

**PURPOSE:** To set out the policy by which Hope for Children and their Families support any child who is falls ill or is unwell and support safe attendance.

**RELATED POLICIES & PROCEDURES:**

- Infection & Prevention
- Administering Medicine
- Safeguarding Policy

**INTRODUCTION**

This document contains a policy statement (Part One) and procedural guidance (Part Two). The functions of each are set out briefly below.

**Part One – Policy Statement.** The policy statement sets out the broad framework of principles within which the particular area of work will be carried out. It sets out the organisation’s broad style and approach to the issue, including any aims and guiding principles.

**Part Two – Procedural Guidance.** The procedural guidance sets out the details that staff will require to carry out their duties in this particular area of work. It also sets out the specific tasks involved in undertaking this area of work and identifies who is responsible for carrying them out.

**Policy**

The Early Years department is not a suitable environment for sick children and this policy outlines our commitment in terms of health and wellbeing for supporting children who are unwell. This policy should be read in conjunction with the documents mentioned above. If you are considering placing your child in our care we will offer guidance to parents/carers regarding a child’s health and wellbeing needs. However, in the event that a child becomes ill during their time at nursery the procedure below will be followed.

**Procedure**

- Room leader will be notified of an ill child and they will inform management.
- Early Years Manager or Deputy will make a joint decision with the room leader as to what course of action to take and whether to contact the child’s parent/carer.

Reasons for contacting parents/carers and/or the emergency services

- Temperature over 38 degree C
- Signs of a rash – itching, unwell, change in behaviour
- Diarrhoea – 3 loose stools

- Vomiting
- Convulsions
- Breathing difficulties
- Serious unexpected blood loss
- Changes in behaviour - Child who is upset, clingy, sleeping more, not eating, lethargic
- This could be any combination of the above.

(Please see Administering Medicines policy for more information regarding the use of paracetamol based medication)

- Staff member will explain our concerns and encourage parent/carer to make a medical appointment for the child to be checked.
- A quiet space, away from the other children, will be provided for the ill child and a member of staff will sit with them until their parent/carer arrives.
- On parent/carer arrival staff will explain any necessary exclusion periods and ask that they let us know if the child has any specific illness/rash/notifiable disease\*/infection

### **Returning to Early Years**

When a child is sent home from Early Years ill or parents/carers have rung in to say their child is ill, they will be notified of any exclusion periods for that illness and advised on the earliest date their child can return to us. If parents/carers are treating symptoms with paracetamol based medication, we would consider whether the child would be well enough to return.

Medical practitioners and Hospitals are required to report notifiable conditions to the Public Health Units on the basis of reasonable clinical suspicion

### **Notifiable diseases**

- German measles
- Measles
- Scarlet fever
- Typhoid
- Tuberculosis
- Whooping cough
- Diphtheria
- Hepatitis A
- Hepatitis B,C
- HIV/Aids
- Meningococcal meningitis
- Meningitis due to other bacteria

- Viral meningitis
- Septicaemia
- Mumps

For recommended exclusion periods please see the guide found at <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities><sup>1</sup>

### **Implementation, monitoring and review of this policy**

This policy applies to all employees.

The Trustees and CEO have overall responsibility for monitoring this policy, which will be reviewed on a regular basis following its implementation and may be changed from time to time.

Any queries or comments about this policy should be addressed to CEO.

### **Responsibilities:**

**Trustee: monitors implementation of policies; reviews and approves Charity policies**

**CEO: Manage the implementation and review of all Charity policies**

*Date: June 2018*

*Adopted by Board: June 2018*

*Next review: June 2019*

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<sup>1</sup> <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>