**Policy on excluding children who are ill**

The nursery cannot accept children who are ill. Under certain circumstances providing the child is not contagious i.e teething, under prescribed medication or general colds and coughs we may be able to take them as long as they are feeling well in themselves.

If a child is unwell parents/carers are required to call the nursery at the earliest convenience as soon as such illness becomes apparent.

No child suffering illness should be brought to nursery except if previously agreed with Teeny Tots Nursery.

In the interests of the health of other children, the final decision to the admission of an ill child to nursery will remain with Teeny Tots Nursery.

If a child becomes unwell whilst at the nursery parents/carers will be contacted to collect the child at their earliest convenience.

**Illness-Additional information:**

1. **Parents/carers will be asked to keep their children at home if they have any infection, and to inform the nursery as to the nature of the infection so that the nursery can alert others.**
2. **You will be asked to fill in and sign a form each time your child is away from nursery through illness. This is required to be an accurate record of your child’s illness for infection control purposes.**
3. **Information regarding exclusion periods for the commoner communicable diseases, will be made available to parents/carers**
4. **Parents/carers will be asked not to bring into the nursery any child who has been vomiting or had diarrhoea until at least fourty-eight hours has elapsed since the last symptoms.**
5. **A record of unusual nappies will be kept if a child shows signs of becoming unwell, this will be recorded and parents contacted to collect their child after three unusual nappies have been observed, or sooner if obvious signs of diarrhoea are recorded.**
6. **Cut or open sores, whether on adults or children, will need be covered with a sticking plaster or other dressing.**
7. **If a child is on prescribed medication the following procedures should be followed:**
   * **The child’s parents will, if possible administer the medicine. All medication must be clearly labelled with the child’s name, dosage and other instructions.**
   * **Nursery staff may administer medication to children This may take the form of tablets, inhaler, liquid prescribed by the child’s doctor, but only with the previous written consent of the child’s parent/carers.**
   * **All medications should be kept in a lockable cupboard.**
   * **A medication form will be used to record the name of the child receiving the medication, date, time and last dose of any medication at home, storage instructions, and reason for medication, next dose due and amount to be administered. The form will be signed by the member of staff that administered the medication and by the parent/carer on arrival for consent and on collection of the child.**
   * **The Nursery may also on the request of parent/carers administer Calpol or similar products to relieve teething pain and control temperature etc where a child is deemed well enough to attend nursery. However if medication does not control the temperature parents/carers will be phoned to collect their child. The same record keeping will apply for these non prescribed medicines as laid out for prescribed medication.**

Meningitis procedure

If a parent informs the nursery that their child has meningitis, the nursery manager should contact the Infection Control (IC) Nurse for their area and CIW. 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 the appropriate authorities including CIW if necessary.

**Revised by: K. Jones**

**Review Date: 13th July 2019**

**Next review due: July 2020**