

# Sick child policy

## Safeguarding and welfare standards - Medicines – 3.44, 3.45, 3.46

### Policy statement

We seek co-operation from parents in informing us when children are ill.

We reserve the right to discuss with parents admission to our Centre if we consider children are not well enough to attend.

### In the event of a child becoming ill whilst at the Centre, staff to follow the procedure outlined below:

- Key person or back-up key person to inform senior member of staff or Day care Manager about child.
- Senior member of staff or Day care Manager assesses child and decides upon action.
- Key person, Senior or Day Care Manager to contact parent/carer as soon as possible and describe symptoms.
- Key person to remain with the child, giving comfort and reassurance
- Symptoms to be recorded on observation sheets.
- Parents are given the information over the phone. If appropriate they are asked to collect the child.
- Notify other users of the Centre if the child is discovered to have an infectious/contagious condition/illness, respecting the confidentiality of the child/family.
- If an outbreak occurs (see outbreak policy) notify Health Protection Team for Somerset on – **0300 303 8162 option 2 option 1**
- In cases of notifiable diseases, contact Ofsted within 14 day period in addition to following Health Protection Team advice.
- Centre staff may administer medication with parental consent. Medication permission forms to be completed (see below)
- All new medicines must have been taken 48 hours prior to return to the nursery to ensure no adverse reactions.
- Toilets, door handles and other areas to be cleaned and disinfected as appropriate to help prevent spread of infection.

### If a child needs to be sent home immediately.

- Contact parent/carer
- Make child comfortable, as appropriate dependent on their symptoms.
- Move child to an appropriate area of the building.
- Dress/undress appropriately.
- Comfort and reassure child.
- Continue to monitor and document child's temperature and condition.
- On collection, update and inform parent/carer of relevant details eg time of any medicine administered, temperature levels.
- Advise parent /carer to arrange an appointment with their family doctor, if this is felt necessary.
- Request the parent/carer phones later/next day/ after doctor's appointment to inform the Centre of the diagnosis.

### **If a child does not need to be sent home immediately.**

- Make child comfortable, as appropriate dependent on their symptoms.
- Encourage quiet activity.
- Inform all staff of the situation and advise close monitoring if the child moves away to play.
- Dress/undress appropriately.
- Regularly assess child.
- Update and inform parent/carer on collection.
- Request parent/carer phones later/next day if there are any developments or a diagnosis.

### **If a child requires hospitalisation.**

- Member of senior staff to accompany child in ambulance.
- Child's details to go with senior member of staff.
- Parents updated by key person or member of reception staff.
- Senior member of staff to hand over responsibility to parent.
- Senior to return to setting and complete appropriate incident form.
- Inform Ofsted of hospitalisation within 14 day period if required.

### **Children returning to the Centre after illness**

Parent/carer to keep the Centre informed of the child's progress.

Advise parent/carer on the agreed time of return to the Centre, taking into consideration the illness and incubation period.

Upon return of the child, if medication is to be given, staff must complete the appropriate medication form.

### **Non-prescribed medication permission form (PINK)**

### **Prescribed medication permission form (BLUE)**

### **Regular prescribed medication permission form (GREEN)**

If a child refuses to take medication, staff should not force them to do so, but should note this and contact parent/carer immediately

Ensure parents are contacted immediately if there are any concerns about the child's health

### **To maintain a healthy environment:**

- Sickness and diarrhoea to have a total of 48 hours clear before return to the Centre
- Children receiving immunisation may attend the Centre, informing the keyworker in order to be alert for any adverse reaction. If unwell, the child should not attend the Centre.
- Children who require medication such as Calpol on a regular basis to maintain a correct temperature should not come into the nursery and parents will be asked to take their child home.
- Children who require medication such as Calpol to maintain levels of comfort, for example due to teething, may come in to the nursery, but will be assessed on an on-going basis, and any medication provided by the parent will be returned at the end of a week.