of feeling unwell, the child's Key Person or Room Leader should monitor the child.

If possible, the child's Key Person should spend one to one time with the child or a member of staff from the child's room, attempting to find out what is wrong and if necessary administer first aid.

No medication may be given unless prior permission was obtained from the parent or carer that day and the stated dose is due to be given at that time.

The Manager or Deputy Manager should be informed of any child who appears to be feeling unwell. If, after staff have done everything they can to make the child more comfortable, there is no sign of improvement, then the Manager or Deputy Manager, in conjunction with the child's Key Person or Room Leader, will discuss whether or not to contact the parent or carer to come and collect their child.

If it is deemed to be in the best interests of the child to go home, the Manager, Deputy Manager or Room Leader will ring the parent or carer, getting the number from the child's information, which is held in EyMan. They will explain the signs and symptoms the child is displaying and ask them to come and collect their child.

If the Manager, Deputy Manager or Room Leader is unable to contact the parent or carer they will then go to the child's emergency contacts, usually being the second parent or carer, continuing down the list of authorised persons as necessary.

Whilst their parent or carer is being contacted the child should continue to be comforted by members of staff.

Plenty of fluids will be offered to the child and if their temperature is higher or lower than usual this should be addressed immediately. Any other symptoms should be treated as necessary.

The child will always be treated with the utmost sensitivity and respect as feeling poorly can be distressing and quite frightening for a child. They should have a staff member with them, preferably their Key Person, until their parent or carer or authorised person arrives to collect them.

The child should have privacy as much as possible and be able to be in a quiet area away from other children, with the staff member. Usually a quiet area can be made in the child's playroom.

Should a child's symptoms deteriorate whilst waiting for their parent or carer the Manager or Deputy Manager should be informed immediately.

If the Manager or Deputy Manager feels that it is necessary, they should call for an ambulance. The Manager or Deputy Manager must then inform the parent or carer to meet them at the local hospital. First aid should be administered to the child as necessary.

## **FEBRILE CONVULSIONS, ANAPHYLACTIC SHOCK AND ANY 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 typically presents with many different symptoms over minutes or hours with an average onset of 5 to 30 minutes if exposure is intravenous and 2 hours for foods.

Anaphylaxis is a medical emergency that may require resuscitation measures such as airway management, supplemental oxygen, large volumes of intravenous fluids, and close monitoring. Administration of epinephrine (Epipen) may be required and only staff with Epipen training should be called upon to administer such treatment.

## **TRANSPORTING CHILDREN TO HOSPITAL PROCEDURE FOR STAFF**

- If the sickness is severe, call for an ambulance immediately. DO NOT attempt to transport the sick child in your own vehicle.
- Whilst waiting for the ambulance, contact the parent or carer and arrange to meet them at the hospital.
- A senior member of staff must accompany the child and collect together registration forms, relevant medication sheets, medication and the child's comforter. A member of the management team must also be informed immediately.
- Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. If you are confident and assertive the child will feel reassured.

## **CALLING AN AMBULANCE**

Dial 999 and ask for an ambulance. Answer all questions honestly and clearly. When asked to give the address and telephone number, use the following details:

The Lodge Day Nursery  
Ivry Lodge  
Ivry Street  
Ipswich  
IP1 3QW  
01473 282811

The Manager or Deputy Manager and Key Person if possible, will go with the child to the hospital, taking the child's registration form (which is found on EyLog). This includes all their medical details and the consent for medical attention.

Reports should be written up by the Manager or Deputy Manager, and Key Person and any witnesses to be kept on file. Members of staff will be offered time out and an opportunity to discuss what happened and how they are feeling.

**Amended - September 2024**