

Sunflowers – Policies & Procedures

Healthy Child Policy – Illness and Medication.

It is our responsibility to promote the good health and well being of all children attending Sunflowers Day Nursery.

At Sunflowers we have an obligation to all children in our care and the staff who work for us to minimise the risk of illness and the spread of infections. As part of growing up, children go through a whole series of illnesses, some minor and easily treatable and some that need more strict management and control.

Our policy has been prepared reflecting our Statutory Requirements in the Early Years Foundation Stage (EYFS) and in consultation with Healthcare Professionals and Environmental Health Officers and a Government paper on Infection Control in Schools and Early Years Settings. The Policy document will help us to keep the nursery environment and the children in our care as healthy and free from illness as possible.

Our staff work hard to promote a healthy environment - our practises each day are designed to minimise the risk of cross contamination from one child to another. These practises include:

- Frequent hand washing
- Keeping the toileting and nappy changing areas clean and disinfected
- Ensuring a thorough cleaning procedure to avoid cross contamination of bodily fluids at certain times – such as toileting/nappy changing, first aid administration and eating.
- Keeping the nursery and resources clean
- Ensuring a strict food hygiene policy is followed and food is prepared in a safe way
- Ensuring each child uses individual bedding, facecloths, cups, water bottles etc to avoid cross contamination
- Ensuring staff adhere to exclusion periods after they have been ill.
- Staff training and Supervision
- **Ensuring that parents and carers are aware of our exclusion periods and that sickness and illness are dealt with appropriately and efficiently to minimise any spread of illness and to make sure that each child can recover quickly.**

Sickness and Illness control.

Infection and illness can be controlled by:

- Routine Immunisation
- High standards of personal hygiene and practice, particularly handwashing
- Maintaining a clean environment
- Maintaining strict adherence to exclusion periods.

As a rule we cannot accept children into our care who are unwell or who have had a serious infectious illness.

Please remember that bringing a sick child into nursery:

- Could make your child unhappy and extend their recovery time
- Could compromise the health and wellbeing of other children
- Could compromise the health and wellbeing of staff, in turn affecting the care we can provide
- Could create Environmental or Public Health problems for the nursery

Please help us to maintain the high standards you expect from Sunflowers by respecting and adhering to the following guidelines:

Our Guidelines

What you see:

Sometimes you maybe aware that your child is 'coming down with something' – you can't quite put your finger on it – but you feel that your child is not quite him/herself.

You feel that he/she is fine to attend nursery – but would like us to keep an eye on how they are.'

What to do:

If you feel your child is not quite him/herself – but is not showing any signs of illness – they will usually be fine to come to nursery - please let a member of staff know your concerns and let us know how we can best get hold of you throughout the day if necessary. We will then monitor your child in the usual way and let you know immediately if your child starts to display any symptoms of an illness – high temperature, sickness, rashes etc. If your child needs pain or fever relief (**e.g. Calpol**) BEFORE coming to nursery, they are probably too ill to be at nursery.

What you see: (for example)

Your child has been awake in the night with, or has woken up with, a raised temperature of more than 38C

Your child has a bad cold, they are snotty and drowsy, may have sticky eyes etc

Your child has a bad cough which causes them difficulty when sleeping, or if they exert themselves

Your child has a chest infection or any other illness which requires antibiotics

What to do:

*If your child is poorly and is displaying any symptoms as above, it is likely that they are too poorly to come to nursery, if antibiotics have been prescribed for an illness, we recommend a 24 hour exclusion from nursery after they have started the course – they may then attend nursery as normal **IF THEY ARE WELL ENOUGH TO DO SO.***

If your child becomes ill at nursery: Sometimes a child becomes ill while they are at Nursery – they may be sick, develop a rash, may become quiet, upset, overly sleepy, develop breathing difficulties etc. They may also develop a high temperature of over 38 deg C

At this point we will make a judgment and, if we feel that we are unable to care for your child at nursery – that they aren't able to cope with a 'normal nursery day' and we feel that they would receive better care at home with you, - we will contact you and ask you to collect your child.

Although sometimes difficult, it is imperative you collect your child as soon as possible after being contacted. In addition, this is in the best interest of your child – Nursery is not an appropriate environment for the care of a sick child – our ratios do not cater for the 1:1 care your child deserves, nor can we provide adequate facilities for the rest and recuperation of your child. In the event of sickness or diarrhoea, we will ask you to come and collect your child immediately.

It is each parent/carers responsibility to ensure that we have up to date contact details for yourselves and emergency contact details for a relative or family friend if we were unable to contact you

If we were unable to contact you, or one of your emergency contacts, and we felt that your child's health was deteriorating quickly, we would telephone for an ambulance to assist and if necessary, take your child to hospital. At that point a member of staff would accompany your child in the ambulance, and we would continue to try and get hold of you.

High temperatures.

If your child develops a temperature of over 38 degrees C or if they are visibly showing signs of being hot, (hotter than usual to the touch, feely sweaty, looking and feeling unwell) we will contact you and ask if you can pick them up, or, in some circumstances we may ask if we can administer a single dose of paracetamol (such as calpol). This will usually be the case if we know a child is teething, or has recently had an immunisation for example. If your child's temperature is very high (eg they are showing signs of struggling and their temperature hasn't gone down after having a drink and removing outer layers of clothing) we may ask if we can give them an emergency dose of paracetamol to start to lower their temperature while you are on your way to pick them up. We always require your permission before we give a child any medication. This is usually done via our medication form, however, this could be done verbally in a phone call and followed up with an email in the event of an emergency administration.

Once your child is in your care, we ask that you keep in touch with us and let us know how they are doing. Your child can return to nursery when they are well after any exclusion period set out below and at the discretion of the Nursery Manager/ Deputy Manager.

*We are a flexible, family friendly nursery and acknowledge that you may have to re arrange your working patterns whilst your child is ill. With this in mind we **may** be able to offer you the opportunity to book alternative sessions for your child, once they are better.*

If your child is ill: If your child is ill, it is important that they stay away from Nursery until they are well. **This will aid their recovery time and reduce the risk of illnesses being passed on to other children and staff.** Below is a list of common childhood illness that we often see in nursery – by following these guidelines you can help reduce the risk of infection and illness in others and ensure your child is ready and happy to return to Nursery.

You can do this by:

- Being vigilant in identifying the symptoms of these common childhood illnesses
- Informing us as soon as possible if your child has been diagnosed with a childhood illness
- Keeping your child away from nursery for the required period of time as shown below and until they are well enough to return

The table below summarises how long children with these, and other, childhood illnesses should be kept away from nursery:

Infection or complaint	Minimum exclusion from Nursery	Comments.
HIGH TEMPERATURE. (above 38c)	If your child has a temperature of over 38 deg C their body is fighting something – this is why it is raised. See other illnesses below to determine exclusion period. (if any)	If your child has a temperature this is a symptom not a stand alone illness – we need to see what else is wrong and why they have a raised temperature. We may be able to administer paracetamol (such as calpol) ONCE during a session to help control a low level temperature, this maybe due to recently having immunisations, teething etc,
Chicken Pox	Until all spots have crusted over & child well. Usually 1 week	Your child may have a high temperature, cold symptoms and be generally unwell. Any contacts who are pregnant should consult with their GP/Midwife
Hand, Foot and Mouth	None – though whilst child is unwell.	Exclusion may be considered in some circumstances. If your child is unwell, they should stay at home.
Impetigo	Until lesions are crusted	Antibiotic treatment speeds healing and reduces the

	and healed, or 48 hours after starting antibiotic treatment	infectious period
Molluscum contagiosum	None	A self-limiting condition
Ringworm	Not usually required	See Doctor – treatment is required
Shingles	None unless rash is weeping and cannot be covered.	Can cause chicken pox in people who have not had chicken pox
Diarrhoea /vomiting	48 hours from last episode of diarrhoea or vomiting	Maintain good hygiene practices and ensure your child is hydrated. Follow good household hygiene practices, dial NHS 111 if concerned. Strict exclusion period.
Conjunctivitis	None – though clean regularly and seek advice	Please inform nursery and visit the drs/chemist for treatment. Conjunctivitis is very contagious. Exclusion may be considered in some circumstances.
Headlice	None – providing treatment commenced	Treat your child’s hair regularly, upon detection, administer treatment within 24 hours and inform nursery
Threadworm	None – providing treatment commenced	Treatment is recommended for the child and household contacts. Inform Nursery
The common cold	None – this is individual per child	Please speak to staff – if we feel your child is unwell and not able to participate in the normal nursery day we will ask you to keep your child at home.
Chest Infections	Until fully Recovered and at least 24 hours after the start of antibiotics	Please speak to staff – if we feel your child is unwell and not able to participate in the normal nursery day we will ask you to keep your child at home.
Tonsillitis/Throat infections	Until feeling well.	Please speak to staff – if we feel your child is unwell and not able to participate in the normal nursery day we will ask you to keep your child at home.
Slapped Cheek/Fifth disease	None (once the rash has developed/ temperature gone)	Your child may have a high temperature, cold symptoms and be generally unwell. Any contacts who are pregnant should consult with their GP/Midwife
Scarlet Fever (notifiable)	24 hours after starting antibiotic treatment	A person is infectious for 2 to 3 weeks if antibiotics are not administered. In the event of 2 or more suspected cases, please contact your UKHSA HPT
Covid 19 symptoms	If child has tested positive for covid, it would be prudent to stay at home until symptoms have cleared.	Follow most up to date guidance. Avoid contact with anyone who may be vulnerable. Limit contacts with others.

If your child has been prescribed treatment for an illness:

If your child receives antibiotics from your doctor, they **usually** need to remain at home for a period of 24 hours – they have been prescribed antibiotics because they are unwell – they may be unhappy, tired and unable to cope with a normal day at Nursery. *exception for impetigo – 48 hours*

However, after that time, they are able to return to nursery, providing they are well and able to cope with the normal daily routine at nursery and not displaying signs of illness. We will be able to administer the medicine if the necessary consent form is completed and signed

PLEASE DO NOT LEAVE MEDICATION IN YOUR CHILDS BAG - PLEASE PASS DIRECTLY TO A MEMBER OF STAFF.

The following guidelines have been made using *Giving Medication to Children in Registered Childcare 2010* and the *2025 Statutory Framework for the EYFS*.

At Sunflowers we recognise that from time-to-time children may require medication to be administered during the nursery day. We also recognise that some children may require medication on an ongoing basis for complaints such as asthma, epilepsy and eczema.

We can administer the following types of medication at Sunflowers:

- Medication specifically prescribed to a child by a GP, Qualified Nurse Prescriber or Pharmacist Prescriber.
- Medication recommended by a pharmacist or nurse
- Over the counter medicines (for example teething gel, pain relief, fever relief) provided that we are satisfied that there is an accepted health reason to do so. However **we cannot administer medication containing Aspirin** to any child under 16 unless this has been prescribed (see 1 above). **If your child needs pain or fever relief for more than 3 days they are not well enough to come to nursery.**
- Ongoing medication for a medical condition that requires specialist knowledge and skills. In such circumstances we will ensure that the correct level of medical training is gained by staff to ensure the safe and effective administration of such medication.

In order to ensure the correct administration and safe storage of medication the following procedure will always be followed:

All medications must be clearly labelled with the child's name and dosage information.

- **All medications must be supplied in their original packaging with the label attached by the pharmacy detailing dosage etc. or manufacturers safe usage instructions still in place. We cannot accept medication in any other container.**
- We cannot administer any medicine at a frequency or dose that is greater than that indicated on the official container / packaging / pharmacy label unless we have a specific letter of permission signed by a General Practitioner / Doctor.
- *A Medication Administration Record* must be filled in and signed by the parent guardian in every instance, for each medication required. When a 'course' of medication is required, for example, antibiotics a single **MAR form** at the start of the course is required.
- **Medication must be given to a member of staff on arrival at the nursery – medication MUST NOT be stored in a child's bag. This could pose a serious risk to the children in our care and Parents must be very careful to not let this happen.**

(Unless all of the above requirements are fully met we will not be able to administer the medication)

- Medication will only be administered by a qualified member of staff (level three or above) who has undergone inhouse Medication Training.
- **A second member of staff will witness the administration of a medication, after both have confirmed that the right medicine is being administered to the right child and that the dosage and time of administration is correct and that the medicine is within its use by date.** This is very important.**
- The NAME OF CHILD, USE BY DATE and DOSAGE information must be checked each time the medicine is administered.
- A signed record of their actions must be kept on the relevant *Medication Administration Record*.
- The *MAR Form* must also be signed by the parent / carer when they collect their child.
- All medications will be stored safely in the medicine cabinet in the office or, if required the office medication refrigerator.
- **If your child suffers from Asthma we require 1 x inhaler per child to be kept at Nursery – these will be kept in a locked cabinet in the office and clearly labelled with your child’s name. Please speak to the Nursery manager if you child has Asthma.**
- Usually only medication provided by a child’s parent / guardian will be administered. If you think your child may need a dose of calpol or other pain relief, please provide a bottle. Nursery will store a bottle of Calpol FOR EMERGENCIES - this is to enable us to lower a temperature quickly if needed.

For specialist medication such as Epi-pens, inhalers etc. Staff may require training in order to administer them properly. We will deal with such cases on an individual basis. Completed medication forms will be kept on file for ten years.

Responsibility to Report Incidence of serious illness / food poisoning:

Under the 2024 Statutory Framework for the EYFS we have a legal responsibility to report any incidence of confirmed food poisoning affecting 2 or more children to OFSTED within 14 days of the incidence. In addition there are several Notifiable Diseases such as Meningitis, Scarlet Fever, Whooping Cough, Rubella, Measles, Mumps, E Coli, Tuberculosis, Diptheria Chicken Pox or Hepatitis. These must be reported to the local HPT Centre: (this is usually done by medical professionals your child may have seen)

**Yorkshire and the Humber HPT
Blenheim House
West One
Duncombe Street
Leeds LS1 4PL
Tel: 0113 386 0300 .**

Managers must provide information of any such incidence to Bruce Warnes immediately, who will be responsible for reporting the incidence.

We also need to make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when:

The responsible person must also report any case of a work-related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing (see ‘Reportable diseases’). You can find detailed guidance about RIDDOR reporting and online reporting procedures at www.hse.gov.uk/riddor/report.htm.

Looking after your child's mental health.

Your child's well being is very important to us. We aim for all our staff to undergo training so that they understand the importance of good emotional and mental health in young children.

A big part of our curriculum covers children's Personal, Social and Emotional development. We make sure that we have activities and opportunities planned for the children to identify and talk about their feelings and that they feel safe and secure in the nursery environment.

Our key person system endorses security and attachment and this is the key to ensuring your child is emotionally health and their well being is promoted. In addition, we work hard to maintain good relationships with you as parents and carers. We also actively use the Leuven Scale to monitor well being. Please ask for further information.

These services offer confidential support from trained volunteers. You can talk about anything that's troubling you, no matter how difficult:

Call **116 123** to talk to **Samaritans**, or email: jo@samaritans.org for a reply within 24 hours.

Text "SHOUT" to 85258 to contact the **Shout Crisis Text Line**, or text "YM" if you're under 19.

For under 19's, you can also call **0800 1111** to talk to **Childline**. The number will not appear on your phone bill.

Immunisations

Immunisation status should always be checked at Nursery entry and at the time of any vaccination. Parents are encouraged to have their child immunised and any immunisation missed or further catch-up doses organised through the child's GP. For the most up-to-date immunisation advice see the NHS Choices website at www.nhs.uk

If your child is not immunised for whatever reason, you must notify us of this on their Nursery Registration Form.

Please speak to the Nursery Manager or a member of staff if you have any questions or queries relating to this policy.

Sunflowers Day Nursery aims to follow this policy where practicable and taking the best interest of each child into consideration.