



Pre School

Seedlings Pre School
St Johns Memorial Hall

Mobile: 07525 731424

seedlings-preschool@outlook.com

Illness, Infection & Medications Policy

Administering of Medication

All medication must:

- Be provided in it's original container/packaging (for example liquid medicines should still be in the bottle they were supplied in, tablets should still be in the blister packet or pot that they were supplied in by the pharmacy)
- Be clearly labelled with required dosage
- Be accompanied by the official dosage instructions from the pharmacist/doctor if it is a prescription medicine
- Be accompanied by the information leaflet so we can be aware of any side effects or possible reactions to the medication
- Be signed in by parents via an Administering Medication Form / Ongoing Medication Form. This must include:
 - What the medication is
 - Why it is required
 - Date child began medication, if it is a specific course (this will not necessarily apply for ongoing medications such as inhalers for asthma)
 - Does required
 - When to administer – either the time each day, if it's a course of medicine such as antibiotics, or under which circumstances, if it's medications such as inhalers or antihistamines that are administered when needed

When administering medicine staff must:

- Complete the Administering Medication/Ongoing Medication form. This must include:
 - date and time medication was given
 - who administered it
 - dose given
 - the circumstances it was administered under if it is a 'as needed' medication such as inhalers
- Have received any necessary training for specialist medication such as Epi-pens
- Keep all medication out of reach of children

Illness / Injury at the setting

To safeguard in the event that a child falls ill or has a serious accident while at Seedlings Pre School:

- Parents must provide up to date contact details, and ensure they are always reachable, for use in emergencies such as illness. These should include:
 - child's main carers
 - at least two additional emergency contacts who can collect if parents are uncontactable
- The setting will immediately contact the parents to discuss arrangements for the child to be collected and taken home or to the doctors/hospital



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- If the child is unwell they should remain away from the setting until they are fully recovered in line with the exclusion periods detailed later in this policy
- The setting will administer an emergency dose of Calpol should a child's temperature have risen to 40 degrees. In this event Seedlings will ensure:
 - That all parents have already signed a permission form agreeing for emergency Calpol to be given should this situation arise
 - That they do their best to contact the parent before administering the Calpol but acknowledge that this may not be possible
- Staff will closely supervise the ill/injured child and keep them comfortable and quiet until their parents arrive to collect them
- If deemed appropriate staff will either remove the child to a quieter area of the setting or a separate room. If they cannot be moved staff will ensure the remaining children are separated from the child appropriately to safeguard them and the injured/ill child
- Staff will follow the Emergency & Major Incident Procedure should a child be seriously injured
- Staff will call the relevant health professionals, such as 111 or the ambulance service, should the situation require it
- All parents must have signed to agree their child can be attended by a medical professional in the event of a serious injury or illness that requires emergency care

In the event that a child becomes unwell while at home:

- Parents must keep their child at home until fully recovered, in line with the exclusion periods detailed in the table later in this policy
- Parents must notify us immediately if their child is diagnosed as having an infectious illness such as chicken pox or a notifiable disease such as Scarlet Fever or Coronavirus
- The setting will notify all parents immediately, maintaining confidentiality at all times, should a child at the setting be diagnosed as having a notifiable disease
- The setting will notify Ofsted, the Health & Safety Executive, the Local Authority and Public Health England should a child at the setting be diagnosed as having a notifiable disease or any outbreak of illness as detailed in the table below

In the event staff are ill Seedlings will ensure:

- Staff adhere to the same guidelines
- Staff sickness and accidents are recorded in the accidents and incidents file

This policy and it's procedures have been written with reference to the guidelines set out by the Health Protection Agency.



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Rashes & Skin Infections	Required period to be kept away from pre school	Comments
Athlete's Foot	None	Treatment is recommended
Chicken Pox	Five days from the onset of the rash and until all the spots have blistered and scabbed over	<i>See: Vulnerable Children and Female Staff – Pregnancy*</i>
Cold Sores (Herpes Simplex)	None	Avoid kissing and contact with the sores.
German Measle's (Rubella)	Six days from onset of rash	Preventable by immunisation (MMR x 2 doses) <i>See: Vulnerable Children and Female Staff – Pregnancy*</i>
Hand, Foot and Mouth	Until any blisters on the hands have cleared up and the child is well and happy in themselves	If a large number of children are affected we are required to contact our local HPU (health Protection Unit) and full exclusion may be considered in some circumstances
Impetigo	Until lesions are crusted and healed or until 48 hours after commencing antibiotic treatment	
Measles	Four days from onset of rash	Preventable by immunisation (MMR x 2 doses) <i>See: Vulnerable Children and Female Staff – Pregnancy*</i>
Molluscum Contagiosum	None	
Ringworm	Exclusion not usually required	Treatment is advised
Roseola (infantum)	Until the child is well and happy in themselves and free from fever for 24 hours	
Scabies	Child can return after first treatment and siblings must also be excluded until they have been treated	Household and people in close contact will also require treatment
Scarlet Fever	24 hours after commencing antibiotic treatment – child must also be well and happy in themselves and free from fever for 24 hours	
Slapped Cheek/Fifth Disease – Parovirus B19	Child must be well and happy in themselves and free from fever for 24 hours	<i>See: Vulnerable Children and Female Staff – Pregnancy*</i>
Shingles	Exclude if the rash is weeping and cannot be covered	<i>See: Vulnerable Children and Female Staff – Pregnancy*</i>
Warts & Verrucae	None	Feet should be kept covered



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Diarrhoea & Vomiting Illnesses	Required period to be kept away from pre school	Comments
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea and vomiting	
E Coli 0157 VTEC Typhoid and Paratyphoid (Enteric Fever) Shigella (Dysentry)	Should be excluded for 48 hours from last episode of diarrhoea Further exclusion may be required for some children until they are no longer excreting	Further exclusion may be required for young children under the age of five. In these instances we will seek advice from our HPU
Cryptosporidiosis	48 hours from last episode of diarrhoea	

Respiratory Infections	Required period to be kept away from pre school	Comments
Flu (Influenza)	Until recovered and free from fever for 24 hours	
Tuberculosis	HPU will be consulted in these cases	
Whooping Cough (Pertussis)	Five days from commencing antibiotic treatment or 21 days from the onset of illness if no antibiotic treatment is being taken	
Coronavirus	5 days from onset of symptoms – or in line with current Government guidelines if these advise a quarantine period of more than 5 days	Recommendation is to test before returning but this is not a legal or enforceable requirement

General Illnesses	Required period to be kept away from pre school	Comments
Viral illness: throat/chest/ear/skin etc	Until child is well in themselves and free from fever for 24 hours. In cases of skin infections the wound must either be fully healed and scabbed over or covered over fully.	
Bacterial illness: Tonsillitis/throat infection/ chest infection/ear infection etc.	Until child is well in themselves and free from fever for 24 hours. In cases of skin infections the wound must either be fully healed and scabbed over or covered over fully. OR 24 hours after antibiotic treatment is started	



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Coughs and colds where no fever is present	Child can attend so long as they are well and happy in themselves
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Other Infections	Required period to be kept away from pre school	Comments
Conjunctivitis	Until eyes are clear from discharge or 24 hours after treatment is started	
Diphtheria	Exclusion of child and any family members until cleared to return by the local HPU	
Head lice	None but children are required to have treatment	
Hepatitis A	Excluded until 7 days after onset of jaundice or symptoms if no jaundice is present	
Hepatitis B, C, HIV/AIDS	None	These are blood borne viruses that are not infectious through general contact. Particular care must be taken with regard to cleaning of bodily fluids
Meningococcal meningitis / Septicaemia	Until fully recovered	
Meningitis due to other bacteria	Until well in themselves and free from fever for 24 hours	
Meningitis Viral	Until well in themselves and free from fever for 24 hours	
MRSA	None	
Mumps	Until five days after onset of swelling & child should be well in themselves	
Threadworm	None	Treatment is advised



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Notifiable Diseases – (Parents must notify if their child is suffering from any of the illnesses listed below if it is during term time, even if they are not due to attend pre school that day)

- German Measles (Rubella)
- Measles
- Scarlet Fever
- Tuberculosis
- Whooping Cough (Pertussis)
- Diphtheria
- Hepatitis A
- Hepatitis B & C
- Meningococcal Meningitis
- Septicaemia
- Bacterial Meningitis
- Viral Meningitis
- Coronavirus

We also ask that parents notify us if their child is suffering from Chicken Pox as this can seriously affect any pregnant women linked to the pre school either as staff or parents.

Outbreak

In the event of an outbreak or of a notifiable disease in the setting we will:

- Ensure there is a thorough clean of the premises and resources
- Consider if it is appropriate to temporarily close the setting, this will only be done on the advice of Public Health England or the local authority
- All parents are informed of any notifiable diseases within the setting