

**ABC NURSERY POLICIES AND PROCEDURES**  
**POLICY 2: Illness, exclusion and medication.**

- 2.1** ABC nursery places the child's well being at the very core of the ethos of our setting and the welfare of all children in our care is our first priority. There will therefore, be some occasions when children have to be excluded from nursery to prevent the spread of infection. We do realise that this can be very hard for working parents but it is necessary.
- 2.2** If a child becomes unwell in the nursery's care we will contact parents or others on the emergency contact list of telephone numbers that you have given us. If staff suspect that the child has contracted an infectious disease then we will isolate them in the office or staff room until a parent or carer comes to collect them.
- 2.3** The major childhood diseases eg: measles, mumps, chickenpox, German measles all have their own exclusion periods. These can be found on the posters from the Health Protection Agency displayed in the halls or offices.
- 2.4** **Parents informing the nursery:**  
We would like parents to telephone the nursery to inform the Nursery Manager if their child is unwell. This is essential if their child has a serious illness or one that has an exclusion period. Press option 3 on the phone system to speak to the management team.
- 2.5** **Notifiable diseases or food poisoning:**  
If a child has a notifiable disease or if two or more children have food poisoning then the nursery MUST inform the Local Health Protection Agency and Ofsted.
- 2.6** **Diarrhoea or sickness.**  
Your child should be kept away from until they are 48 hours clear of symptoms relating to diarrhoea and sickness. We do appreciate that this is sometimes difficult for working parents but we are following the environmental health guidelines and sickness bugs such as the Norovirus spread rapidly within the nursery.
- 2.7** **Conjunctivitis:**  
Your child should have a least 24 hours treatment and feel well enough to attend Nursery. If your child's eyes are clogged up or weeping badly then we will ring the Parents (s) : carer (s) and suggest that they make an appointment with the doctor. Please note that treatment often involves an antibiotic cream or drops to clear the infection. For babies the nursery reserves the right to do everything possible to be vigilant in preventing the spread of this infection.
- 2.8** **Impetigo:**  
Unless the area of infection can be completely covered the child should be kept away from nursery until the skin has healed. Exclusion for 48 hours after commencing antibiotic treatment or until lesions have healed.

**2.9 Head Lice:**

If eggs or a few head lice are noticed in a child's hair the parents will be informed at the end of the session or day. The child and the rest of the family should be treated. If a case of head lice occurs in the nursery a note will be sent out to parents to inform them of this occurrence to enable them to check their child's hair to prevent the spread of this infestation.

**2.10 Immunisation:**

The nursery has a separate Immunisation Policy. This is also enclosed in the Admission Pack as is this Illness Exclusion and Medication Policy.

**2.11 Inhalers:**

Some children keep an inhaler in nursery in case it may be needed. All inhalers should be clearly labelled with the child's name and checked periodically to ensure that they are in-date. If an inhaler is kept in the nursery for your child please complete the relevant section on the permission's page of the admission pack. Inhalers will only be accepted in nursery with the box that indicates the required dosage. A signed medicine form will be completed by the parent(s) and also a senior member of staff to say when the when the inhaler is to be administered. If parents request the nursery to administer a different dosage that is stated on the box the parents must obtain a covering signed letter from their child's doctor.

**Inhalers MUST be left in nursery and not taken away on collection of your child. The nursery cannot be held responsible if your child has an asthma attack on the premises and staff have no inhaler because it has been taken home and parents have failed to supply the nursery staff with a replacement.**

**2.12 Allergies:**

If parents notify us either verbally or in their admission pack that their child has an allergy or sensitivity to certain substances then we will give the parent (s)/ carer(s) an allergy plan to complete. The Nursery Manager will go through the plan with the parents and discuss this with them. If a child has a severe allergy and needs emergency treatment in nursery then this must be kept named and in an accessible place and all staff are aware of the situation. Names of staff responsible for administering the emergency medicine / treatment will be named and it will be made clear to all staff who these are. In some cases it may be necessary for specific staff involved to undertake training prior to a child starting nursery.

Please ensure that you complete and allergy plan with the Nursery Manager if your child has an allergy that is or could be serious. The Nursery Manager and parent(s) must ensure that this is up-dated if anything on the plan changes.

Staff will be given information pertaining to anaphylactic shock at their induction and this information will be regularly reviewed at staff meetings to ensure that staff's knowledge is fresh.

**POLICY 2: Continued: Medication.**

**2.13 Statement:** Most staff are trained in Paediatric First Aid in the nursery but it is not a compulsory part of their job to administer medicines. It is the responsibility only of

the Nursery Manager and Deputy Manager or Team Leader ( 3<sup>rd</sup>-in-charge) to administer medicine. Staff must sign a form to state that they agree to do this.

**2.14 Aim:** It is our aim to safeguard and maintain the well-being of all children and the Staff in nursery who look after them. ABC Nursery works in partnership with parents and information sharing is vital so that staff respect and are aware of cultural, ethical or religious reasons which may relate to the administration of medicines.

**2.15 Procedures:**

**a) Please note that there is a 48 hour exclusion period if your child is prescribed antibiotics. ( Please note that this exclusion period does not apply to Topical : external antibiotics such as creams / eye drops etc. )**

However, in exceptional cases this policy can be overwritten where the child is well enough to come back to nursery and the child's doctor can confirm in writing that the illness is not infectious and transmissible to other children.

b) The only medicines that the nursery will administer to children are prescribed medicines with the exception of Calpol (please see statement below).

c) If the parent requires the nursery to give a prescribed medicine then this must be recorded on a medicine form. The parent must sign this beforehand to inform the nursery of the dosage and time required to administer the medicine. After the administration of the medicine by one of the management this medicine form must be completed. This must be witnessed and signed by another staff member.

**2.16 Non-prescribed eye drops / creams/ cough medicines.**

Please note that, as above, these cannot be given to your child unless prescribed by your child's doctor.

**2.17 Policy and procedures for the administration of Calpol.**

The nursery does keep a supply of Calpol on the premises. With prior permission from parents and a medicine form being completed, the management staff will administer one dose only to full-day care children if we are aware of exact time when the child was given the previous dose by the parent(s) and if the child is well enough to be in nursery. We will NOT administer Calpol to sessional-care children. Management staff will administer ONE dose of 2.5 ml (under 12 months) and 5 ml (over 1 year-old).

Usually this scenario will be because a child is suffering pain due to teething.

Calpol that has been prescribed by a doctor comes under the same procedures as other prescribed medicines. The ONE DOSE policy is because Calpol can suppress the symptoms of a serious infection where a quick or immediate diagnosis is required.

Management staff will give ONE dose in an emergency to a child who is unwell on the understanding that the parent or nominated person is coming to collect their child. If verbal permission is obtained over the telephone form a parent then this must be witnessed by another staff member.

Any variations to these guidelines are at the Nursery Manager's discretion.

