

Sickness, Accident and Medication Policy

Sickness

Children who are ill will be excluded from nursery as the note of common infectious diseases advises.

We ask all parents to respect this sickness policy to avoid unnecessary spread of illness to other children, parents and members of staff.

Please inform the nursery manager if your child is not well and unable to attend nursery.

As part of our registration procedure, parents are asked to grant us permission to administer Calpol to your child should we see fit.

If a child becomes ill at nursery, they are moved to a quiet area with a member of staff. The child's parents will be contacted to arrange collection.

If the parents are not contactable we will arrange collection from the persons listed who are authorised to collect your child.

It is the parents' responsibility to keep us updated with contact numbers.

Medication

Children who need to have medicine given by the authorised staff must have medication authorisation forms filled in correctly by their parent before given.

We can not administer medication unless it has a prescription label on it, this excludes calpol and inhalers (however these must be labeled with the child's name.)

Medicine will be stored in a cupboard in the kitchen or if necessary in a fridge.

Another member of staff must witness the medicine given.

The room leader or senior member of staff will monitor the child regularly after medicine is given.

If a child does become ill during nursery the manager must be informed so she can arrange the child to be collected or just to inform them of any concerns.

No member of staff must give a diagnosis of any particular illness they think it is, as they are not qualified to do so. They can say what they suspect it might be. The manager will advise the parent to take the child to be checked out at the doctors.

Accidents and Incidents

If a child has had an accident at the nursery this will be recorded on an accident / incident form which will state what action can be taken to prevent any re-occurrence (a copy is available on request). If a child has a serious injury or has had a bang to the head ,the parents will be contacted.

In the event of an emergency, which requires a child or adult needing to go to hospital or doctors surgery, the following procedure will take place.

1. Dial 999-ask for an ambulance
2. Contact the childs parents, if this is not possible, contact the other persons listed on the childs registration form.
3. The Duty Manager will allocate the childs key person if possible who will accompany the patient to hospital/surgery.
4. The member of staff will take the childs registration details to the hospital to assist the medical team with information about the child.
5. The member of staff will stay with the child at hospital until the parent/carers arrives at the hospital.

Staff present at the accident should make a written report on accident/incident form and then the Manager will carry out a risk assessment.