

## **Step by Step Day Nursery**

One of the ways we strive to ensure the safe and healthy environment for our children is to protect them as best as possible from infectious illnesses.

### **6.1 Infections, Illnesses and Medication Policy**

We ask parents **NOT** to send their children to Nursery if they are unwell or if an infectious illness is suspected. The Nursery reserves the right to refuse admittance to any child showing signs of illness. The main reason for this is because the child could infect the other children.

Staff will raise with parents/carers any symptoms of illness, which are identified at the time of the children's arrival at Nursery. If parents/ carers are aware of the children having symptoms of illness but uncertain whether they are well enough to attend Nursery, they should discuss the matter with the Manager. If there is any question about the child's health, we will not admit the child to Nursery without a doctor's medical note.

The Nursery should be informed of any contagious or infectious illness contracted by the children and will inform parents/ carers of any infectious illness, which has been present in the Nursery. If a child has been exposed to an infectious illness, parents are asked to discuss the incubation period with the Manager so that the dates during which the child should stay at home can be determined.

Staff will inform parents/carers of any minor symptoms of illness observed in their child when the child is collected. They will also contact parents/carers immediately in case of any vomiting, fever or prolonged diarrhoea and may request parents/ carers to collect their child if they have a fever exceeding 38°C, severe diarrhoea or vomiting or are showing signs of distress or discomfort.

If a child has been absent through illness, he/she should stay at home until they are able to participate in a normal Nursery day, including outdoor play.

**We request that, children are brought to the nursery if suffering from any of the following conditions:**

- Diarrhoea
- Untreated Lice/scabies
- Any infectious childhood illness
- Eye infections such as Conjunctivitis (weeping, sticky & red eyes)
- Impetigo (weeping spots, usually around the nose and mouth)
- Fever, accompanied by sickness and diarrhoea.
- German Measles, Whooping cough, measles, mumps, chicken pox
- Hand, foot and mouth disease
- Swine flu

For a complete list of the illnesses that require exclusion from the Nursery, please refer to the procedure section of this document.

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There may be incidents when we must ask for a child to be excluded from the Nursery both for the child's well being and to safeguard our staff and other children from infection

### **Reporting of 'Notifiable Diseases'**

When the setting becomes aware, or is formally informed of the notifiable disease, the manager informs **RIDDOR** and acts on any advice given by **the Health Protection Agency**.

### **Infections, Illnesses and Medication Procedures:**

- Once the infection/disease is confirmed by a medical Practitioner the person in charge has to put signs around the Nursery to inform parents and staff of the occurrence.
- A detailed letter to be given to parents with information enclosed regarding the disease, with suggested websites for further information to be given to parents and they have to sign for receiving it.
- Report on Communicable Disease in Children and Young People's Group Setting to be completed
- To contact **HPU** (Health Protection Unit) on **0203 049 4338** immediately after the confirmation of the second case is reported. Follow their guidelines.
- To contact in the London Borough of Lewisham, environmental health department, to inform them of the occurrences.
- Exclusion of the infected children will be determined according to the Nursery's exclusion policy or the guidance on infection control, unless the **HPU** advice otherwise.
- In some circumstances a medical certificate will be required before the child is allowed to return to the Setting at the manager's discretion.
- An emergency staff meeting to be held to inform the staff of the situation, to ensure that staff members are fully aware of the infection control procedures.
- Room leaders to ensure a safe hygiene practice is maintained at all times.

**As soon as a case is confirmed in any room, the following procedures are to be followed:**

- The child's parents to be informed immediately.
- The child to be picked up as soon as possible, parents to be advised to visit the doctor to confirm the disease.
- If parents have not contacted us, to inform us of the child's condition, the key person is to contact the parents, maximum the following morning
- Notes of all the above procedures to be recorded in the room's communication book, to ensure that effective communication is maintained within the room at all times.
- As soon as the infected child leaves the room, all toys ; furniture' nappy area

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- (If applicable) and fabrics to be sterilised and disinfected thoroughly
- Most importantly is to ensure a strict hygiene practice is maintained at all times according to the Nursery's hygiene practice guidelines.
  - All the above steps to be recorded accurately.

### **Medication**

Only prescribed medication will be given to the child. Medicines must be labelled with the following details:-

- The child's name
- The exact dosage required.
- Time or times of day it is to be given.
- Medication must come to Nursery in its original packaging

The Parent must complete a Nursery consent form with all the relevant details and the administration of medicines must always be witnessed by the person in charge of the room. Medicines must always be given by a **qualified member of staff**.

Cuts or open sores, whether on adults or children, will be covered with a plaster or other dressing.

### **Non – prescribed medication**

Step by Step Day Nursery is unable to give any of the children any non-prescribed medicine, the only medicine we are able to take a request to give the children (over the phone) is Calpol this may be to regulate the child's temperature. If parents insist on giving their child any other non-prescribed medicine, they have to come to the Nursery during the day to administer it.

### **Recording**

At Step by Step Day Nursery each administration of medication must be recorded on a medication form. If a child requires more than one administration of the same medicine, over a period of time, a separate form should be used for each day. Medication forms must be filled daily, even if it is for the same medication. Two members of staff must attend the administration of medication at any time.

The label on the medication container should be checked against the details on the medication form, which should be completed by parent/ carer and by the a qualified member of staff **before** administering the medication. The Nursery will ensure that records are kept up to date.

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### **Storage of Medication Policy**

Medicines should be kept in a suitable locked container out of the reach of the children. Medicines requiring refrigeration should be kept in a closed labelled container within the Nursery's refrigerator.

It is the senior staff's responsibility to ensure that all medicines are stored in the correct manner and are not accessible to children.

### **Disposal**

Medicines that are no longer required should be returned to the parents/carer for disposal at the earliest opportunity.

### **Manager and Staff's Responsibility**

The Manager/ deputy shall insure that a named person is responsible for medicines in each group setting. The day-to-day process of giving medicine may be delegated to competent, trained staff.

### **Parents/ Carers Responsibility**

The parents must fill out a medication form to clarify the storage and administration of Medicines.

**All medicines must be provided in their original packaging, fully labelled with the following:**

Child's name, name of the medicine, full directions for use and date of dispensing.

### **Nappy rash cream Policy**

Nappy rash cream can be applied by Nursery staff provided that parents specify when the cream should be applied and how much to apply. The nappy rash cream supplied in its original packaging, instructions must be in English language and recognised as a nappy cream that can be purchased from a chemist.

### **Swine flu Policy**

Our priority at Step by Step Day Nursery is to co-operate with the authorities in helping to prevent the spread of Swine Flu (or any other infectious disease).

In the event of a child, staff member or a member of their immediate family becoming ill with Swine Flu, the Nursery will work with the Health Protection Agency to minimise risk to children and staff.

The Nursery will close if advised to do so by the HPA. We will seek advice from the local authority and the Health Protection Agency regarding re-opening. We will keep parents and staff informed via telephone and email as the situation progresses.

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### **Swine flu Procedure**

**It is important for all parents and carers to be aware of the following procedures:**

If Parents suspect that they or their child or any member of their immediate family may be showing any flu like symptoms, we would advise them to seek medical advice prior to coming into the Nursery. We also ask that they telephone the Nursery On **0208 297 5070** to advise us of the situation and likewise keep us informed of any further developments.

**In the event that one or more cases are confirmed/ suspected at our setting:**

### **First case of swine flu within the nursery**

- All parents will receive a letter that a case is suspected at the Nursery, and a notice will be placed on all rooms' notice boards.

### **Further Cases Confirmed/Suspected**

- All parents will be notified again and a notice will be on the notice boards.
- We will continue our current exclusion procedure for infection control i.e. children or staff showing symptoms will be excluded, in the same manner that we would exclude for any other virus e.g. chicken pox. The exclusion time would be the duration of the course of medication, which is usually 10 days.
- Where a case is confirmed in a parent they will be unable to drop off or pick up their child/children whilst on the course of medication, which is usually 5 days. If the child is not showing any symptoms they will still be able to attend the Nursery if brought in by a well relative or friend, unless the **HPA** excludes them.

We would like to reassure you that the continued wellbeing of all of our children is of paramount importance to us. Our hygiene standards are already very high and one of our top priorities for minimising any risks of cross-contamination. We now have put in place the following extra hygiene precautions at the Nursery:

- We have installed sanitizing anti-bacterial hand foam at the entrance of the Nursery. We request for anyone entering the Nursery to make full use of it. We ask Parents to be responsible for their child using the foam at drop off times before they are handed over to our staff.
- Staff will sanitise work surfaces, door handles, toilet handles, taps... etc a minimum of twice per day.
- We will continue to communicate with you regularly with any further changes to procedures.

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- We ask Parents to communicate with us any incidence of direct or indirect contact with suspected / confirmed cases of swine flu. In this manner we will have the very best possible chance of keeping the Nursery open.

### **Swine Flu Symptoms**

The symptoms of swine flu are broadly the same as those of ordinary flu, but may be more severe and cause more serious complications.

#### **Typical symptoms are:**

- Sudden fever (a high body temperature of over 38C or 100.4F)
- Sudden cough

#### **Other Symptoms May Include:**

- Headache
- Tiredness
- Chills
- Aching muscles
- Limb or joint pain
- Diarrhoea or Stomach upset
- Sore Throat
- Runny Nose
- Sneezing
- Loss of Appetite

### **Useful Contact Details**

National Swine Flu Information Line – 0800 1 513 513

Website: [www.direct.gov.uk/swineflu](http://www.direct.gov.uk/swineflu)

NHS Direct – 0845 4647

Website – [www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk)

Should you have any concerns or other issues please do not hesitate to speak to the Nursery Manager.

### **Accidental injuries Policy**

Minor injuries will be attended to by staff members and referred to the first aider, and recorded in the accident book. Parents/ carers will be informed at collection time and required to counter-sign the report. In the event of a serious accident, the Nursery will make an immediate attempt to contact the child's parents/carers.

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Until the arrival of the parents/carers, paramedic or ambulance, the Nursery will make all necessary decisions about the child. At the same time, the Nursery will call emergency assistance to make sure that no time is lost in caring for the injured child. Parents/ carers will be expected to contact the Nursery as soon as possible upon receiving the Nursery's communication.

It is important that parents/ carers keep the Nursery up to date with all contact numbers, place of employment, doctor and emergency information.

### **Health care plans**

Where a child is prescribed medication for a medical need such as eczema or asthma the Nursery Manager/Deputy will agree with the parent how to recognise when the condition is getting worse and when to administer medication. The parent should fill out and sign a medication consent form so that the staff can administer the medication.

Where the child has a long term medical condition such as diabetes, epilepsy or anaphylaxis a Health Care Plan must be put in place with the parent, Nursery Manager and relevant Health Care professional. The plan must be reviewed and updated every **6 months** by contacting the parents and asking them if there are any changes to be made to their child's health care plan.

The parents must also complete the Medication Form so that the staff can administer medication. Advice from the relevant health care professional will be sought to determine whether the administration of the medication requires training.

Health Care Plans must be developed prior to the child starting at the Nursery. If the condition develops while the child is already attending the Nursery then a health care plan must be prepared immediately with the input from the parents and appropriate healthcare professionals.

In some cases it may be necessary for child care to stop until the Health Care Plan and appropriate training has been put into place. This will be determined by the Nursery Manager after consultation with relevant Health care Professionals.

This is to ensure that the Nursery remains a safe place for the child and to ensure that the Nursery staff can meet the needs of the child appropriately and provide the level of support they need.

The Nursery will make every endeavour to follow the parents/carers instructions, but reserve the right to refuse a request to administer on-prescribed medicines whilst a child is in our care. Written records must be held by the Nursery.

All medication forms will be completed by the member of staff when administering or applying the medication. Members of staff administering medication are required to

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ensure that parents complete the medication form with the date, time, dosage and their signature when medication has been given.

All medication forms must be signed only by the parent/s who have parental responsibility.

A second member of staff is required to witness the administration of any medication to any child.

The parents/carers will be asked to sign the form in acknowledgement that the medication has been given to the child as required.

This policy was adopted by	Step by Step Day Nursery	<i>(name of provider)</i>
On	June 8 <sup>th</sup> 2020	<i>(date)</i>
Date to be reviewed	June 2020	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Nicola Richardson	
Role of signatory (e.g. chair, director or owner)	Director	