

## Sickness & Illness Policy & Procedure

At Goldilocks nursery we appreciate that as working parents you need to be able to go to work, however if your child is unwell then they will be better cared for in their own home with their parents.

We are happy to care for children with minor coughs and colds but will not care for children who are very unwell, infectious or running a high temperature.

We must consider the welfare of all the children and staff in our care.

### Procedure

We will follow these procedures to ensure the welfare of all children within the nursery.

If a child becomes ill during nursery hours:

- I. 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 or Buddy, this should be in the form of reassurance both verbal and physical as appropriate, e.g. cuddles.
- II. As soon as a child shows signs of feeling unwell, the child's Key Person or Room Leader should fill in a Sickness Monitoring form and inform the Manager or Deputy
- III. If possible the Key person/Buddy or other known familiar member of staff should spend one to one time with the child attempting to find out what is wrong and if necessary **administer First Aid**
- IV. The parent(s) will be contacted and informed (parent details are held in parent contact box in Managers office) and may be asked to pick their child up if they are considered very unwell.
- V. If we are unable to contact parent(s) the two emergency numbers provided on the application form will be contacted.
- VI. No medication will be given unless prior permission was obtained from the parent/carer.
- VII. During this time the child will be cared for in a quiet, calm area with preferably their Key Person/Buddy or another familiar member of staff.
- VIII. The child should be treated with the utmost sensitivity and respect as feeling poorly can be distressing and quite frightening for a child
- IX. Plenty of fluids should be offered to the child
- X. If a child is deemed in need of urgent care, 999 will be called for an ambulance, where a member of staff will accompany the child to the hospital if the parent has not arrived yet. The parent will be informed so they can meet at the hospital and of any progress along the way.

### Transporting children to hospital:

- I. If the sickness is severe, call for an ambulance immediately.
- II. **DO NOT** attempt to transport the sick child in your own vehicle

- III. Whilst waiting for the ambulance, contact the parents/carers and arrange to meet them at the hospital.
- IV. A senior member of staff must accompany the child and collect together registration forms, relevant medication sheets, medication and the child's comforter and any records the child may have deemed relevant.
- V. A member of the management must also be informed
- VI. 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 assured
- VII. Complete relevant reports on child and inform Ofsted

If a contagious infection is identified i.e. vomiting, diarrhoea, chickenpox:

- I. The same procedure will apply as above however the child will be isolated to prevent other children being infected.
- II. If the child has vomited, the parent will be informed and they need to be picked up straight away.
- III. If the child has had 2 loose stools, then the parent must pick the child up straight away, unless it is known they are teething.
- IV. All equipment and resources that may have come in contact with a contagious child will be cleaned and sterilised to reduce the spread of infection.

If an unwell or infectious child comes into the Nursery:

- I. The Manager or Deputy reserves the right not to accept any child who is unwell into the Nursery. (It is unfair on the child to be in the Nursery when they need to be with their parent/carers having one to one attention; it is also unfair to the rest of the children in the Nursery if they are knowingly in contact with an illness or infection.
- II. The parents MUST inform staff if the child has been unwell or has been given medication prior to attending their session.
- III. The Exclusion Policy will be referred to for various illnesses and infections, which are deemed a child not to be well enough to attend nursery.

Fever

- I. The Nursery considers a fever being 38c and above (37.5°C for babies)
- II. All Children must be kept away from Nursery for a minimum of 24 hours after their temperature has returned to normal.
- III. If a child is sent home from the nursery the 24hour exclusion still applies. Therefore if your child is due in the following day they will not be able to attend.
- IV. If a child develops a fever whilst at the Nursery (38°C and above/37.5°C for babies)
  - V. The Manager or Deputy will be informed and a "Record of Child's Temperature" form will be completed
  - VI. The child's temperature will be taken every 10 minutes and recorded in "Record of Child's Temperature" form.
- VII. Every effort will be made to contact the parent/carer to pick up the child however in circumstances where a parent/carer can not be reached and providing a parental consent has been given we will administer Calpol if we feel the child is deteriorating.

## Diarrhoea and Vomiting

- I. All children must be kept away from the Nursery for a minimum of 48 hours after the last episode of diarrhoea or vomiting.
- II. If the child is sent home from the Nursery the 48 hour exclusion still applies
- III. If your child is due in the following day, they will not be able to attend.
- IV. If the child has vomited, the parent will be informed and they need to be picked up straight away.
- V. If Food poisoning is suspected with staff or children, Ofsted will be informed immediately
- VI. If the child has had 2 loose stools, then the parent must pick the child up straight away, unless teething is known.

## Febrile convulsions, Anaphylactic Shock and any other Fit or Seizure

- I. If a child has any of the above, 999 should be called **IMMEDIATELY**
- II. 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. The most common areas affected include: skin (80-90%), respiratory (70%), gastrointestinal (30- 45%), heart and vasculature (10-45%), and central nervous system (10-15%) with usually two or more being involved.
- III. 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
- IV. If a child has a Fit or Seizure, they should not be restrained however every effort should be made to protect the child's head i.e. providing soft mats or pillows to prevent further injury while the ambulance arrives.
- V. In all circumstances above, the parent will also be informed immediately and any First Aid deemed necessary would be given.

With certain infections and diseases , the Nursery follows the guidance from Public Health England in Guidance on Infection Control in Schools and other Child Care settings regarding exclusion (**Please refer to: Exclusion Policy**), which are kept in the office.

The local Public Health England centre and Ofsted will be informed of serious illnesses.

Contact will also be made with the local Public Health England to seek advice on any serious illnesses and diseases and of any outbreaks within the Nursery.