



## **QUEENS PARK MONTESSORI DAY NURSERY**

**155 Richmond Park Road  
Bournemouth  
Dorset  
BH8 8UA**

**Telephone: (01202) 523293**

**Proprietor: Mrs Alison Toms**

**Ofsted Reg: EY242933**

### **A Unique Child**

**1.3 Keeping Safe**

**1.4 Health and Well-being**

**STAY SAFE**

**BE HEALTHY**

**EYFS: 3.45, 3.46, 3.47, 3.48**

## **ILLNESS, INFECTION CONTROL, IMMUNISATION, AND ADMINISTRATION OF MEDICATION POLICY**

### **SICKNESS AND ILLNESS**

At Queens Park Montessori Day Nursery we promote the good health of all children, including oral health by:

- Asking parents to keep children at home if they are unwell. If a child is unwell it is in their best interest to be in a home environment rather than at nursery with their peers.
- Asking staff and other visitors not to attend the setting if they are unwell
- Helping children to keep healthy by providing balanced and nutritious snacks, meals and drinks
- Minimising infection through our rigorous cleaning and hand washing processes. Ensuring children have regular access to the outdoors and having good ventilation inside
- Sharing information with parents about the importance of the vaccination programme for young children to help protect them and the wider society from communicable diseases
- Sharing information from the Department of Health that all children aged 6 months – 5 years should take a daily vitamin
- Having areas for rest and sleep, where required and sharing information about the importance of sleep and how many hours young children should be having.

### **Our procedures**

In order to take appropriate action of children who become ill and to minimise the spread of infection we implement the following procedures:

- If a child becomes ill during the nursery day, we contact their parent(s) and ask them to pick up their child as soon as possible. During this time we care for the child in a quiet, calm area with their key person ([wearing PPE](#)), wherever possible. We will use the contact numbers on the registration forms, therefore they must be kept updated with any changes
- We follow the guidance given to us by Public Health England (formerly the Health Protection Agency) in Health Protection in Schools and other childcare facilities and advice from our local health protection unit on exclusion times for specific illnesses, e.g. sickness and diarrhoea, measles and chicken pox, to protect other children in the nursery.
- Should a child have an infectious disease, such as sickness and diarrhoea, they must not return to nursery until they have been clear for at least 48 hours.
- We notify Ofsted as soon as possible and in all cases within 14 days of the incident where we have any child or staff member with food poisoning.
- We inform all parents if there is a contagious infection identified in the nursery, to enable them to spot the early signs of this illness. We thoroughly clean and sterilise all equipment and resources that may have come into contact with a contagious child to reduce the spread of infection
- We ask parents to keep children on antibiotics at home for the [first 48 hours](#) of the course (unless this is part of an ongoing care plan to treat individual medical conditions e.g. asthma and the child is not unwell) This is because it is important that children are not subjected to the rigours of the nursery day, which requires socialising with other children and being part of a group setting, when they have first become ill and require a course of antibiotics
- We have the right to refuse admission to a child who is unwell. This decision will be taken by the manager on duty and is non-negotiable
- [We make information/posters about head lice readily available](#) and all parents are requested to regularly check their children's hair. If a parent finds that their child has head lice we would be grateful if they could inform the nursery so that other parents can be alerted to check their child's hair.

Please discuss with Alison Toms (manager) or Ali Percy (supervisor) if you are unsure.

In the case of a notifiable disease, Alison Toms or Ali Percy will contact the local health authority, and inform Ofsted.

### **Exclusion periods**

Please see enclosed exclusion table for details on exclusion periods.

### **Meningitis procedure**

If a parent informs the nursery that their child has meningitis, the nursery manager will contact the Infection Control (IC) Nurse for their area. The IC Nurse will give guidance and support in each individual case. If parents do not inform the nursery, we will be contacted directly by the IC Nurse and the appropriate support will be given. We will follow all guidance given and notify any of the appropriate authorities including Ofsted if necessary.

### **We will follow the transporting children to hospital procedure in any cases where children may need hospital treatment.**

The nursery manager/staff member must:

- Inform a member of the management team immediately

- Call for an ambulance immediately if the illness is severe. DO NOT attempt to transport the sick child in your own vehicle
- [Follow the instructions from the 999 call handler](#)
- Whilst waiting for the ambulance, a member of staff must contact the parent(s) and arrange to meet them at the hospital
- Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together
- Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter
- Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the incident

## **INFECTION CONTROL**

We promote the good health of all children attending ([including oral health](#)) through maintaining high hygiene standards to help reduce the chances of infection being spread. We follow the Health Protection in Schools and other childcare facilities' guidance which sets out when and how long children need to be excluded from settings, when treatment/medication is required and where to get further advice from. <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

Viruses and infections can be easily passed from person to person by breathing in air containing the virus which is produced when an infected person talks, coughs or sneezes. It can also spread through hand/face contact after touching a person or surface contaminated with viruses.

We follow the guidance below to prevent a virus or infection from moving around the nursery. Our staff:

- Encourage all children to use tissues when coughing and sneezing to catch germs
- Ensure all tissues are disposed of in a hygienic way and all children and staff wash their hands once the tissue is disposed of
- Develop children's understanding of the above and the need for good hygiene procedures in helping them to stay healthy
- Wear the appropriate Personal Protective Equipment (PPE) when changing nappies, toileting children and dealing with any other bodily fluids. Staff are requested to dispose of these in the appropriate manner and wash hands immediately
- Clean and sterilise all potties and changing mats before and after each use
- Clean toilets at least daily and check them throughout the day
- Remind children to wash their hands before eating, after visiting the toilet, playing outside or being in contact with any animal and explain the reasons for this
- Clean all toys, equipment and resources on a regular basis by following a comprehensive cleaning rota and using antibacterial cleanser or through washing in the washing machine/dishwasher
- Wash or clean all equipment used by babies and toddlers as and when needed including when the children have placed it in their mouth
- Store dummies on hooks labelled with the child's name to prevent cross-contamination with other children

- Immediately clean and sterilise (where necessary) any dummy or bottle that falls on the floor or is picked up by another child
- Provide labelled individual bedding for children that is not used by any other child and wash at least once a week
- Ask parents and visitors to remove all outdoor footwear when entering rooms where children may be crawling or sitting on the floor
- Where applicable wear specific indoor shoes or slippers whilst inside the rooms and make sure that children wear them as well
- Follow this policy when children are ill to prevent the spread of any infection in the nursery. Staff are also requested to stay at home if they are [ill and/or](#) contagious.

In addition:

- The nursery manager retains the right of refusal of all children, parents, staff and visitors who are deemed contagious and may impact on the welfare of the rest of the nursery
- Parents will be made aware of the need for these procedures in order for them to follow these guidelines whilst in the nursery
- Periodically each room in the nursery will be deep cleaned including carpets and soft furnishings to ensure the spread of infection is limited. This will be implemented earlier if the need arises
- [In the event of an infection outbreak the nursery will, where appropriate, undertake a deep clean to ensure the spread of infection is contained](#)
- [We will follow Government health guidance, as well as seeking legal advice and information from our insurers, on any national outbreak of a virus/pandemic, and keep parents informed of any course of action. Each specific circumstance will differ and to ensure we take the most appropriate action, we will treat each case on an individual basis](#)
- [In addition, where contagious outbreaks occur, we will adopt Government guidance for all visitors to minimise the risk of further spreading of the infection](#)
- The nursery will ensure stocks of tissues, hand washing equipment, cleaning materials and sterilising fluid are maintained at all times and increased during the winter months or when flu and cold germs are circulating.

## **ADMINISTRATION OF MEDICATION**

We promote the good health of children attending nursery and take necessary steps to prevent the spread of infection

Location of medicine forms: **In the 'forms' folder in the hall.**

Medicines should be stored on the top shelf of the fridge, if appropriate, or in the locked cupboard in the children's bathroom. All medicine for children must have the child's name clearly written on the container.

The nursery DOES NOT administer any medication unless written consent is given for each and every medicine.

We follow strict guidelines when dealing with medication of any kind in the nursery and these are set out below.

## **Medication prescribed by a doctor, dentist, nurse or pharmacist**

*(Medicines containing aspirin will only be given if prescribed by a doctor)*

- Prescription medicine will only be given when prescribed by the above and for the person named on the bottle for the dosage stated
- Medicines must be in their original containers with their instructions printed in English
- Those with parental responsibility for any child requiring prescription medication should hand over the medication to a qualified member of staff who will then note the details of the administration on the appropriate form and another member of staff will check these details
- Those with parental responsibility must give prior written permission for the administration of each and every medication. However, we will accept written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:
  1. The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed
  2. The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed
  3. Parents must notify us IMMEDIATELY if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.
- The nursery will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by written instructions from a relevant health professional such as a letter from a doctor or dentist
- The parent must be asked when the child has last been given the medication before coming to nursery, and the staff member must record this information on the medication form. Similarly when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times
- At the time of administering the medicine, a senior member of staff (level 3 and above) will ask the child to take the medicine, or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication)
- If the child refuses to take the appropriate medication then a note will be made on the form and the person with parental responsibility will be called to inform them of the occurrence
- Where medication is "essential" or may have side effects, discussion with the parent will take place to establish the appropriate response.

## **Non-prescription medication (these will not usually be administered)**

- The nursery will not administer any non-prescription medication containing aspirin
- The nursery will only administer non-prescription medication for a short initial period, dependant on the medication or the condition of the child. After this time medical attention should be sought
- If the nursery feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse nursery care until the child is seen by a medical practitioner
- On registration, parents will be asked to fill out a medication form to consent to their child being given a specific type of liquid paracetamol in the event of the child having a high temperature. This form will state the dose to be given, the circumstances in which this can be given e.g. the temperature increase of their child, the specific brand name or type of non-prescription medication and a signed

statement to say that this may be administered in an emergency if the nursery CANNOT contact the parent

- An emergency nursery supply of fever relief (liquid paracetamol) and anti-histamines (e.g. Piriton) will be stored on site. These will be checked at regular intervals by the designated trained first aider to make sure that it complies with any instructions for storage and is still in date
- If a child does exhibit the symptoms for which consent has been given to give non-prescription medication during the day the nursery will make every attempt to contact the child's parents. Where parents cannot be contacted then the nursery manager will take the decision as to whether the child is safe to have this medication based on the time the child has been in the nursery, the circumstances surrounding the need for this medication and the medical history of the child on their registration form. Giving non-prescription medication will be a last resort and the nursery staff will use other methods first to try and alleviate the symptoms (where appropriate). The child will be closely monitored until the parents collect the child
- For any non-prescription cream for skin conditions e.g. Sudocrem, prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child's name
- If any child is brought to the nursery in a condition in which he/she may require medication sometime during the day, the manager will decide if the child is fit to be left at the nursery. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form
- Non-prescription teething gels will only be administered in the baby room, and only with prior written consent. Parents will provide their own clearly labelled medicine. The parent will be contacted prior to administering the medication and a form will be completed.
- As with any kind of medication, staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at the nursery, together with the times and dosage given
- The nursery DOES NOT administer any medication unless prior written consent is given for each and every medicine.

### **LIQUID PARACETAMOL**

We will administer a dose of non-prescribed liquid paracetamol in EMERGENCIES ONLY.

The bottle will be stored in: **the medicine cabinet in the children's toilets.**

#### **In a case of high temperature:**

- The parent will be called when their child's temperature reaches 100.4°F (38°C) or above (or before if the child is obviously unwell).
- If their temperature reaches 101.3°F (38.5°C) or above and we are unable to get hold of the parent or they cannot get to us immediately we will, with prior permission, administer a dose of liquid paracetamol (if all other methods of temperature reduction have failed).
- If we have to administer liquid paracetamol the parent or emergency contact will be advised and asked to collect the child.

### **Injections, pessaries, suppositories**

As the administration of injections, pessaries and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for this child. This training is specific for every child and not generic. The nursery will do all it can to make any reasonable adjustments including working with parents and other professionals to arrange for appropriate health officials to train staff in administering the medication.

### **Asthma inhalers**

Asthma inhalers are not regarded as needing specialist medical knowledge to administer. An on-going inhaler medication form must be filled in prior to administering any medication. Parents may demonstrate how to use the medication if necessary. Inhalers should be easily accessible to staff, i.e., they do not need to be locked away, but must be directly inaccessible to children.

### **Staff medication**

All nursery staff have a responsibility to work with children only where they are fit to do so. [Staff must not work with children where they are infectious or feel unwell and cannot meet the children's needs](#). This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy.

If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability [to care for children](#) they must inform their line manager and seek medical advice. The nursery manager will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment.

Where staff may occasionally or regularly need medication, any such medication must be kept in the person's bag or nursery room where staff may need easy access to the medication such as an asthma inhaler. In all cases it must be stored securely out of reach of the children at all times. It must not be kept in the first aid box and should be labelled with the name of the member of staff.

### **Storage**

All medication for children must have the child's name clearly written on the original container and kept in a closed box, which is out of reach of all children.

Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach.

Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children.

All medications must be in their original containers, labels must be legible and not tampered with or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

## **IMMUNISATION**

Please see attached immunisation schedule, or go to:  
<https://www.gov.uk/government/publications/the-complete-routine-immunisation-schedule>

We expect that children are vaccinated in accordance with the government's health policy and their age **and we promote this**. We ask that parents inform us if their children are not vaccinated so that we can manage any risks to their own child or other children/staff/parents in the best way possible. The nursery manager must be aware of any children who are not vaccinated within the nursery in accordance with their age.

We make all parents aware that some children in the nursery may not be vaccinated, due to their age, medical reasons or parental choice. Our nursery does not discriminate against children who have not received their immunisations and will not disclose individual details to other parents. However, we will share the risks of infection if children have not had immunisations and ask parents to sign a disclaimer.

We encourage parents to record, information about immunisations on children's registration documents and we update this information as and when necessary, including when the child reaches the age for the appropriate immunisations.

**Staff vaccinations policy**

It is the responsibility of all staff to ensure they keep up-to-date with their vaccinations, as recommended by the **Government/NHS** vaccination schedule and keep the nursery informed.

If a member of staff is unsure as to whether they are up to date, then we recommend that they visit their GP or practice nurse for their own good health.

**Emergency information**

We keep emergency information for every child and update it every six months with regular reminders to parents in newsletters, at parents meetings, and a reminder notice on the Parent Information Board in the hall.

This policy will be reviewed at least annually and/or after a significant incident, e.g. serious illness/hospital visit required.

**This policy was adopted on:** .....

**Signed on behalf of the nursery:** .....

**Date for review:** .....