



Illness (when to stay home), Allergies, Medicines and Medical Conditions Policy

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Rocket Productions Pre-Preps aim to promote good health and to prevent the spread of infection. All Staff undertakes paediatric First Aid training every two years and understand the importance of promoting good hygiene routines throughout the day (e.g. respiratory hygiene, washing hands...) We promote good health, including oral health by,

- Asking parents to keep children at home if they are unwell
- Asking parents to indicate any medical conditions and long-term illnesses, together with allergies, and the actions to be taken to manage these (e.g. medication, what to do in an emergency, etc). These are recorded in a Health Plan which is discussed and reviewed in person every term
- Providing staff with additional training when needed to meet the particular needs of a child e.g. EpiPen training
- Asking staff and other visitors not to attend the setting if they are unwell
- Promoting healthy habits and being active. For instance, we host 'Fitness Friday' whole school activities on Fridays, invite dentists to the settings and provide healthy snacks where we encourage children to make healthy choices.
- Minimising infection through rigorous cleaning and hygiene procedures (e.g. respiratory hygiene and regular hand washing)
- Sharing information with parents about the importance of the vaccination programme for young children.



Rocket Productions Pre-Preps will notify Ofsted of any serious accident, illness or injury, or death to a child whilst in its care. Ofsted will also be notified if it is believed that any child is suffering from a notifiable disease identified as such in the Public Health (Infectious Diseases) Regulations 1998.

Illness Procedure

When to stay home

If your child is not feeling well, it is best for them not to come in as we need to consider their emotional and physical well-being. A child is well enough to attend nursery when they are happy and able to take part fully in nursery life, does not have a temperature, is not dependent on Calpol and is not reliant on 1-1 care.

If a teacher is unsure if a child is well when coming to the setting, **the Head Teacher (Office Guru in their absence) reserves the right to make a decision on whether the child can stay at the Pre-Prep or needs to go home.**



This Illness policy is based on recommendations by the Public Health England
<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities> (last updated March, 2021).

A child is not well if:

- It has a temperature (NHS states a temperature is 37.5), parents will be called. Above 38 is classified as a high temperature or fever and children must be looked after at home. The Office or key person will ask parents to collect their child.
The child must be fever free for 24 hours (without medication) before returning to the nursery.
- Suffering from **sickness and diarrhoea. Children must not return to the nursery until they have been clear for at least 48 hours.**
- Covid guidelines April 2022 – advice to take a LTF test, stay home for at least three days and avoid contact with other people, where they can. The government guidance states that children “**can go back when they no longer have a temperature, and they are well enough to attend**”.
- It has a major cold, e.g. sore throat, extensive clear or green mucus from the nose. We recommend the child should stay home at the start of a cold if feeling unwell
- A continuous cough that impacts on their ability to join in the routine and their wellbeing
- Is tired and out of sorts, and thereby not fit enough to enjoy and join in the setting activities
- 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)
- It has any of the diagnosed and communicable illnesses listed by HPA, then the child will be unable to attend until the infection has cleared, follow recommendations here:
[Guidance on infection control in schools poster.pdf \(hscni.net\)](#)

If a child is getting ill during the day

The following routine will be used:

- If children appear unwell during the day – have a temperature, sickness, diarrhoea or pains particularly in the head or stomach, continuous cough that impacts on their ability to join in the routine– the key person will call the parents and ask them to collect the child, or send a known carer to collect on their behalf.
- During this time the child will be cared for in a quiet, calm area (i.e. Office) with their key person or the Head Teacher (wearing PPE if needed), and will record this in the ‘Illness Monitoring Form’
- If required, the NHS 111 service can be used for urgent medical help or advice which it's not life-threatening (they will immediately arrange an ambulance if they think we need one).
- **For immediate, life-threatening emergencies, staff will call 999** for emergency assistance. In extreme cases of emergency the child should be taken to the nearest hospital. Parents need to be informed immediately. The key person will go with the child in the ambulance along with a senior member of staff if possible and take his/her



personal information (allergies, medication, contact details, etc) as well as a mobile phone to communicate with parents and school.

- If a child has a temperature:
 - **NHS says:** In children under five, a temperature is 37.5 or above. Fever is considered to be a temperature higher than 38C. Fever is very common in young children. To help keep the child comfortable, you should encourage them to drink plenty of fluids and look out for signs of dehydration. More info on: [Fever in children and young people — Chelsea and Westminster Hospital NHS Foundation Trust \(chelwest.nhs.uk\)](https://www.nhs.uk/conditions/fever-in-children/)
 - Take child's temperature using the ear thermometer
 - Record the child's temperature on the Illness monitoring form
 - Record any measures that have been done to help reduce temp i.e. Taking layers of clothing off to help reduce temperature or providing some water to drink
 - Call the Parents and record time of call on the Illness monitoring form
 - Record and monitor temp every 10 minutes
 - If temp continues to raise call parent again to see how long before collection and discuss action to be taken

Covid-19 (Please see Government guidance and NHS website for more information):

[Coronavirus \(COVID-19\) - NHS \(www.nhs.uk\)](https://www.nhs.uk/conditions/coronavirus/)

[Coronavirus \(COVID-19\): guidance and support - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/coronavirus-covid-19-guidance-and-support)

Managing infectious diseases, when to stay home

We follow strictly the advice given to us by our registering authority and exclude specific contagious conditions, e.g. sickness and diarrhoea, and chicken pox to protect other children.

Please note that is our policy

- Not to re-admit children who had to go home (e.g. with a temperature) for at least 24 hours since they left. The child must be fever free 24 hours (without medication) before returning to the Pre-Prep.
- Suffering from sickness and diarrhoea, children must not return to the nursery until they have been clear for at least 48 hours.
- If the Child is prescribed antibiotics, he/she will not be allowed to return to the Pre-Prep for the first 48 hours of the course.
- If the illness is a communicable illness then the child will be unable to attend until the infection has cleared, see: [Guidance on infection control in schools poster.pdf \(hscni.net\)](https://www.hscni.net/guidance-on-infection-control-in-schools-poster.pdf)

If the illness is a 'communicable illness', the child will be unable to attend until the infection has cleared. More information on illnesses, exclusion periods and immunisations can be found here:

[Guidance on infection control in schools poster.pdf \(hscni.net\)](https://www.hscni.net/guidance-on-infection-control-in-schools-poster.pdf)

[Health protection in schools and other childcare facilities - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/health-protection-in-schools-and-other-childcare-facilities)

Illnesses of this nature are very contagious, and it is vital not to expose other children to the risk of an infection (see exclusion table below)



- If a contagious infection is identified in our setting, parents will be informed to enable them to spot the early signs of this illness. All equipment and resources that may have come into contact with a contagious child will be cleaned and sterilised thoroughly to reduce the spread of infection.
- For the welfare of the child we would not disclose the name of the child who is suffering from the illness, nor disclose the class the child is in. We would give parents as much information on spotting the signs and symptoms. In any case the infected child would have been excluded for that period.
- It is important that children are not subjected to the rigours of the school 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. Our policy, therefore, is to exclude children on antibiotics for the first 48 hours of the course.

Nits and head lice

- Nits and head lice are not an excludable condition, although in exceptional cases a parent may be asked to keep the child away until the infestation has cleared.
- On identifying cases of head lice, all parents are informed and asked to treat their child and all the family if they are found to have head lice.

Meningitis procedure

- If a parent informs the Pre-Prep that their child has meningitis, the Head will contact the Local Area Infection Control (IC) Nurse. The IC Nurse will give guidance and support in each individual case. If parents do not inform us, we may be contacted directly by the IC Nurse and the appropriate support given. We will follow all guidance given and notify any of the appropriate authorities including Ofsted where necessary.



List of most common illnesses and exclusion period (see link above for full list)

Illness/Infection	Exclusion Period for children
Chicken Pox/Shingles	5 days from onset of rash as long as spots are crusted over
Cold Sores (Herpes simplex)	None
Conjunctivitis	None (If there is an outbreak we will consider exclusion after consultation with the HPA)
Diarrhoea and/or Vomiting including Rotavirus/Norovirus/Gastroenteritis	48 hours from the last episode, if as a result of illness or infection. (Also, after 3 or more loose stools in a nursery session as a result of illness/infection, children are required to be sent home and may return 48 hours after the last episode)
Flu (Influenza)	Until recovered fully enough to participate in nursery activities
German Measles (Rubella)*	6 days from onset of rash
Glandular Fever	None, however must be well enough to participate in nursery activities
Hand, Foot and Mouth Disease	None however must be well enough to participate in nursery activities. (If there is an outbreak we will consider exclusion after consultation with the HPA)
Head lice	None
Impetigo	Until lesions are crusted or healed, or 48 hours after commencing antibiotic treatment
Measles*	4 days from onset of rash
Meningitis*	Until recovered (We will follow the instructions of the local Health Protection Unit)
Mumps*	5 days after onset of swollen glands
Ringworm	Until treatment has commenced
Scabies	Until treatment has commenced
Scarlet Fever/Scarletina*	24 hours after commencing antibiotics
Slapped cheek/Fifth Disease/Parovirus	None, however must be well enough to participate in nursery activities
Threadworm	None

* = Notifiable diseases

Please note this list is not exhaustive but contains the most common exclusions.

Parents should always seek advice from their GP or Accident and Emergency department regarding the specific symptoms of their child. NHS Direct 0845 4647 www.nhsdirect.nhs.uk

[For non-urgent medical advice call 111 or visit NHS 111 online - NHS Digital](#)

Known illness/Medical condition

Rocket Productions Pre-Preps will ensure that all children with health needs are properly supported and have full access to education, including school trips and extracurricular activities.



We recognise that children with long-term and complex medical conditions may require on-going support, medicines or care while at the Pre-Prep to help them to manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances.

The Children and Families Act 2014 places a duty on settings to make arrangements for children with medical conditions. Common long-term conditions that schools can manage include diabetes, asthma, epilepsy, and allergies.

If a child has been diagnosed with a long-term health condition

Parents will need to discuss with their child's GP or hospital specialist/consultant how their child's condition should be managed during the school day and any advice on the arrangements that our Pre-Prep may have to make. This is to ensure both children and parents feel safe and comfortable knowing we will provide effective support for their child's medical condition while attending our setting. In all cases monitoring and care will need to be catered to the individual and specific needs of the child.

As a general procedure,

- We ask parents to indicate any medical conditions and long-term illnesses, together with allergies, and the actions to be taken to manage these (e.g. medication, what to do in an emergency, etc). These are recorded in a Health Plan which is discussed and reviewed in person every term by both parents and teachers.
- Each Pre-Prep has a register of children with known medical conditions and illnesses such as asthma, diabetes etc. as well as allergies.
- The Head will ensure that sufficient staff are suitably trained dependent on the needs of the child, e.g. EpiPen training.
- The Head will ensure that arrangements are put into place to manage transitions (e.g. staying full-days, joining extracurricular activities, moving into second years, moving to school...)
- Risk assessments will be carried out as needed (e.g. any resources or monitoring needed in the classroom/outdoors/other areas/outings, storage of medicines, etc)

The following information should be provided by the parents and **recorded in their Health plan** which is signed by both the parents and teachers (key person), a copy kept in the child's file and another copy in the classroom only accessible to staff:

- details of the child's needs and requirements.
- a plan on how to manage these during the school day (what can the child do/not do...any special care staff need to provide...).
- whether the child will need to be absent from school regularly to meet medical appointments.
- medicines the child needs to take and when they're needed
- any side effects of the medicines
- what constitutes an emergency
- what to do, and not to do, in an emergency



- Health plans to be reviewed every term with both parents and staff in person to ensure staff understand the procedures and that any changes or updates can be reviewed.

If the child is likely to be moving between classes and teachers (e.g. staying a full-day in a different class or staying for an after-school club), the child's key person will draw up a 'My Passport' to include all the above information and share with staff involved in the care of the child. This document will include information about how to support that child, their needs, things she/he likes/interests, any other support plans. This will be reviewed as necessary with parents to include also procedures to support transition as the child changes classrooms or moves to another school.

This is kept in the office, kitchen for allergies, and classrooms where only Rocket staff can access it. If the child takes any regular medication, this will be recorded in the Health Plan and parent will need to give written permission (see administering medicines section). Parents will need to complete a questionnaire to indicate any medical conditions and long term illnesses, together with allergies and maximum medicine dosages as appropriate when they join us. This will be reviewed termly with both parents and teachers and signed.

If a child has an allergy

The following information needs to appear on the Illness register and **ensure children have a Health/action plan**

- The allergen
- The nature of the allergic reactions 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 (e.g. EpiPen).
- Control measures – such as how the child can be prevented from contact with the allergen. We have now risk assessments in place (e.g. snack time, lunch time, cooking activities) to ensure none of these allergens are present in the Pre-Prep in order to ensure the safety of our children.
- Parents to train staff in how to administer special medication in the event of an allergic reaction. Both parents and key person/class teachers to sign the plan as well as the Office.
- Health plans to be reviewed every term with both parents and staff in person to ensure staff understand the procedures and that any changes or updates can be reviewed.
- Staff will rehearse every term how to respond to choking and anaphylaxis shocks as part of our Food Safety policy (See Food Approach policy).
- EpiPens will be always carried in a special bag by the key teachers and a second one will be kept in the Office.
- All our Pre-Preps operate a **No Nuts and No sesame policy** and parents are reminded of this throughout the year including on our Parents Portal. Please be aware some lotions and cream might contain almond oil (e.g. Nivea sunscreen), please be careful not to use these on your child.

- From the 14 most common allergens, we often provide milk, wheat and gluten. We might use eggs for baking or cooking activities. If a child is allergic or intolerant to any of these, we will not admit these in the Pre-Preps.

How to respond to a severe allergic reaction/anaphylaxis

(Please see our 'Health and Safety Risk assessment for Anaphylaxis')

● Watch for signs of ANAPHYLAXIS
(life-threatening allergic reaction)

Anaphylaxis may occur without skin symptoms: ALWAYS consider anaphylaxis in someone with known food allergy who has **SUDDEN BREATHING DIFFICULTY**

<p>A AIRWAY</p> <ul style="list-style-type: none"> • Persistent cough • Hoarse voice • Difficulty swallowing • Swollen tongue 	<p>B BREATHING</p> <ul style="list-style-type: none"> • Difficult or noisy breathing • Wheeze or persistent cough 	<p>C CONSCIOUSNESS</p> <ul style="list-style-type: none"> • Persistent dizziness • Pale or floppy • Suddenly sleepy • Collapse/unconscious
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IF ANY ONE (OR MORE) OF THESE SIGNS ABOVE ARE PRESENT:

- 1** Lie child flat with legs raised (if breathing is difficult, allow child to sit)

- 2** Immediately dial 999 for ambulance and say ANAPHYLAXIS ("ANA-FIL-AX-IS")
- 3** In a school with "spare" back-up adrenaline autoinjectors, **ADMINISTER the SPARE AUTOINJECTOR** if available
- 4** Commence CPR if there are no signs of life
- 5** Stay with child until ambulance arrives, do **NOT** stand child up
- 6** Phone parent/emergency contact

***** IF IN DOUBT, GIVE ADRENALINE *****

You can dial 999 from any phone, even if there is no credit left on a mobile. Medical observation in hospital is recommended after anaphylaxis. For more information about managing anaphylaxis in schools and "spare" back-up adrenaline autoinjectors, visit: sparepensinschools.uk

Emergency illness

We aim for all staff at our Rocket Productions Pre-Prep to hold a paediatric First Aid Certificate and to renew it every two years. Our Office Gurus and Heads are our named First Aid Officers. See our First Aid Policy for more information.

In case of an emergency situation

- For immediate, life-threatening emergencies, staff will call 999 for emergency assistance. In extreme cases of emergency the child should be taken to the nearest hospital. Parents need to be informed immediately. The key person will go with the child in the ambulance along with a senior member of staff if possible and take



his/her personal information (allergies, medication, contact details, etc) as well as a mobile phone to communicate with parents and school.

As above, if children require an **ambulance and/or hospital treatment** follow the following steps:

Staff involved will

- Inform a member of the management team immediately (Head and Office Guru/1s Aid officer) or send someone to call them
- **Call 999 for an ambulance immediately if the illness is severe.** DO NOT attempt to transport the unwell 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 (e.g. key person or staff involved in the accident/incident so they can explain the incident) 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 accident.

Administration of Medication

At all times the administration of medication must be compliant with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage and follow procedures based on advice given in Managing Medicines in Schools and Early Years Settings.

Only medicines prescribed by a doctor, dentist or medical practitioner or non-prescription medicines (with parental consent) will be distributed. No medicines containing aspirin will be distributed, unless specifically prescribed by a doctor. Medicines will be stored as instructed in their original container and clearly labelled by the doctor/pharmacy with the child's name.

Procedure to follow,

- Children taking prescribed medication must be well enough to attend our setting. Long-term medical conditions treatments would have been discussed with parents prior joining our setting. **This Health plan** must be discuss with the Office Guru and Teacher and always signed by both parents and teachers (key person).
- Health Plans must be reviewed in person every term and signed to ensure staff understand the procedures and check if there are any changes or updates.
- Prescription medicine will only be given when prescribed by the above and for the person named on the medicine for the dosage stated (we will not accept medication without the child's name printed on it)
- Children's medicines must be presented and stored in their original containers in the Office. They must be clearly labelled, with instructions in English and inaccessible to the children (out of reach).



- A risk assessment will be carried out to ensure correct storage and administration of the medication. This will be filled in by teacher and Office Guru and signed off by the Health & Safety Coordinator.
- Those with parental responsibility must give prior written permission for the administration of each and every medication. The teachers receiving the medication and Office Guru must ask the parents to sign the 'Medicine administration form' kept in the office. Parents need to provide clear instructions on how to administer such medication plus the following information: name of medication and strength, if child has had medication prior arriving to school and dosage to be given at the Pre-Prep. Key person/teacher to also sign.
- Teachers (key person) must fill in the 'medicine administration form' at the time of administering the medicine and always have another staff as a witness. Please annotate time and dosage. If the child refuses to take the appropriate medication, then a note will be made on the form.
- When the child is collected, the teachers (key person) must give the parent or guardian precise details of the times and dosage given throughout the day and parent's signature must be obtained.

Managing medicines on **trips and outings**:

- Medication for a child is taken in a sealed plastic box/bag clearly labelled with the child's name and name of the medication.
- Inside the box, with the medication, staff need to take a copy of the Health Plan and the Medicine administration form.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box/bag clearly labelled as above. Key person to pass on any necessary information to paramedics or medical personnel.
- EpiPens and Health/action plans must be carried with staff at all times.

Non-prescription medication

These will not usually be administered as children who are not well enough should be collected from the Pre-Prep as soon as possible. However, if your child has a temperature or mild reaction (without having any previous medical or health conditions) and parents/carers are delaying to collect the child, we have 'Calpol' and 'Piriton' safely stored in the Pre-Prep's office.

- If children appear unwell during the day – have a temperature, sickness, diarrhoea or pains, particularly in the head or stomach – the key person will call the parents and ask them to collect the child, or send a known carer to collect on their behalf.
- During this time the child will be cared for in a quiet, calm area (i.e. Office) with their key person or the Head Teacher (wearing PPE if needed), and will record this in the 'Illness Monitoring Form'
- If required, the NHS 111 service can be used for urgent medical help or advice which it's not life-threatening (they will immediately arrange an ambulance if they think we need one)



- Before joining in, parents are asked to give consent to whether their child can be administered 'Calpol' and/or 'Piriton', using their age recommended dosage as per the box, and whether they have had any of these medications before.
- 'Calpol' and 'Piriton' are always safely stored in the Pre-Prep's office. The Office Guru (First Aid officer) will be responsible to check these at regular intervals to make sure that it complies with any instructions for storage and are still in date .
- We will make every attempt to contact the child's parents as giving non-prescription medication will always be a last resort and dependent on whether parents cannot be contacted or they are delayed. Teachers will need permission from the Head Teacher (Office Guru in their absence) who will take the decision as to whether the child is safe to have this medication base on their records and parental consent provided.
- Teachers (key person) must fill in the 'medicine administration form' at the time of administering 'Calpol' or 'Piriton' and always have another staff as a witness. Please annotate time and dosage. If the child refuses to take the appropriate medication, then a note will be made on the form.
- When the child is collected, the teachers (key person) must give the parent or guardian precise details of the times and dosage given throughout the day and parent's signature must be obtained.
- Please note that is our policy not to re-admit children who had to go home (e.g. with a temperature) for at least 24 hours.
Children can only return 48 hours after the last episode of diarrhoea or vomiting.
If the Child is prescribed antibiotics, he/she will not be allowed to return to the Pre-Prep for 48 hours.
If the illness is a communicable illness then the child will be unable to attend until the infection has cleared, see: [Guidance on infection control in schools poster.pdf \(hscni.net\)](#)

Staff medication

All staff are aware of their responsibility to work with children only where they are fit to do so (See fitness to work policy). Staff must not work with children where they are infectious or feel unwell and cannot meet 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 Head Teacher and seek medical advice. The Head Teacher will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour or conduct 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 locker or in a locked container in the Office (with easy access e.g. for asthma inhaler), always labelled with the staff name and always stored securely out of reach from children.



Useful Contacts

<p>For CPP and KPP the nearest E&A services: Chelsea and Westminster Hospital NHS Tel: 020 3315 8000 369 Fulham Rd, London SW10 9NH www.chelwest.nhs.uk/</p>	<p>For GW the nearest E&A services: St Mary's Hospital (HQ) Tel: 020 3312 6666 Praed Street, London, W2 1NY https://www.imperial.nhs.uk/our-locations/st-marys-hospital</p>
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NHS advice 111

Emergency 999