



## Sick Children Policy



This policy should be read in conjunction with the whole school's Administration of Medicine Policy.

The health and well being of all children attending **Little Jesters** is paramount.

### Taking care not to pass on infectious diseases

- Medical advice will be sought regarding infectious, notifiable and communicable diseases.
- Parent/Carers will be informed of any occurrences of infectious, notifiable and communicable diseases taking into account the confidentiality of the child/family.
- Parents/Carers are asked to inform preschool of their child's illness or condition as soon as possible.

### Maintaining a high standard of hygiene

#### Staff responsibilities

- Ensuring that all children/adults wash their hands with soap and dry them with the paper towels available after messy play, before cooking, eating and drinking and after using the toilet.
- Checking the setting is clean and establishing a daily cleaning routine.
- Ensure a box of tissues are available, and a bin to dispose of used tissues.
- Establishing a rota system for cleaning toys and equipment.
- Have a supply of spare sets of clothing for the children.
- Using disposable tissues and paper towels.
- Teaching the children good hygiene practices and healthy living.

### If a child becomes unwell whilst at Preschool, the following procedure will apply:

- Parent/Carer would be contacted immediately by the Preschool Leader.
- The child will be kept with a staff member quietly away from other children until collected by their Parent/Carer.
- A member of staff who is a first aider will look after the child, and First Aid will be administered if required.
- County Council policy states that medication will not be administered by Preschool staff and if the Parent/Carer would like the child to receive medication they will come into the setting and

administer it themselves. If the medication is for a long term ongoing condition then the Preschool Leader will make individual arrangements based on the needs of the child – (please see the school's Administration of Medicine Policy for further information).

- If the child requires immediate medical treatment the emergency services will be called, the Parent/Carer will be contacted. A member of staff will accompany the child to hospital taking the Emergency form with them, if the Parent/Carer has not already arrived at preschool.
- All members of staff should have a Paediatric First Aid Certificate in Early Years.
- If a child is sick or has diarrhoea, the Parent/Carer will be asked to keep their child at home for 48 hours before bringing their child back to preschool.

### **Parental responsibilities**

- If the child/children are unwell and not able to attend preschool, the Parent/Carer should inform the preschool as soon as possible, preferably before the session has started.
- If the illness is infectious then Parents/Carers must inform the Preschool Leader as soon as possible so other Parents/Carers can be advised.
- If the child's medical information changes then it is the responsibility of the Parent/Carers to inform the Preschool Leader as soon as possible so records can be kept up to date.
- If there are specific requests that are linked to a child's cultural or religious beliefs then parents/carers must put these in writing and discuss them with Preschool Leader and Key Person to ensure a good understanding of needs.
- Any inhalers must be clearly labelled and **handed** to the child's Key Person to be stored safely. Inhalers must not be left in children's pockets or bags. It is up to the Parent/Carer to replace the inhaler when it has run out of date or is empty.
- In the case of a SEND child where medication is required daily then the Parent/Carer must have a medical document stating the needs and how/when medication is to be administered. The Parent/Carer and the Preschool Leader will together put together a signed document stating the role and responsibilities of each party involved. This must be up dated at least twice a year or as soon as changes occur.
- Each child must have a change of clothing in **Little Jesters** at all times in the case of accidents.
- Any child absent through illness will still be invoiced/charged for the sessions that your child has been booked in for.

Reviewed Spring 2015

To be reviewed Spring Term 2017