



Medication & Illness policy

EXCLUSION PROCEDURE FOR ILLNESS/ COMMUNICABLE DISEASE

DISEASE/ILLNESS	MINIMUM EXCLUSION PERIOD
Antibiotics/steroids prescribed	First 1 day at home, 24 hours from first dose of medicine.
Vomiting	If sent home ill, child must be off for 48 hours after the last bout of vomiting.
Conjunctivitis	If eyes are weepy they must stay at home. Can come in with treatment if eyes are no weepy.
Diarrhoea	48 hours from the last bout of diarrhoea.
Chickenpox	7 until the spots have all scabbed over
Gastro-enteritis, food poisoning, salmonellosis and dysentery	Until authorised by District Community Physician
Head Lice	Children must be treated before returning to nursery.
Hand, foot and mouth disease	Until blisters have disappeared.
Infective hepatitis	7 days from onset of jaundice
Measles	7 days from appearance of rash
Meningococcal infection	Until recovered from illness
Mumps	Until the swelling has subsided and in no case less than 7 days from onset of illness
Pertussis (whooping cough)	21 days from the onset of paroxysmal cough
Poliomyelitis	Until declared free from infection by District Community Physician
Scarlet fever and streptococcal infection of the throat	Until appropriate medical treatment has been given and in no case for less than 5 days from the start of the treatment
Tuberculosis	Until declared free from infection by District Community Physician
Typhoid fever	Until declared free from infection by District Community Physician
Impetigo	Until the skin is healed
Pediculosis (lice)	Until appropriate treatment has been given
Plantar warts	No exclusion if treated and covered
Ringworm of scalp	Until cured
Ringworm of body	Seldom necessary to exclude provided treatment is being given
Scabies	Until 2 nd Treatment has been given
Oral Thrush	Until appropriate treatment has been given
Thread worms	24 hours of medication. All household members must be treated, even if they have no symptoms.

Children who are ill

It is at the Manager's discretion whether or not to allow a child into nursery if they are showing signs of illness, even if there is no exclusion period or if this is after any exclusion period has passed or if a doctor has stated that they are not infectious. The Manager will need to take into account the demeanour of the child and whether they are well enough to participate in nursery activities. They must also consider whether allowing a sick child in nursery would affect the staff to child ratios, as children who are unwell may require continual one to one attention. If we allow a child showing signs of illness or who has recently recovered from an illness into nursery then we will monitor them regularly and will contact parent/s to ask that they are collected if they become unwell again.

All serious infectious illnesses will be notified to Ofsted and the local child protection agencies.

Accidents

When dealing with accidents staff must wear appropriate protective clothing at all times.

Major Accidents-

- The manager will assess the situation and decide whether the child needs to go immediately to hospital or whether the child can wait for their parent to come.
- If the child needs to go straight to hospital then an ambulance will be called. The parent will be called and arrangements made to meet them at the hospital. A senior member of staff will accompany the child with all of the relevant details.
- If the child can wait for their parent, then the child will be made as comfortable as possible until they arrive. It will then be for the parent to decide whether or not to take them to hospital.
- An accident form will be completed and a copy will be given to the parent.
- Ofsted and the local child protection agency will be informed of any serious illness, accident, or death of a child in our care.

Minor Accidents-

- The injury will be assessed by the key worker and if necessary, the manager will be informed.
- The injury is then treated
- The child is resettled.
- The incident is recorded on an accident form; the parent is shown the form and asked to sign it before being passed on to the nursery manager.

The accident forms are regularly checked by the manager to look for patterns

First aid

Most of the staff are trained in paediatric first aid and this training will be updated every three years to ensure this remains current.

When children are taken on an outing away from our nursery, we will always **ensure** they are accompanied by at least one member of staff who is trained in first aid and who carries an appropriate first aid box at all times.

Each First aid box is checked and restocked regularly by our Health and Safety person: Carolyn Beard & Leah Pettie & Sharron Burrows and recorded on the check list.

In addition in order to comply with the Food Hygiene Regulations 1970, first aid boxes in catering premises should contain blue waterproof dressings.

Disposable plastic gloves, aprons, plastic disposal bags and a blunt scissors will be included in first aid boxes.

Personal protective equipment (PPE)

The nursery provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids. PPE is also provided for the handling of chemicals and other tasks. This is chosen according to need and will be regularly reviewed to ensure it is suitable and effective. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported.

Sickness and Illness

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 parent(s) 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, their parent(s) will be contacted and asked to pick their child up as soon as possible. During this time the child will be cared for in a quiet, calm area with their key person
- Should a child have an infectious disease, such as an eye/ear infection or sickness and diarrhoea, 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 diarrhoea, conjunctivitis 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 nursery, 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

- It is important that children are not subjected to the rigours 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 manager on duty and is non-negotiable
- If a parent finds that their child has head lice we ask that it is treated before they return to nursery

Infection Control

Viruses and infections can be easily passed from person to person by breathing in air containing the virus which is produced when an infected person talks, coughs or sneezes. It can also spread through hand/face contact after touching a person or surface contaminated with viruses.

The best way to prevent a virus or infection from moving around the nursery environment is to maintain high hygiene standards in the nursery. To do this we will follow the guidance below:

- Ensure all children use tissues when coughing and sneezing to catch all germs
- Ensure all tissues are disposed of in a hygienic way and all children and staff wash their hands once the tissue is disposed of
- Encourage all children to do the above by discussing the need for good hygiene procedures in helping them to stay healthy
- Staff will all wear the appropriate Personal Protective Equipment (PPE) when changing nappies, toileting children and dealing with any other bodily fluids. Staff are requested to dispose of these in the appropriate manner and wash hands immediately
- All potties and changing mats are cleaned and sterilized before and after each use
- Toilets are cleaned at least daily
- Staff are to remind children to wash their hands before eating, after visiting the toilet, playing outside or being in contact with any animal and explain the reasons for this
- All toys, equipment and resources will be cleaned on a regular basis by following a comprehensive cleaning rota and using antibacterial cleanser or through washing in the washing machine

- All equipment used by babies and toddlers will be washed or cleaned as and when they need it – this includes when the children have placed it in their mouth
- Dummies will be stored in individual hygienic dummy boxes labeled with the child's name to prevent cross-contamination with other children
- If a dummy or bottle falls on the floor or is picked up by another child, this is cleaned immediately and sterilised where necessary
- Individual bedding will be used by children and labeled. This will be washed at least once a week and not used for any other child
- Parents and visitors will be required to remove all outdoor footwear or use shoe covers when entering rooms where children may be crawling or sitting on the floor
- All staff and children will be required to wear specific indoor shoes or slippers whilst inside the rooms
- When children are ill we will follow the sickness and illness policy to prevent the spread of any infection in the nursery. Staff are also requested to stay at home if they are contagious
- The nursery manager retains the right of refusal of all children, parents, staff and visitors who are deemed contagious and may impact on the welfare of the rest of the nursery
- Parents will be made aware of the need for these procedures in order for them to follow these guidelines whilst in the nursery
- Periodically each room in the nursery will be deep cleaned including carpets and soft furnishings to ensure the spread of infection is limited. This will be implemented earlier if the need arises
- The nursery will ensure stocks of tissues, hand washing equipment, cleaning materials and sterilizing fluid are maintained at all times and increased during the winter months or when flu and cold germs are circulating.

Dealing with blood

Always take precautions when cleaning wounds as some conditions such as Hepatitis or the HIV Virus can be transmitted via blood.

Wear disposable gloves and wipe up any blood spillage with disposable cloths, neat sterilising fluid or freshly diluted bleach (one part diluted with 10 parts water). Such solutions must be carefully disposed of immediately after use.

The nursery will not necessarily be aware if there is a child carrying Hepatitis or who is HIV Positive on their register.

Needle puncture and sharps injury

Blood-borne infections may be transmitted to employees who injure themselves with needles, broken glass etc. For this reason, great care must be taken in the collection and disposal of this type of material. For the safety and well-being of the employees, ALL NEEDLES, BROKEN GLASS etc, SHOULD BE TREATED AS CONTAMINATED WASTE. If a needle is found the local authority must be contacted to deal with its disposal.

The nursery treats its responsibilities and obligations in respect of health and safety as a priority and will provide ongoing training to all members of staff which reflects best practice and which shall be in line with current health and safety legislation.

Non prescribed medicine

The only non- prescribed medicine that nursery staff will administer is Calpol & antihistamine syrup. If a child has a temperature their parent **must** be contacted before administering Calpol. Staff are to only give Calpol if the child is known to have convulsions, the parent has given permission when dropping the child off or with the person in charge's permission.

Chestnuts will only administer Calpol according to the instructions provided.

If a child's temperature does not go down below 38.c the parent will be contacted and asked to collect the child from nursery.

If a child suffers regularly with an ailment that needs medication the parent/ carer must consult with GP and ask for it to be prescribed.

When Calpol is administered it must be documented on a medication form then a Calpol form to be sent home for the parent to have a record of too.

If a parent has consented, staff at Chestnuts will administer Antihistamine syrup according to the instructions provided, if it is deemed, by a senior member of staff, that the child is having an allergic reaction and it is an emergency. The staff will try to inform the parent by telephone that they are about to administer the medication, but recognise that this may not always be possible. The staff will record the medication administered and the parent receive a copy.

Prescribed Medication

Chestnuts will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines must be provided in the original container as dispensed by pharmacist and must include the prescriber's instructions for administration. Nursery will not accept

medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions. Parents /carers must bring the medication into school and hand it to the appropriate member of staff. A medication form must then be completed, giving details of the medicine, dosage and times to be administered and sign this. The greatest care will be taken to see that these are administered according to the instructions and the member of staff will sign to say the medication has been administered.

The parent will be informed of any medication given on collection and asked to sign the long term medication form.

Medication will be stored in a locked medicine cupboard or in a fridge in one of the kitchens that only staff have access to.

There is no legal duty that requires nursery staff to administer medication.

This policy works alongside our safeguarding children's policy, keeping children safe.