



## **Sickness and Medical Requirements Policy**

This policy represents the agreed principles for Sickness and Medical Requirements throughout the Nursery. All Nursery staff, representing Jack in the Box Nursery have agreed this policy.

### **Sickness**

The Managers are not allowed to admit onto the premises any child who appears to be suffering from an infectious or contagious illness or disease. Any child who has a temperature, discharge from the eyes or nose, sickness, diarrhoea or any contagious/infectious illness. Children should be kept at home until a doctor has certified, in writing, that s/he is fully recovered or 48 hours have elapsed since the last outbreak. Please do not bring children who are unwell into the nursery as they will be sent home upon arrival.

Parents/carers are required to inform the nursery where they can be reached in the event of an accident or sudden illness. However, since it may sometimes be impossible to find a parent/carer in an emergency, parents/carers are required to provide the Managers with signed permission to act in their absence.

If a child were suddenly taken ill, a member of staff would be allocated to taking care of the child. Another staff member would contact the parent/ carer to come and collect immediately. A quiet corner with a blanket and pillow would be prepared in the nursery and a staff member would stay with the child until the parent/ carer came to collect.

If a child becomes seriously ill or injured during his/her attendance at the nursery, the nursery reserves the right to call for emergency assistance and, if necessary, remove him/her to hospital and give permission for emergency treatment to be administered. If we have to take your child to hospital as a result of an illness or accident, we will do our utmost to inform you immediately (using the details on your Registration Form). It is therefore vital that this information is kept up to date and that you inform us of your timetable/whereabouts. Please inform the Managers of any changes to these details as soon as possible.

Please inform us as soon as possible if your child will be absent for a period of time due to illness.

### **Accidents**

All accidents are reported in an Accident File which is kept in the Nursery. Parents/carers will be asked to sign these in the event of their child having an accident at the end of the day the accident occurred. In some cases parents are contacted immediately after the accident for example a bump to the head.

## Care Plans

If your child has a long term medical condition, for example a severe allergy, epilepsy or diabetes, that may require treatment in nursery then we will ask you to complete a care plan for your child. This will include a full protocol for dealing with your child's condition. If your child needs medication, either regularly or as an emergency treatment, we ask that you send it in a named plastic tub with a photograph of your child on the top. This will then be kept in a secure place within nursery that is easily accessible to staff should it be needed. If necessary Jack in the Box will seek external guidance and support in managing your child's condition from a health professional, and nursery procedures will be adjusted according to that child's needs. Any specific training will be logged in the CPD file. All practitioners in the setting will be made aware of your child's condition and be vigilant to potential triggers.

Please note: If a medical condition is diagnosed we reserve the right to allow your child into nursery only when a comprehensive care plan has been given

**We have the right to refuse children if medication is not brought or in date.**

## Medical Emergency

If an emergency medical situation should arise the following procedures will be carried out:

- One adult will be allocated as responsible for the child, requesting additional support from a further adult if needed or if medication needs to be administered.
- Another adult will be responsible for seeking emergency service assistance, staying on the phone and guiding an ambulance in from the road if necessary. This member of staff will also be responsible for calling the parents of the child.
- Adults responsible for these tasks will be named by the manager/deputy manager.
- Remaining staff will keep other children away from the situation as much as possible.

**This policy was adopted by the managers and staff in April 2017**

**Signed on behalf of Jack in the Box**

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