

Sickness and Illness Policy

At **Bourton On The Water Day Nursery Ltd** we promote the good health of all children attending including oral health by:

- Asking parents to keep children at home if they are unwell. If a child is unwell, it is in their best interest to be in a home environment rather than at nursery with their peers
- Asking staff and other visitors not to attend the setting if they are unwell
- Helping children to keep healthy by providing balanced and nutritious snacks, meals and drinks
- Minimising infection through our rigorous cleaning and hand washing processes (see Infection control policy)
- Ensuring children have regular access to the outdoors and having good ventilation inside
- Sharing information with parents about the importance of the vaccination programme for young children to help protect them and the wider society from communicable diseases
- Sharing information from the Department of Health that all children aged 6 months – 5 years should take a daily vitamin
- Having areas for rest and sleep, where required and sharing information about the importance of sleep and how many hours young children should be having.

Our procedures

In order to take appropriate action of children who become ill and to minimise the spread of infection we implement the following procedures:

- If a child becomes ill during the nursery day, we contact their parent(s) and ask them to pick up their child as soon as possible. During this time we care for the child in a quiet, calm area with their key person (wearing PPE), wherever possible
- If a child is believed to have had a loose bowel movement, they must ask for this to be assessed by the senior member of staff within the room at the time. If this is deemed by the senior member of staff to be loose this will be logged and any further incidents will be recorded. If a child has three loose nappies management will be made aware by the senior within the room. If a child has one loose movement and is accompanied by lethargy, high temperature, refusal to eat or drink or seeming generally unsettled the senior member of staff within the room will be made aware and they will raise this with management.
- We follow the guidance published by UK Health Security Agency for managing specific infectious diseases¹ and advice from our local health protection unit on exclusion times for specific illnesses, e.g. sickness and diarrhoea, measles and all equipment and resources that may have come into contact with a contagious child to reduce the spread of infection
- We notify Ofsted as soon as is reasonably practical, but in any event within 14 days of the incident of any food poisoning affecting two or more children cared for on the premises
- We ask parents to keep children on antibiotics at home for the first 24 hours of the course (unless this is part of an ongoing care plan to treat individual medical conditions, e.g. asthma and the child is not unwell). This is because 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
- We have 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

¹ <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/managing-specific-infectious-diseases-a-to-z>

- We make information and posters about head lice readily available and all parents are requested to regularly check their children's hair. If a parent finds that their child has head lice, we would be grateful if they could inform the nursery so that other parents can be alerted to check their child's hair.
- **Should a child or staff have an infectious disease, such as sickness and diarrhoea, they must not return to nursery until they have been clear for at least 48 hours**
- We inform all parents if there is a contagious infection identified in the nursery, to enable them to spot the early signs of this illness. We thoroughly clean and sterilise

Medications

Here at Bourton On The Water Day Nursery Ltd, we will only administer prescribed medications if they come in their original packaging with the correct dosage printed clearly. These are recorded on Family and parents asked to confirm the medication before it is administered. The nursery will only administer doses required during sessions e.g. if a medication is required three times a day the nursery will administer one dose).

If a child is on anti-biotics we request that they are kept away from the setting for the first 24 hours, to allow the medication time to work and ensure that there are no adverse reactions.

We appreciate that some children may have ongoing medication needs such as inhalers and antihistamines. These are kept in a locked cabinet in the manager's office, and we request asthma or allergy care plans that state the correct doses to be given.

Medications stored on site will be regularly reviewed for their expiry dates and parents informed if they are running low or out of date for replacements to be sourced.

Attempts to contact parents before any medications are given, except for in exceptional circumstance where a delay may cause harm to the child.

Medications may only be administered by a senior member of staff, usually management unless they are unavailable then permission must be sought and another senior member of staff (such as room lead) may administer.

If children are requiring infant paracetamol to help them through the day parents are requested to keep the child away from the setting until they are fully able to join in all nursery activities. Nursery will administer one dose of paracetamol in the case of a developing temperature and management will make the decision if a child is well enough to remain and be monitored or if they require collection.

Staff Medications

All staff medications must be stored away from children either in the staff room or the managers office, unless it is an emergency medication such as an inhaler, which must then be stored out of reach of the children.

If a member of staff is prescribed a medication that may impact their ability to care for the children, they must inform the manager immediately so that a risk assessment can be undertaken to ensure the safety of both the staff member and the children.

If a staff member is prescribed any new long term medication, they must inform the manager so that their individual health forms can be updated.

Meningitis procedure

If a parent informs the nursery that their child has meningitis, the nursery manager will contact the Local Area Infection Control (IC) Nurse. The IC Nurse will give guidance and support in each individual case. If parents do not inform the nursery, we may be contacted directly by the IC Nurse and the appropriate support given. We will follow all guidance given and notify any of the appropriate authorities including Ofsted where necessary.

We will follow the transporting children to hospital procedure in any cases where children may need hospital treatment.

The nursery manager or selected staff member must:

- Inform a member of the management team immediately
- Call 999 for an ambulance immediately if the illness is severe. DO NOT attempt to transport the unwell child in your own vehicle**
- Follow the instructions from the 999 call handler
- Whilst waiting for the ambulance, a member of staff must contact the parent(s) and arrange to meet them at the hospital
- Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together
- Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter
- Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the accident.

***If a child has an accident that may require hospital treatment but not an ambulance and you choose to transport children within staff vehicles. This will be done be*

- *Requesting permission from parents*
- *Ratio requirements of the setting being maintained*
- *The age and height of the child, in regards to whether they will need a car seat. Further guidance can be found at www.childcarseats.org.uk/types-of-seat/*
- *There are some exceptions for needing a child seat depending on their age. Further guidance can be found at www.childcarseats.org.uk/the-law/cars-taxis-private-hire-vehicles-vans-and-goods-vehicles/#under-three*
- *When fitting the car seat, the individual has training in carrying in carrying this out*
- *The transport is covered under business insurance and so there is business insurance on the vehicle*
- *Safeguarding the child will be prioritised, e.g. a designated member of staff will plan and provide oversight of all transporting arrangements and respond to any difficulties that may arise including emergency procedures, e.g. what happens if the child's health begins to deteriorate during the journey*
- *At least one adult additional to the driver will act as an escort. Staff will ensure that the transport arrangements and the vehicle meet all legal requirements. Staff will ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded*
- *Wherever possible and practicable we will seek alternatives to transport in undertaken in private vehicles.*

This policy will be reviewed at least annually in consultation with staff and parents and/or after a significant incident, e.g. serious illness and/or hospital visit required.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>02/10/2024</i>	Bev Bishop	<i>02/10/2025</i>
<i>12/09/2025</i>	Bev Bishop	<i>12/09/2025</i>