

First Steps (Bath)

Managing Children Who Are Unwell Policy and Procedure

Policy statement

First Steps is committed to fostering the well-being of children in all our environments, activities, and groups. We strive to reassure staff, parents, and carers that when a child is unwell, we will take suitable measures to meet the child's needs. We have established procedures to prevent the spread of infectious diseases, ensuring every effort is made to avoid outbreaks. Our goal is to always provide a safe and healthy space for children.

Procedure

- Staff comfort and support children who become sick while attending nursery, a group or activity, and if unwell, move to a calm space away from other children.
- Parents are asked to supply a range of contact numbers, held on the nursery management software, so they can be contacted quickly should their child fall ill.
- Parents are asked to check these records regularly to ensure they are up to date.
- Staff inform parents whenever an outbreak of infectious disease occurs in the setting
- Where appropriate, staff inform parents of the symptoms to look out for in their child and provide information on where to seek further help and advice.
Staff always follow strict hygiene routines to minimise the spread of infection. (see Appendix A)
- Children suffering from certain infectious diseases will be excluded from the setting, group or activity for periods following NHS guidelines and the Public Health Agency.
- Colds do not normally require the child to be excluded, but this depends on the severity and how the child can cope with the nursery routine or the group activity. A child who is, or who appears to be, unwell may be refused admission or asked to be collected.
- Where children do become ill, the key person will speak to a Senior Practitioner and then will arrange for the parent to be contacted.
- Parent/carers will be contacted to collect their child with temperatures exceeding 38°. If the child's temperature reaches a dangerous level, 111/999 will be contacted to seek advice/medical attention. If a child's temperature reaches a high level (38 degrees), we would consider giving emergency paracetamol-based medicine (see administering medicine). We recommend that a child remain at home for 24 hours, fever-free.
- Parents are expected to collect/arrange the collection promptly.
- Should the manager/senior consider the illness/situation to warrant immediate medical attention, the emergency services will be contacted to take the child directly to the Hospital and the parent/carer notified accordingly. Permission for this will be obtained during the admissions process.

Responsibilities of parents

- Parents are asked to contact First Steps as soon as possible if their child is unwell. This is vital if the child has an infectious or communicable disease.
- Parents are also asked to inform the nursery if their child is not showing specific signs of illness but is not 'themselves,' as this may be a sign that they are about to become unwell.
- If prescribed medicine needs to be administered by the staff, it must be supplied in the original container and have been recently prescribed for the child.
- Parents are asked to keep children at home when they are unwell, as infections spread easily; they must not attend nursery.

Infectious, Communicable Illness and Conditions reporting.

- If the illness is infectious or communicable, the manager informs staff, parents, and carers as soon as possible. This is particularly important in case a child has come into contact with a member of staff or a parent who is pregnant.
- If there is an outbreak of a notifiable disease at the Nursery, the local health protection unit, RIDDOR (if appropriate), and Ofsted are informed.
- Children showing symptoms of a notifiable disease will be looked after by a member of staff, separately from other children, in a well-ventilated space. Staff will use PPE to reduce the risks of spreading infection. Once the child has been collected, all areas that the child has come into contact with will be cleaned using disinfectant. All wipes, PPE and cleaning cloths will be disposed of in the yellow sacks designed for human waste.

If head lice are found, the parents or carers of the child affected are discreetly informed when they collect their child and asked to be treated before admission. If a child is consistently found with head lice, other agencies may be informed. Other parents are warned to check their own children for head lice, although care will be taken not to identify the children affected.

Return to nursery after surgery, a serious illness or injury.

Children who have undergone surgery or have suffered a serious illness or injury should only return to the nursery when they have a medical clearance from a healthcare professional. This is to ensure the child's safety and well-being.

Communication: The nursery will seek and follow the advice of healthcare professionals regarding the child's condition, necessary precautions, and the appropriate time for the child to return to the nursery. Parents/carers will be encouraged to share any medical advice they have received about their child's condition and recovery. The nursery will maintain open and regular communication with parents/carers about their child's return to the nursery. Managers will ensure that all relevant staff members are informed and prepared to support the child's return.

Risk Assessment: Before a child returns to the nursery following surgery, serious illness, or injury, a risk assessment will be completed. This should consider the child's current health status, any ongoing treatment or medication, and any potential risks to the child or others at the nursery. The risk assessment should be used to identify any necessary adjustments or accommodations to support the child's safe and successful return to the nursery and will be signed by the parent/carer.

Administering Medicine

Only prescribed medicines are normally administered to a child, and medicines that contain aspirin can only be administered if prescribed by a doctor. However, if a child has a high temperature (38 degrees), with parents' permission, a paracetamol-based medicine may be administered to make a child comfortable whilst their parents or carers travel to the nursery to collect their child.

We will follow a care plan from an EHC (Education, Health, and Care) or a medical professional.

- Antibiotics can be administered by staff once the child has been taking it for 24 hours or has previously had it within the nursery to ensure against potential allergies.
- Medicines are only administered to a child where written permission for that medicine has been obtained from the child's parent and/or carer. Parents and Carers are asked to check medication forms to ensure that the doses and times that are recorded are accurate and must sign to acknowledge that these have been checked.
- A written record is kept each time a medicine is administered to a child, and parents are informed that it has been given.

- If medicines are needed occasionally to alleviate a condition (e.g., an asthma inhaler), a permission form is completed with details of when the medicine may be needed, and the record of administration is signed on every occasion it is administered. To ensure such medicines are always available, parents are asked to provide medicines with pharmacy labels still attached and leave them at the setting. If staff have not administered medicine before, i.e. inhaler, they may ask the parent to demonstrate.
- If the administration of medicine requires medical or technical knowledge, then appropriate training will be given to staff by a person who is suitably medically qualified, and a care plan will be drawn up and agreed upon with parents.

Procedure for administering medication.

- The individual child who is receiving the medication must be taken to a suitable area to ensure that privacy is given and that there are no distractions during the administration process.
- At all times, every member of staff who administers medication must be witnessed by another member of staff.
- Both the member of staff and the witness must double-check the medication; the dose being given and the time it is being given against the medication form that was completed. At the point of administration, both members of staff hold responsibility for ensuring that the medication is being administered correctly.
- Once the medication is given then the staff member who administered the medication, and the witness, will sign the medication form to record the procedure has been completed.
- All medication forms will be signed off by parents/carers at the end of day to acknowledge administration.

Linked to

- **Health and Safety Policy**
- **Confidentiality and Data Protection Policy**
- **Appendix 1 Care Plan**

Policy Drafted by Roz Lambert, Chief Executive October 2014

Approved by the Board of Trustees 18th November 2014

Reviewed by SMT 17th May 2016

Updated SMT June 2017

Reviewed by SMT June 2018

Amended by RL April 2020 in line with the change in procedure to administer infant paracetamol suspension.

Approved by SMT May 2020

Approved by SMT May 2021

Approved by SMT October 2021

Approved by SMT May 2022

Approved by SMT May 2023

Reviewed by SMT May 2024

Updated by SMT to cover return to nursery following a serious illness, surgery, or injury. July 2024

Reviewed by SMT May 2025

Actions taken to minimise the risks of infection.

- Regular cleaning schedules
- Use of detergents and disinfectants
- Frequently touched surfaces are wiped down frequently.
- Appropriate cleaning materials are adequately supplied
- Soap and disposable paper hand towels are available at hand-washing stations.
- Children are taught to regularly wash and dry their hands.
- Alcohol gel in a place where hand-washing facilities are not available.
- Disposable tissues are available, and foot-operated bins are close by
- Children are taught to wipe their noses and dispose of tissues appropriately.

Health Care Plan

Appendix 2

Child's name :	Date of Birth:	
Condition/ medical need:	Attendance:	
Description of condition:		
Triggers/ causes:		
Treatment/ Management: <i>medication given, things to avoid</i>		
Emergency: <i>what would constitute as an emergency situation, what to look out for...</i>		
Emergency treatment: <i>i.e. medication, call 999</i>		
Any other information:		
Professional Contact details:		
Parent Signature:	Date:	
Key person Signature:	Date	
Room Practitioner signatures:	Date	