

**ABC NURSERY POLICIES AND PROCEDURES****POLICY 12: Meningitis**

- 12.1 If a child from the nursery is admitted to hospital with a confirmed or suspected case of Meningitis, letters will be posted to all parents immediately.
- 12.2 Information leaflets from the National Meningitis Trust will be distributed to parents to raise their awareness of signs /symptoms.
- 12.3 Posters will be displayed and information leaflets will be available at all times in the hall / cloakroom area.
- 12.4 Staff will be given information on signs and symptoms of Meningitis and the different types of Meningitis that can occur.
- 12.5 Staff will discuss procedures in place in cases where meningitis is suspected or diagnosed.
- 12.6 All parents are requested to complete a medical form, which gives consent for the nursery to act on the parents' behalf when quick action needs to be taken by a doctor. This situation may occur if neither parent can be contacted or they have been contacted but may be a distance away.
- 12.7 Parents are frequently reminded to update their works contact Tel. Nos. to enable staff to reach them in the event of an emergency.
- 12.8 Parents are requested to let the nursery know if they temporarily change workplace/ contact Tel No for specific day/days.
- 12.9 If we have any serious concerns regarding the health of a child in nursery, we will contact the parent immediately and request that they collect their child from the nursery.
- 12.10 We will clearly and accurately convey to parents accurate information regarding their child's health.
- 12.11 The Nursery Manger will ensure that the nursery owner is well-informed with regard to the situation and also contact the local Health Protection Unit to inform them that there is a case of Meningitis in the nursery.