

Sickness and Exclusion Policy 2017



The legal framework for this policy is based on:

Purpose	Ensure sick children are identified. Ensure sick children are cared for appropriately. Protect children and adults from preventable infection. Enable our staff and parents to be clear about the requirements and procedures when a child is unwell.
Scope	All staff, students and parents
Responsibility	Owner/Manager

Children should not be left at the setting if they are unwell. If a child is unwell then they will prefer to be at home with their parent(s) rather than at the setting with their peers. We will follow these procedures to ensure the welfare of all children within the nursery:

- If any child is thought to be unwell we will assess the condition of the child, this will be done in a kind and caring manner. The child may become distressed so it is important to be calm and reassuring. The Day/Nursery Manager must be informed of any sick children.
- We understand the needs of working parents and will not exclude children from the nursery unnecessarily. It is however at the discretion of the **Manager** when requesting the exclusion of a child for illness or infection and that decision is final. Decisions will be made and take into account the needs of the child and those within the group.
- Any child with an infectious or contagious disease will be excluded for a certain period of time. If staff suspects that a child has an infectious or contagious disease they will advise that parents to consult a doctor before returning to the nursery.
- Should a child become ill whilst at the nursery, the **manager** or **Key person** will contact the parent or emergency contact, we ask for the child to be collected within one hour if possible. The child will be comforted by the **key person** who will take appropriate action which will include medical advice if necessary, whilst awaiting the arrival of the parent/carer.
- Our staff will report any worries about a child's health or well being to the parent/carer immediately. Parents/carers are responsible for keeping the nursery informed about their child's health.
- We recommend that no child may attend the nursery whilst suffering from a communicable disease and should be excluded for the periods recommended. Please see our guidelines.
- Parents/carers will be contacted should their child have a high temperature of **38c/101F** or higher, and will be requested to collect their child as soon as possible.
- Children's paracetamol (Calpol) is administered only with parental consent. Parents will be contacted before Calpol is administered. Parents will be required to sign to acknowledge the administration of the medication and confirm they were notified prior to the medication being administered.
- Coughs and colds do not necessarily require the child to be excluded from the nursery, but this will depend on the severity and how the child is able to cope with nursery routine. A child who is or appears unwell may be refused admission this will be at the discretion of the **Manager**.
- If a child has ongoing discharges from their ears, nose or eyes the parent/carer will be advised to seek advice before their child is allowed back to the nursery and in some cases a doctor's note may be required before returning.

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14/01/2017	Esigned – Joyce L Baxter	14/01/2017	14/01/2017	January 2018

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- A child who has sickness or diarrhoea whilst at the nursery is to be collected immediately and kept away for **48 hours** from the last time they were sick or had a runny stool.
- To prevent the spread of conjunctivitis, suspected cases will be reported immediately to parents/carers who will be requested to take their child from the nursery to be seen by the doctor or pharmacist for advice on what treatment is required. Once the child has been treated and the conjunctivitis appears controlled, providing the child is happy they may return to nursery, again this will be at the discretion of the **Day/managers** and in discussion with the parent/carer to ensure the spread of the infection is reduced to a minimum.
- Parents will be contacted if their child develops an unexplained rash and be requested to seek medical advice which they should follow before the child returns to nursery.
- If your child has not been their normal self at home but is not showing signs of illness when brought into the nursery, please mention it to your child's key person or Day/Nursery manager to let them know how to best contact you during the day and how they can support your child whilst they are at the nursery.
- The nursery is committed in providing the highest standards of care for our children ensure their health and well being is maintained at all times.
- We operate an 'open door' policy towards parents/carers in the nursery, so please feel free discuss any concerns about your child with their **key person** or **manager**.
- If any siblings are unwell please do not bring them into the setting. Staff can bring your children out to meet you, at your convenience.
- It is vital that we follow the advice given to us by our registering authority and exclude specific contagious conditions, e.g. sickness and diarrhoea, 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 an infection
- If a contagious infection is identified in the setting, parents 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
- The setting has 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

Monitoring Temperatures

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

- Take child's temperature using the ear thermometer.
- Record the child's temperature on a monitoring form
- Record comment's that shows what measures have been done to help reduce temp.
- Take layers of clothing off to help reduce temperature
- Give the child some water to drink
- Call the Parent and record time of call on the monitoring sheet
- Ask the parent to collect the child
- Comfort the child if upset (however try not to cuddle them for too long as your body heat will add to temperature)
- Record and monitor every 10 minutes

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- If continues to rise call parent again to see how long before collection
- If you are unable to bring the temperature down and it continues to rise, and you cannot contact the parent/carers contact other named persons on the child's registration pack.

Temperatures 40c and above

- If child's temperature is 40c or above complete monitoring form and inform manager
- Manager to check child's temperature and contact parent/carer and ask them to collect
- If parent/carer unable to collect immediately inform them that the temperature will continue to be monitored for 10 minutes and if there is no change or it increases an ambulance will need to be called due to high risk of febrile convulsions
- Continue to monitor temperature and reduce layers of clothing
- If temperature maintains or increases after 10 minutes an ambulance will need to be called
- Parents/carers to be notified immediately
- A senior member of staff is to accompany the child to hospital ensuring they take the child's registration pack with them and a mobile phone.
- Upon returning to the setting the manager is to inform Ofsted and RIDDOR.

Meningitis procedure

If a parent informs the setting that their child has meningitis, the manager should 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 do not inform the setting, we will be contacted directly by the IC Nurse and the appropriate support will be given.

Reporting of notifiable diseases

- If a child or adult is diagnosed suffering from a notifiable disease under the public health (infectious diseases) regulations 1988, the GP will report this to the Health Protection agency.
- When the setting becomes aware, or is informed of the notifiable disease, the Manager will inform OFSTED and acts on advice given by the Health Protection Agency.

Head injuries

If a child receives a significant bump to their head it is our policy to contact the parent/carer immediately, for the child to be taken home or to Casualty if thought necessary. This is so the child can be monitored closely for any side effects or concussion. All injuries are logged in our accident book and signed by parents.

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Transporting children to hospital procedure

- Should the **manager** consider the illness or situation needs immediate medical attention, the emergency services will be contacted to take the child directly to hospital and the parent/carer will be contacted accordingly.
- In the unlikely event of the parent /carer not being available the most senior member of staff (**manager**) will assume charge and, if necessary take the child to hospital along with the relevant details.
- 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 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.

Exclusion Periods

If a child or member of staff becomes ill outside of operational hours, they should notify the setting as soon as possible. The minimum exclusion periods outlined below will then come into operation.

Illness	Exclusion Required
Antibiotics Prescribed	24 hours since the course has been commenced with at least 2 doses administered for medication that has not previously been prescribed
Diarrhoea/Sickness	48 hours clear
Chicken Pox	5 days from when the rash first appeared (or after the last spot has scabbed)
Conjunctivitis	After administration of medication
Gastro-enteritis, food poisoning	48 hours or until advised by the doctor
Diphtheria	2-5 days
Glandular Fever	Until certified well
Hand, Foot and Mouth disease	During acute phase and while rash and ulcers are present
Hepatitis A	5 days from onset of jaundice & when recovered Hepatitis B Until clinically well
Impetigo	Until the skin has healed
Infective hepatitis	7 days from the onset
Measles	7 days from when the rash first appeared Meningitis Until certified well
Mumps	5 days minimum or until the swelling has subsided

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Pediculosis (head lice)	Until treatment has been given
Pertussis (Whooping cough)	5 days from antibiotics
Plantar warts	Should be treated and covered
Poliomyelitis	Until certified well
Ringworm of scalp	Until cured
Ringworm of the body	Until treatment has been given
Salmonella and Dysentery	24 hours or until advised by the doctor
Scabies	Until treatment has been given
Rubella (German Measles)	5 days from onset of rash
Scarlet fever and streptococcal	5 days from the start of the treatment
Tuberculosis	Until declared free from infection by a doctor
Typhoid fever	Until declared free from infection by a doctor
Warts (including Verrucae)	Exclusion not necessary, should keep feet covered
Norovirus	48hrs clear of symptoms
E. coli	Excluded minimum of 48 hours – under 5s until evidence of microbiological clearance
Whooping Cough	5 Days from antibiotic treatment or 21 days from onset of illness if no antibiotic treatment

This list is not exhaustive please contact the nursery for more information. The nursery has the right to extend any incubation/exclusion period should it feel necessary to do so.

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