**MANAGING CHILDREN, WHO ARE SICK, INFECTIOUS OR WITH ALLERGIES POLICY**

Busy Bees Pre-school adheres to the following procedures for children who are sick or infectious.

* If children appear unwell during the day – have a temperature, sickness, diarrhoea or pains, particularly in the head or stomach – the Setting Manager will call the parents/carers and ask them to collect the child, or send a known carer to collect the child on their behalf;
* If a child has a temperature, they are kept cool by removing top clothing and sponging their heads with cool water but will be kept away from draughts;
* The child’s temperature is taken using a forehead thermometer strip which is kept in the first aid box;
* In extreme cases of emergency the child will be taken to the nearest hospital and the parent informed;
* Parents are asked to take their child to a doctor before returning them to the setting; Busy Bees can refuse admittance to a child that has a temperature, sickness and diarrhoea or a contagious or infectious disease;
* Where children are prescribed antibiotics, parents are asked to keep them at home for 48 hours before returning to the pre-school.
* After diarrhoea parents are asked to keep their child at home for 48 hours or until a formed stool is passed;
* Busy Bees has a list of excludable diseases and current exclusion times. The full list is obtainable from [www.hpa.org.uk/webc/HPAwebFile/HPAweb\_C/1194947358374](http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1194947358374) and includes common childhood illnesses such as measles.

**Reporting of “notifiable diseases”**

* If a child or adult is diagnosed as suffering from a notifiable disease under the Health Protection (Notification) Regulations 2010, the GP will report this to the Health Protection Agency;
* When Busy Bees becomes aware, or is formally advised of the notifiable disease, the Setting Manager will inform Ofsted and will act on any advice given by the Health Protection Agency.

**Procedure for children with allergies**

When a child joins Busy Bees parents will be asked if their child suffers from any known allergies and this information will be recorded on their registration form. If a child has an allergy a risk assessment form will be completed and will include the following;

* The allergen i.e. the substance, material or living creature the child is allergic to;
* The nature of the allergic reaction e.g. anaphylactic shock reaction, including rash, reddening of skin, swelling, breathing problems etc.,
* What to do in case of allergic reactions, any medication used and how it is to be used;
* Control measures – such as how the child can be prevented from contact with the allergen;
* Review.

The form will be kept in the child’s file and a copy displayed where staff can see it. Parents will be expected to train staff on how to administer special medication in the event of an allergic reaction.

In cases where a child has a nut allergy all parents will be made aware so that no nut products are brought into the setting.

Busy Bees insurance will automatically include children with any disability or allergy, but certain procedures must be strictly adhered to as set out below. For children suffering life threatening conditions, or requiring evasive treatments, Busy Bees has to obtain written confirmation from their insurance company that cover can be extended.

**Oral medication**

Asthma inhalers are now regarded as “oral medicines” by insurers.

* Oral medication must be prescribed by a GP or have manufacturer’s instructions clearly written on them;
* Busy Bees must be provided with clear written instructions on how to administer such medication;
* All risk assessment procedures need to be adhered to for the correct storage and administration of the medication;
* Busy Bees must have the parents/carers prior written consent which will be kept on the child’s file.

**Life saving medication and invasive treatments**

Adrenaline injections (Epipens) for anaphylactic shock reactions (caused by allergies to nuts, eggs etc.,) or invasive treatments such as rectal administration of Diazepam (for epilepsy).

* Busy Bees would need a letter from the child’s GP/consultant stating the child’s condition and what if any medication is to be administered;
* Written consent from the parent/carer allowing staff to administer medication and
* Proof of training in the administration of such medication by the child’s GP, district nurse, children’s nurse specialist or a community paediatric nurse.

Copies of these three documents will be forwarded to Busy Bees insurers.

If your child requires medication or support that is not listed above please contact the Setting Manager to discuss in more detail.

This policy was adopted at a meeting of Busy Bees Pre-school Committee on 8 April 2013.

Reviewed: 26 August 2019

Signed on behalf of Busy Bees Pre-school Committee Sally Evans (Chair)