



Sandytots Nursery  
Faraday Road, Stafford, ST16 3NQ  
Telephone: 01785 256155  
Email: sandytots1@gmail.com

## ILLNESS AND INFECTION POLICY

### Introduction

The welfare and safety of all babies and children attending Sandy Tots Nursery is of paramount importance. As a general principle, babies and children with any illness or infection should not attend the Nursery whilst they have symptoms or are feeling unwell. We recognise that, on occasion, a child may arrive at the Nursery with no signs of illness but will then develop symptoms whilst in our care. In these circumstances, we will monitor their condition recording it down on a 'child sickness record sheet' and may contact the parent/carer to collect them if necessary. Where exclusion from the nursery due to illness or infection is necessary, we follow the guidelines for exclusion periods laid down by the Health Protection Agency, which is attached to this policy.

### Babies and Children Attending Nursery

- Staff must be informed of any child illnesses or sickness before a parent/carer brings a baby/child to the premises. If a baby/child has not been their "normal self" at home but shows no sign of illness, we request that the parent/carer informs a member of staff when arriving at the Nursery. If a baby/child is absent through illness, we request that the parent/carer telephones the nursery to inform staff.
- If a member of staff considers a baby/child to be unwell when they arrive at the nursery, the parent/carer will be asked to take them home.
- Parents and carers are requested to keep their mobile telephones switched on and accessible at all times whilst their baby/child is at nursery in case their child becomes ill and we need to contact them.
- If a baby/child has had vomiting and/or diarrhoea, we ask that they are kept at home for a minimum of **48 hours** after the last episode.
- If a baby/child has been prescribed a course of antibiotics for a short-term infection or illness, we ask that they are kept at home for at least **48 hours** after the first dose has been administered. This is in case the child develops an allergic reaction and also to ensure that they are no longer infectious and are **well enough to return to the nursery**. If unsure please contact the nursery office for guidance.
- A document from the Health Protection Agency, available in the Nursery Managers office, provides information for staff and parents about the recommended minimum periods of exclusion for all common infectious diseases. A table providing quick reference information about exclusion periods is attached to this policy.
- In the case of a baby/child with a long-term medical condition, staff will complete an individual additional needs care plan, in partnership with the parent/carer. This will give details of the child's particular condition and the individual needs and any medication related to this.



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### Procedure when a baby/child becomes ill in the nursery

- Registration forms contain information about individual children's medical needs and conditions, including details of any susceptibility to illness and infection. We ask that parents/carers take time to make sure that any changes to this information are relayed to staff immediately so that records can be updated and kept accurate. Consent to administer emergency first aid and take a child to hospital for emergency medical treatment if necessary is also gained on this form.
- We recognise that a baby/child may become ill whilst attending the nursery. Whilst we will do our best to look after children who are a little "under the weather", we do not have the facilities to look after sick children. We appreciate that work and study commitments can be disrupted by us requesting that a baby/child be taken home, but wish to assure you that we only have the needs of all children in our care in mind.

If a baby/child becomes ill whilst attending the nursery, the following procedure will be used:

- Staff will share concerns about the child with the Room Manager and/or the Nursery Manager as appropriate.
- If the child is thought to have a communicable disease, the parent/carer will be contacted straight away, informed of our concerns and the presence of symptoms and requested to take their child home. The child will be moved to a quiet area of the room, away from other children, and comforted by a member of staff until the parent/carer arrives.
- On collection, staff will advise the parent/carer to seek a medical opinion and will give them, by diagnosis, information about recommended exclusion periods; the sick child will not be able to return to the nursery until the exclusion period has elapsed.
- Some illnesses will allow the child to return once medication has been prescribed and administered, e.g. conjunctivitis.
- If staff suspect that the baby/child is unwell and/or has a temperature, they will confirm this straightaway by taking their temperature and recording it on a Child Sickness Record sheet.
- If the child's temperature is higher than 37.5°C, staff will remove any warm clothing, give them a cool drink and/or cool with a flannel, and inform the Nursery Manager.
- Staff will monitor and record the child's temperature again at 15 minute intervals, noting the time it was checked, the temperature and the member of staff taking the temperature.
- If, after 30 minutes, or earlier if the child is causing concern, the child's temperature is still high, the staff will inform the Nursery Manager, who decides whether to contact the parent/carer, advise them of their child's condition and ask them to take the child home. Only a member of the **Management/ senior team** can give staff permission to contact a parent/carer in these circumstances.
- If the child's condition deteriorates rapidly, the Nursery Manager will decide whether the child needs to go to hospital.
- If it is decided that the child requires hospital treatment, an ambulance will be called. A member of staff from the Nursery – preferably the child's key person – will accompany the child if the parent/carer does not arrive in time. They will take the child's personal belongings, records and any prescribed medication.



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- The member of staff will stay with the child at the hospital until the parent/carer arrives. However, the member of staff will not sign for any medical treatment administered; that remains the responsibility of the hospital.

## Head Lice

Nursery staff do not examine children's hair for head lice, but if they observe head lice in children's hair as part of their every day interactions with them, the parents/carers will be informed on collection, so that the child can be treated at home. The Nursery does not treat children for head lice and nits, but are available to provide information and advice about the prevention and detection of head lice.

Managing Director: **Julie Wetton**

Nursery Manager: **Michelle Lindley**

Deputy Manager: **Hayley Mead**

Reviewed on: June 2023

Review Date: June 2024