Managing Sick Children

**Aims**

This policy has been written in order to promote the good health of the children in our care, in line with the safeguarding and welfare requirements of the Statutory Framework for the Early Years Foundation Stage.

**EYFS Welfare Standards: Safeguarding and promoting children’s welfare**

At Playgroup the welfare of all children is of paramount importance to all staff. This policy will highlight staff responsibilities when dealing with a sick child as well as provide information for parents/carers about the procedures and policies in place at playgroup.

It is highly likely that at some point a child who attends playgroup may become sick from an illness, resulting in them feeling generally poorly and unwell. It is the responsibility of playgroup staff to communicate effectively with parents and carers.

Playgroup takes responsibility to explain clearly to parents our legal and moral approach when dealing with sickness and accidents with a child in our care, and have implemented effective procedures to support the process (see accident and medication policies). We want to share this responsibility and it is expected that parents/carers will adhere to specific procedures and practices detailed within this policy.

**Procedures**

In the event of a child being taken ill or running a high temperature of 38 degrees or above the following will be done:

* Contact the child’s parents explaining their child’s condition.
* From their observation they will ask the parent to collect the child immediately.
* Staff will comfort the child, staff with them until they are collected.
* Offer a cool drink of water.
* Remove any excessive clothing.
* Damp them down with a luke warm cloth
* Observe the child and Look out for signs of their condition getting worse
* If a child is sent home from playgroup due to illness/temperature, we will ask for the child to be monitored at home for 48 hours before returning.

**Procedures for a serious event**

In the event of a life-threatening episode such as: faints, fits, convulsions whilst in our care staff will carry out the following procedure:

* An ambulance will be called.
* Observations made and information passed onto the emergency services.
* Parents will be contacted immediately, where possible to come to playgroup or to meet the member of staff at the hospital who will accompany the child in the ambulance.
* The staff member will take the child’s registration form with them and will be guided by the professional medical staff opinion as to medical procedures (as approved by the parents on their child’s Registration Form)
* Staff will complete a form, detailing the events for future reference, dependent on the reason why a child has been taken to hospital Ofsted will be informed and an incident may be reported under RIDDOR

**Children showing no signs of illness but not themselves**

If you child has not been his/her normal self at home but is not showing signs of illness when brought into playgroup, please mention it to the member of staff who you hand your child over to, and let them know how best to contact you throughout the day.

**Children who are ill**

It is at the Playgroup manager’s/deputy manager’s discretion whether or not to allow a child into the playgroup if they are showing signs of illness, even if there is no exclusion period or if this is after any exclusion period or if this is after any exclusion period has passed; or if a doctor has stated that they are not infectious.

**Playgroup and Staff Responsibilities**

* Where a child is taken ill, staff will inform the Playgroup Manager immediately.
* To inform all parents/carers of any accidents/incidents involving their child while in the care of Playgroup.
* To ensure all relevant records/documents are completed correctly and signed by the appropriate persons.
* To adhere to playgroup’s policies and procedures.
* To determine at point of entry the person/s who holds parental responsibility for the child and ensure the named person completes medication consent etc
* In the event of infectious illness playgroup will follow the exclusion periods outlined by the Health Protection Agency Guidance on infection control in schools and other settings. Children must not return to playgroup until the quarantine period is finished.
* Under the Children’s Act regulations, Ofsted will be notified of any infectious, notifiable and communicable diseases. Details are available at website [www.doh.gov.uk](http://www.doh.gov.uk)
* After a bout of sickness and/or diarrhoea parents will be called to collect their child immediately. Viruses stay active in bodily fluids and faeces. To minimise the risks of contamination to other children and staff a playgroup exclusion period of 48 hours after the last episode is required.
* Dependent on the situation and reasons for the accidents/incident playgroup will inform Ofsted.
* Where appropriate, inform parents of the symptoms to look out for in their own child and provided with information on where to seek further help and advice.
* Playgroup staff will follow strict hygiene routines at all times to minimise the spread of infection.

**Parental Responsibilities**

* In the event of child being ill or other reason for non-attendance, the parent/carer must inform Playgroup of the child’s absence by text or telephone message via the Playgroup mobile number 07341791519. If after one hour of Playgroup opening a message has not been received, a member of Playgroup staff will contact the parent/carer
* Parents/carers are required to provide emergency contact numbers, and those of a known person who can collect their child in their absence. This forms part of the statutory legal requirements for Ofsted Registration.
* Consent is obtained from parents/carers when registering with our playgroup, which gives playgroup permission to seek emergency medical treatment in their absence as detailed on their child’s Registration form.
* Parents/Carers are expected to inform and update playgroup immediately of any change to contact numbers or addresses so that records can be updated.
* Parents/cares are requested to notify playgroup if their child is diagnosed with a contagious illness. This is to ensure that we can notify other parents/cares of vulnerable children and pregnant women. We can also track trends, and in exceptional circumstances we are required to inform the Local health Authority of any outbreaks of notifiable diseases. Playgroup is required to maintain the appropriate confidentiality.
* It is vital that parents/carers inform playgroup of any illness or disease that may impact on the child’s wellbeing whilst in our care. Staff need relevant information to ensure they are best prepared should a child be taken ill.
* To disclose any past or current medical history during registration e.g. convulsions and asthma, to enable staff to consult with parents/carers as well as other professionals who may be able to advice and assist when developing a care plan for their child’s condition and wellbeing, as well as identifying areas where staff training may be required.
* Children suffering from certain infectious diseases will be excluded from playgroup in line with Public Health Agency guidelines

**Illness Outbreaks**

If there is an outbreak of an illness in playgroup then the manager or deputy manager will consult with the local Health Protection Unit for advice. We may decide to exclude children in order to control an outbreak.

**Infectious Conditions Reporting**

If a child has an illness, we would request that the parent/s contact playgroup as soon as possible. If it is an infectious disease, we will inform staff, parents and carers as soon as possible. If there is an outbreak of a notifiable disease at playgroup, we will inform the local Health Protection Unit, RIDDOR (If appropriate), and Ofsted. This is particularly important in case a child has come into contact with a pregnant staff member or parent/carer.

If a case of head lice is found at the playgroup, the child’s parents or carers will be discreetly informed when they collect the child. Other parents will be warned to check their own children. Care will be taken not to identify the child affected.

**Dealing with bodily fluids**

If an accident or illness occurs which results in bleeding, vomit, faeces or urine, the following procedure will be followed: -

* Disposable gloves will be worn.
* The wound will be washed in water.
* A suitable dressing will be applied.
* Wrap blood stained tissues or waste paper in a nappy sack and dispose of it.
* Wash blood splashes off the skin with hot soapy water or out of eyes with water.
* Clean affected area by blood, vomit, urine or faeces with anti-bac spray and anti-bac wipes, at the end of the session then clean using diluted household bleach (1:10).
* Clothes, soft toys or soft furnishings stained by body fluids will be washed by hand using hot water and detergent or in the hot wash cycle in a washing machine.

**Head Injuries**

* If a child has a sustained bump to the head parents/carers will be informed on collection and given a bumped head letter.
* Staff are responsible for ensuring the accident/incident has been record in the accident book.
* The child’s name is written on the whiteboard.
* Management may ask a member of staff to contact parents/carers by telephone after a child has bumped their head if they feel it is necessarily to inform the parents/carers of the accident/incident immediately.
* If the head or face injury is more severe parents will be advised to collect their child and seek medical attention, this will also be recorded in the accident book.
* Parents/carers will be asked to sign the accident/incident form to acknowledge that they have been informed. This must be done on the same day and will be given a bumped head letter detailing the injury.

**Foreign Objects**

* Playgroup will not remove foreign objects from eyes, nose or ears. This is invasive and may cause a child to become distressed. Parents/carers will be contacted and advised to collect their child and seek medical attention. This will be recorded in the accident/ incident book, parent/carers must sign the document when they collect their child.
* Occasionally children may get sand in their eyes during day to day activities. If this happens the incident will be noted in the accident/incident book, parents/carers will be advised to seek medical attention if the eye becomes irritated or painful. contacted to seek medical assistance.
* If a child receives an insect sting that remains attached to the child, parents/carers will be contacted to seek medical assistance. This will be recorded in the accident/incident book.

**Please use the following guidelines before bringing your child back to playgroup:**

* **Coughs, colds and flu:** coughs and colds do not normally require the child to be excluded from nursery, but this depends on the severity of the illness and how the child is able to cope with the nursery day. The child should have a normal temperature and feel fit and healthy.
* **Conjunctivitis:** Creams must have been received from the doctor and treatment should have commenced. Eyes should not have any discharge from them.
* **Chicken pox:** All spots must have completely scabbed over (usually five days incubation period) A letter will be displayed to inform parents of any cases of chicken pox within the playgroup.
* **Impetigo:** Medical advice must have been sought and sores must not be weeping.(usually a five day incubation period).
* **Hand, foot and mouth:** All sores must have been treated by a doctor and sores should not be weeping and to be scabbed over.
* **Head lice:** Parents will be contacted via telephone and asked to collect their child so that treatment can commence as soon as possible. A notice will be displayed for parents to inform them of any cases of head lice within the nursery.
* **Measles:** Rash should have gone and child acting healthy.
* **Sickness/diarrhoea:** At least 48 hours since last bout.
* **Temperature:** The normal temperature for a child is 37c. If a child’s temperature reaches 38c or above, parents will be called to ask them to come and collect their child.

**Unknown rashes:** Medical advise should be sought with a doctors note informing us that the condition isn’t contagious if a child returns with the rash.

**Broken limbs/stitches:** According to medical advise and based on the individual child this will be discussed with parents. We will report any cases to OFSTED, if a child was required to stay in hospital overnight.

* **Management retain the right to ask any parent to take their child home if the child is found to be not well on entering playgroup and during their child’s playgroup session. Playgroup also reserve the right to consult the NHS Direct Website for further advice and information**.
* Parents should always seek advice from their GP or Accident and Emergency department regarding the specific symptoms of their child. Phone NHS Direct 111 on landline or mobile. Or www.nhsdirect.nhs.uk