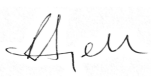


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Dealing with Illness and Infectious Illness



Version control

Agreed at Meeting on	Attended by	Final Approval by	Date Approved	Next Review Date
5.6.2014	R. Angell J. Malins		5.6.2014	5.6.2015

Policy

At Otters Nursery School we work with parents/carers for the health and safety of all children in our care. We promote good health and healthy living.

- We provide care for healthy children and promote health through preventing cross infection of viruses and bacterial infections.
- Children with infectious illness may NOT attend the nursery whilst they pose a health risk to others.
- Our Policy is that we DO NOT administer medication or medical treatment UNLESS it has been prescribed by a doctor, dentist, nurse or pharmacist. In this case it is in the best interests of the child's health and well being.
- Prescribed Medication WILL ONLY be administered following the Medication Procedure and AFTER written permission has been given from the Parent for each prescribed medication.
- Please note : We operate a separate Policy and Procedure for Administering and Recording Calpol for children under one year.
- We request parent permission to administer medication, First Aid and permission to remove a child to hospital if necessary.
- We require parents/Carers to notify us in writing at registration if their child suffers from any known allergies. This is recorded on the registration form. This information is regularly updated.
- We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents.
- We notify Ofsted (phone number 0300 1231231) of any serious accident, death, illness or injury to a child in our care.
- We have Medication, Allergy and Ongoing Special Medical Requirements Policy and Procedure.



Dealing with Illness and Infectious Illness Procedure

All staff must following the procedure:

- If children appear unwell during the day – have a temperature, sickness, diarrhoea or pains, particularly in the head or stomach:
 - The key person must monitor the child continually offering support and care, removing the child to a designated quiet area where they can be closely monitored and are not able to cross contaminate.
 - Inform the Manager who calls the parents/carers and asks them to collect the child
 - The key person meets the parent/carer to `hand over` the child, briefing them with details of how the child is ill, actions taken and the nursery policy on Infectious Illness, including information regarding when the child may return
- The nursery has a list of excludable diseases and current exclusion times. The full list is obtainable from Manager and available for parents.
- After diarrhoea, parents are asked to keep children home for 48 hours or until a formed stool is passed.
- Parents may be asked to take their child to the doctor before returning them to nursery; the nursery can refuse admittance to children who have a temperature, sickness and diarrhoea or a contagious infection or disease. Where children have been prescribed antibiotics, parents are asked to keep them at home for 48 hours before returning to the setting.
- If a child has a temperature, they are kept cool, by removing top clothing, sponging their heads with cool water, but kept away from draughts. Temperature is taken using a 'fever scan' kept near to the first aid box.

HIV/AIDS/Hepatitis procedure

- HIV virus, like other viruses such as Hepatitis, (A, B and C) are spread through body fluids.
- Hygiene precautions for dealing with body fluids are the same for all children and adults.
- Single use vinyl gloves and aprons are worn when changing children's nappies, pants and clothing that are soiled with blood, urine, faeces or vomit.
- Protective rubber gloves are used for cleaning/slucing clothing after changing.
- Soiled clothing is rinsed and either bagged for parents to collect or laundered in the nursery.

Dealing with a Child who requires immediate medical attention Procedure

All staff must

If a child appears to become seriously unwell and requires medical attention the following procedure must be followed immediately:

- Deal with the casualty (casualties) as below.
- Call for immediate assistance, summoning a First Aider.
- First Aid is administered by a trained First Aider.

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- Inform the Manager immediately or as soon as is practicable.
- The Manager (in her absence the Deputy) follow the Procedure for the Manager as detailed.
- Keep the child (and yourself) warm/cool as appropriate.
- Inform the child's key worker who should be present to help reassure the child.
- Offer practical help, comfort and emotional support if required.
- Organise for other children to be safely and calmly removed from the area.
- Work with all members of staff following direction from senior staff and the Manager.
- Working as a staff team maintain the safety and security of all children in your care.
- Staff keep calm and do not let the other children become anxious or worried.
- Working as a staff team designate staff to supervise the children and staff to help with the ill child if required.
- Follow the Procedure for Recording and Reporting Accidents and Incidents.

Dealing with a Child who requires immediate medical attention Procedure

The Manager must :

If a child who is ill appears to become seriously unwell and requires medical attention the following procedure must be followed immediately:

1. **Ambulance Service**Inform the ambulance service
 2. **Parents**.....Inform the parents
 3. **Staff**
- **Ambulance**Inform the Ambulance Service – dial 999 and ask for an ambulance
 - Give brief details and description of conditions, age of child, location of Nursery and any other information required by operator. Note time of call and estimated time of arrival.
 - Remain in constant contact with any agencies or people involved . He/she must co-operate fully and give full support at all times.
 - **Parents**.....Inform the parents – using phone contact details given, including emergency contacts and ask the parents to attend the Nursery or if more appropriate the Local Hospital Ambulance and Emergency Department as soon as is possible.
 - Remain in constant contact with the parents/carers .He/she must co-operate fully, give full support and information at all times. Remain Calm and reassuring.
 - Reassure parent that the child is being cared for and will be accompanied in the ambulance if meeting at the hospital.
 - **Staff**. Ensure a First Aider is attending the child at all times and remain with the child to supervise proceedings and to ensure all parties are kept up to date.

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- Direct a member of staff to meet the ambulance team outside Nursery to direct them to the child.
- Direct a member of staff to have ready the child's personal details (from their personal file), gather child's belongings and be ready to accompany child in the ambulance.

- THE CHILD'S PERSONAL DETAILS MUST ACCOMPANY THEM TO HOSPITAL
- The manager is the central point of contact for the Nursery for the duration of the incident .
- The manager must retain the nursery phone on their person for the duration of the incident and use the nursery phone for liaising with the ambulance service, parents and staff.
- The Manager has overall responsibility to ensure all members of staff follow the procedure.

- If the child / person must leave the premises by ambulance before the parents have arrived at the setting the Manager must organize the child's key worker to accompany the child

- THE CHILD'S PERSONAL DETAILS MUST ACCOMPANY THEM TO HOSPITAL

- Any Medication being taken must accompany the child to hospital.
- The member of staff must take a mobile phone and report to the Manager every 15 mins or as is reasonably possible.
- The Manager must have contact details of the ambulance destination with phone numbers and address.
- The Manager must immediately inform the parents and request that they travel to the hospital giving the hospital details, keeping them updated with progress reports from the key person accompanying the child.

Reporting or Recording Procedure - Infectious Illness or a Child who requires immediate medical attention

The **Manager** must follow the procedure for reporting, recording and investigating a major incident.

- If a child or adult is diagnosed as suffering from a notifiable disease under the Public Health (Infectious Diseases) Regulations 1988, their GP will report this to the Health Protection Agency.
- When the setting becomes aware, or is formally informed of the notifiable disease, the manager informs Ofsted (phone number 0300 1231231) and acts on any advice given by the Health Protection Agency.
- If a child or adult requires medical treatment whilst in our care involving emergency services, medical practitioners, hospital for the duration of 3 days the Manager will inform Health and Safety Executive and Ofsted (phone number 0300 1231231).
- The Manager must report within 24 hours to the Health and Safety Executive.

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- We meet our legal requirements for the safety of our employees, children or person using the nursery by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations).
- The Manager must report to Ofsted (phone number 0300 1231231) as soon as is practicable any serious accident, illness or injury to, or death of, any child whilst in the care of the nursery.
- The Manager must report to the Local Child Protection Agency within 24 hours any serious accident, illness or injury to, or death of, any child whilst in the care of the nursery.