



## Illness & Exclusion Policy:

### A Quick guide:

Greenwoods nursery aims to ensure the safety and wellbeing of all children and practitioner within the nursery setting. Our definition of a well child is:

- *A child who is happy and able to take part fully in nursery life*
- *A child who does NOT have a temperature*
- *A child who is NOT dependant upon Calpol*
- *Calpol must not be administrated prior to attending nursery.*
- *A child who is not reliant on 1-1 care.*

### Greenwoods:

- 1. Encourages parents/carers to keep children at home if they are unwell.**
- 2. Will contact parent/carers if their child falls ill at nursery.**
- 3. Take appropriate emergency action in the case of a child developing a serious illness whilst at nursery.**
- 4. Informs parents/carers of any communicable (infectious) disease affecting the nursery.**
- 5. Follows procedures to prevent the spread of infection within the nursery.**
- 6. Will notify the appropriate organisation of any reportable illness/disease.**

At Greenwoods we aim to ensure the safety and well-being of all children and colleagues within the nursery setting. Many illness can be infectious before a full diagnosis can be made. Health guidelines indicate that it is not necessary to operate a policy of exclusion for all child illnesses but it is important that practitioners and parents/carers understand when exclusion is appropriate and necessary. Children should remain at home is they are unwell. If a child is unwell then they will prefer to be at home with their parents/carers rather than at nursery with their peers.

The nursery manager/deputies have the right to refuse admission in the best interest of the child and other children in the nursery this is non-negotiable. It is exceedingly unfair to expose other children to the risk of an infection.

If a contagious infection is identified in the nursery, parents/carers will be informed of their child's exposure to the infection within 24 hours or the next working day to enable them to spot the early signs of illness.

This policy seeks to:



- Maintain a healthy and safe environment through minimising or preventing the risk of the spread of a communicable disease/illness.
- Ensure practitioners and parents/carers are aware of their responsibilities.
- Establish a system and process for responding to the diagnosis of the communicable disease including making all nursery users aware of the diagnosis.

For guidance on exclusion periods, we will make reference, to the Public Health England Guidance on Infection Control in Schools and other Childcare Settings.

It is the responsibility of the Managers to ensure an up to date copy of the current guidance on communicable diseases is available at the nursery for parents/carers, displayed in the office and on our website.

### **Coughs, colds and ear infections:**

As a rule of thumb, prior to sending your child into nursery, consider your child's emotional, physical and well-being. Ask yourself are they are well enough to be at nursery? If your child is really unwell or in pain, then a busy nursery probably isn't the right place for them.

We as a nursery are not able to offer the one-to-one cuddles for an unwell child need, or the quiet environment where they can sleep and rest. If a child is unwell, then home probably is the best place for them to able to recover and return to nursery swiftly.

### **Hand, Foot & Mouth:**

If your child displays symptoms of hand, foot & mouth you will be asked to come and collect them. To keep them at home until the blisters have cleared and your child is well enough to be able to return to us.

### **Conjunctivitis:**

If your child displays symptoms of conjunctivitis, you will be asked to come and collect them. They can return with us once they have received their first dose & have correct treatment in place.

### **Immunisations:**

We recognise, where possible, that children are vaccinated in accordance with their age. If children are not vaccinated, it is the responsibility of the parents/carers to inform the nursery to ensure that children/practitioners/parents/carers are not exposed to any unnecessary risks. The nursery manager & practitioners must be aware of any children who are not vaccinated within the nursery in accordance with their age.

Parents/carers should be aware that some children will not be vaccinated in the nursery. This may be due to their age, medical reasons or parental choice. We do not discriminate



against children who have not received their immunisations and will not disclose individual details to other parents/carers.

All practitioners must read, understand and adhere to all the policies and procedures relevant to their role at all times.

### **Procedures for dealing with illness:**

If a child appears unwell when they arrive at nursery or the parent has reported an illness to nursery practitioners, the nursery will ask parents/carers to take the child home until they are feeling better.

Greenwoods will only administer calpol if your child has a high temperature. Prior consent given on the registration form.

The nursery managers/deputies or practitioners has the right to refuse admission in the best interest of the child and other children in the nursery and their decision is non-negotiable.

If a child appears or becomes unwell while at nursery. The following procedure is followed:

1. The manager/deputy in charge is informed immediately.
2. In the event that a child falls ill whilst at nursery, the key person must contact the child's parents/carers.
3. If the child's parents/carers cannot be contacted, the emergency contacts listed on the registration form & on Family should be called. If these are unavailable, take the necessary action to assist the child's medical health, i.e. key person to care for the child in a quiet area/office area until the parents/carers come to collect them.
4. If the illness is severe call for an ambulance immediately.
  - a} whilst waiting for the ambulance, contact the parent to arrange to meet them at the hospital.
  - b} The key person (if unavailable, practitioner from their class) should accompany the child to the hospital taking the registration form, relevant medication sheets, medication and the child's comforter.
  - c} The manager is informed
  - d} Depending upon the severity of the incident Millie's mark is informed and OFSTED if necessary. See Ofsted guidance
5. If a child suffers from a medical incident, such as seizure, allergic reaction a Medical Incident Form must be completed. The form must be signed by the



child's parent/carer as soon as reasonably practicable and placed in the child's file & logged on Family app.

If the illness appears to be communicable (infectious):

6. It is vital that we follow the advice given to us by our registering authority and exclude specific contagious conditions to protect other children in to nursery. It is exceedingly unfair to expose other children to the risk of an infection.
7. When determining the nature of a communicable disease and exclusion periods the current local guidance should be used. For guidance on exclusion periods the nursery manager will refer to the Public Health England Guidance on Infection Control in Schools and Other Childcare Settings.

It is the responsibility of the Manager to ensure an up to date copy of current guidance on communicable diseases is available at nursery.

8. The nursery Manager must follow the exclusion periods laid out in the Public Health England (previously Health Protection Agency's) Guidance on Infection Control in Schools and other Childcare Settings.
9. If a contagious infection is identified in the nursery, the nursery manager must inform parents/carers of their child's exposure to the infection within 24 hours or the next working day, via Family. This will enable them to spot the early signs of this illness.
10. All equipment and resources that may have come into contact with a contagious child must be cleaned and sterilised thoroughly to reduce the spread of infection.
11. No Child or practitioner known to be suffering from communicable disease or considered too ill to participate in normal nursery activities should be admitted to the nursery.
12. Attendance at the nursery is at the discretion of the Manager and is non-negotiable.

### **Allergies & EpiPen Procedure:**

Children can have allergies which may cause allergic reactions. Staff are fully aware of how to support a child who may be having an allergic reaction.

- Staff will be made aware of the signs and symptoms of a possible allergic reaction in case of an unknown or first reaction in a child. These may include a rash or hives, nausea, stomach pain, diarrhoea, itchy skin, runny eyes, shortness of breath, chest pain, swelling of the mouth or tongue, swelling to the airways to the lungs, wheezing and anaphylaxis.



- Parents are asked to fill out a care plan, regarding allergic reactions and allergies and this is shared with all staff in the nursery.
- All food given for a child with a specific allergy. The food ingredients are shared with the parent on our Family portal.
- Parents providing their child's food must adhere to a list of allergies which will be present on the parents notice board. They must not bring in any foods listed. This is to prevent children encountering their allergens. If staff do notice any of these foods then they will be removed for the child's lunch box and returned to the parents.
- The manager, and parents will work together to ensure a child with specific food allergies receives no food at nursery that may harm them. This may include designing an appropriate menu or substituting specific meals on the current nursery menu.
- If a child has an allergic reaction to food, a bee sting, plant etc. a first aid trained member of staff will act quickly and administer the appropriate treatment. Parents must be informed and it must be recorded on Family app.
- If this treatment requires specialist treatment, e.g. an EpiPen, then all staff are trained and know the procedures to follow.
- A sick child above all needs their family; therefore, every effort should be made to contact a family member as soon as possible.
- If the allergic reaction is severe a member of staff will summon an ambulance immediately. We WILL NOT attempt to transport the sick/injured child in our own vehicles.
- Whilst waiting for the ambulance, we will contact the emergency contact and arrange to meet them at the hospital.
- A senior member of staff must accompany the child and collect together registration forms, relevant medication sheets, medication and child's comforter.
- Staff must remain calm always; children who witness an allergic reaction may well be affected by it and may need lots of cuddles and reassurance.
- All incidents will be recorded, shared and signed by parents at the earliest opportunity on Family app.

## **Meningitis Procedure:**

13. If a parent/carer informs the nursery that their child has meningitis, the nursery manager will contact the Infection Control nursery for their area. The IC Nursery will give guidance and support in each individual case. If parent do not inform the nursery, the nursery will be contacted directly by the IC Nurse and the appropriate support will be given. The nursery will follow all guidance given and notify any of the appropriate authorities including Millies' Mark, Ofsted. (see "who to Notify below")

## **Transporting children to hospital procedure:**

### **The nursery manager/senior person in charge MUST:**

Call for an ambulance immediately if the illness is severe. If minor injury and urgent treatment is required. The key person with senior management team transport the child to local hospital (the Lydney Memorial Hospital – GL15 5JE) in a nursery car seat.

Contact the child's parents/carers and arrange to meet them at the hospital.

Redeploy practitioners if necessary to ensure there is adequate staff deployment to care for the remaining children.

Arrange for the key person & senior management to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the children's comforter.

## **Who to Notify:**

Public Health England: Local health protection teams work alongside the NHS, local authorities and emergency services providing specialist support in communicable disease, infection control and emergency planning.

If you have reason to believe that any child is suffering from a notifiable disease identified as such in the public health (infectious diseases) regulations 1988, the nursery manager or senior management should act on any advice given by the Public Health England (PHE) and inform OFSTED and make a referral.

To find a list of notifiable disease go to the Health protection Services [www.hpa.org.uk](http://www.hpa.org.uk) and search for notifiable diseases.

Food poisoning affecting two or more children looked after on the premises is notifiable infectious disease in the UK.

The Notifiable Diseases Notification Form must be completed when contact has been made with the relevant agencies & copy of all information sent to PHE, Ofsted & Millies' Mark.



## **Ofsted**

Ofsted must be notified of any food poisoning affecting two or more children looked after on the premises. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident. Failure to comply with this requirement is an offence.

## **RIDDOR**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) have a specific definition of a “dangerous occurrence”. You can seek advice about what to report online at <http://www.hse.gov.uk/riddor/what-must-i-report.htm>.

Policy was adopted on: 20<sup>th</sup> September 2018

Reviewed on: 20<sup>th</sup> March 2024