

Ill Child Policy

- Children are supervised at all times however accidents/Illnesses may occur.
- First access/ Make judgment about the situation, if in doubt, ask for a second opinion from another employee/colleague.
- If first aid is appropriate then use it. First aid box is situated in all the toilet areas and are checked and kept up to date by the accident/incident named person.
- If the incident/child's condition seems serious then contact 999.
- Retrieve any medical information from the child's file (in their individual room) to assist the ambulance crew/hospital staff. Also note the child's D.O.B. doctor's details etc... These may be useful.
- Always inform the child's parent (s)/guardian.
- Fill in the accident book (this should include details of the time, place, incident, treatment given and who gave it).
- If children in nursery are exposed to a communicable disease parent's/ carers will be informed and we ask parents' /carers to inform us if their child has been in contact with an infectious disease so that appropriate steps can be made.
- If a child is well enough to come to nursery but is taking medicine prescribed by the child's doctor the nursery staff will administrate this only if the parent/carer has given written permission. We also ask parent's to write down the relevant last dose and amount. Staff will enter the medicine given, into the medication book and parent/carer will be asked to sign this at the end of their child's session. Prescribed medicines must be clearly labeled and placed in a safe place away from the reach of children.
- All parent's/carers will be given a medication form to complete before the child starts nursery so that staff are made aware of any special health conditions including dietary needs, allergies so appropriate care can be made available.

Your child may be excluded if:

- Coughs and colds do not normally require the child to be excluded but this depends on the severity and how the child is able to cope with the nursery routine. A child who is, or may appear to be unwell may be refused admission.
- Should a child become ill whilst at nursery the supervisor of their room will contact the parent after consultation with the manager or deputy.

- A child who is sick or has diarrhoea whilst at the nursery is to be collected immediately and kept away for 48 hours following the last bout of sickness or diarrhoea.
- Parents will always be contacted and informed if their child has a high temperature of 101F/38C or above. One dose of Calpol will be given, should the parents wish, but if the temperature does not drop the child will need to be collected from nursery.
- To prevent the spread of conjunctivitis suspected cases will be reported immediately to parents who will be requested to take their child from nursery to be seen by a doctor. We state that children need to see their doctor for treatment and should be excluded from nursery until the conjunctivitis shows definite signs of improvement (usually 24-48 hours, after starting the treatment).
- Chicken Pox. Children need to be absent from nursery for a minimum of 6 days from when the rash first appears. After this time if all the spots have dried and scabbed over, the child can return to nursery.
- Parents will also be contacted if their child develops a rash or suspected thrush. This will need to be checked out by a doctor whose advice should be followed.
- If your child has not been his/her normal self at home but is not showing signs of illness when you bring him/her to nursery please mention it to the staff and let them know how to contact you throughout the day.

Head Lice Policy

- Head lice are a problem that can sometimes occur in the nursery, and an information booklet is available on request.
- If head lice are found on a child they should be kept home and treated and Puddle Ducks should be notified. The child may return back to nursery once he/she has been treated. (Exclusion time may differ according to which method of treatment is being used).
- If a child is found to have head lice in the nursery, parents/guardians will be contacted to collect their child as soon as possible.

Named Person for Ill Child/Accident and Incident:

Louise Morgan

Medication Policy

- No medication will be administered to any child without written instructions and consent from the parent/guardian
- Puddle Ducks states that nursery staff can only administer medication prescribed by a doctor or homeopathic remedies prescribed by relevant practitioner.
- Medication should never be left in the children's bags but must always be handed over to a member of staff with clear instructions of when and how it is to be administered e.g. with water, before meals.
- Written permission should then be given in Red Home link book or on paper with the child's name, date, medication, last dose and time/s, Next dose and time/s to be given and signed by the parent or guardian.
- One staff member will administer the medication; witnessed by another and then record and sign the medication book. The parent/guardian will then be asked to sign and date so they know that the medication has been administered.
- Calpol, may be administered if a child has a high temperature or is teething. Written permission needs to be given stating the last time the child had any Calpol, the dosage and time to be given. Again the parent's will then be asked to sign and date so they know that Calpol has been administered.
- If we feel your child needs Calpol due to illness or high temperature, a manager would contact parent/guardian for permission and it would be left in the parent's hands if they would like to collect their child