



Sickness and Medical Requirements Policy

This policy represents the agreed principles for sickness and Medical Requirements in the Nursery. All Nursery staff, representing Jack in the Box Nursery have agreed this policy.

At Jack in the Box, we aim to provide the highest quality education and care for all our children. We provide a warm welcome to each individual child and family and offer a caring environment where all children can learn and develop to become curious independent learners within their play.

Please read this policy in conjunction with our Data Protection policy for the information collected by Jack in the Box, the professionals this information may be shared with and the retention periods this data is held for.

Please read this policy in conjunction with our Health safety and welfare policy as well as our sickness and medical requirements policy.

Sickness

The Managers will not admit onto the premises any child who appears to be suffering from an infectious or contagious illness or disease. Any child who has a temperature, discharge from the eyes, sickness, diarrhoea, or any contagious/infectious illness. Children should be kept at home until a doctor has certified, in writing, that s/he is fully recovered, or 48 hours have elapsed since the last outbreak of diarrhoea or 24 hours has passes since their last recorded temperature. Please do not bring children who are unwell into the nursery as they will be sent home upon arrival and allows us to supress the spread of infection to others.

Parents/carers are required to inform the nursery where they can be reached in the event of an accident or sudden illness to be sent home. However, since it may sometimes be difficult to find a parent/carer in an emergency, parents/carers are required to provide the nursery with signed permission to act in their absence.

If a child were suddenly taken ill, a member of staff would be allocated to take care of the child. Another staff member would contact the parent/ carer to come and collect their child immediately. A quite corner with a blanket and pillow would be

prepared in the nursery and a staff member would stay with the child until the parent/ carer came to collect.

If a child becomes seriously ill or injured during his/her attendance at the nursery, the nursery reserves the right to call for emergency assistance and, if necessary, travel in an ambulance with him/her to hospital and give permission for emergency treatment to be administered. If we must take your child to hospital because of an illness or accident, we will do our utmost to inform you immediately (using the details on your Registration Form). It is therefore vital that this information is kept up to date and that you inform us of your timetable/whereabouts. Please inform the Managers of any changes to these details as soon as possible.

Please inform us as soon as possible if your child will be absent for a period of time due to illness.

Medicines

Most children will at some time have a condition requiring prescribed medication. For many the condition, will be short-term – perhaps the duration of a short absence from Nursery. However, although a child may soon be well enough to be back at nursery prescribed medication may still be required during the nursery day for a short period. **Jack in the box will only administer medication that has been prescribed by a doctor.** Parents must complete a medicine form giving details of the child's condition and time to be administered. All prescribed medication must be clearly labelled with the child's details and will be kept in the fridge and/or a locked cupboard. Records will be kept of all medication received and administered by the Nursery. We endeavour to administer medication at the prescribed time however if this differs the new time will be stated to the parent/carers and signed at the end of the session. Parent/ carers will be asked to keep their child at home for the first 24 hours when medication is prescribed if they have not had that prescribed medication before.

Accidents

All accidents are reported in an Accident File which is kept in the Nursery. Parents/carers will be asked to sign these in the event of their child having an accident at the end of the day the accident occurred. In some cases, parents are contacted immediately after the accident for example a bump to the head.

Care Plans

If your child has a long-term medical condition, for example a severe allergy, epilepsy, diabetes, or asthma that may require treatment in nursery then we will ask you to complete a care plan for your child. This will include a full protocol for dealing with your child's condition. If your child needs medication, either regularly or as an emergency treatment, we ask that you send it in a named plastic tub with a photograph of your child on the top. This will then be kept in a secure place within nursery that is easily accessible to staff should it be needed. If necessary, Jack in the Box will seek external guidance and support in managing your child's condition from a health professional, and nursery procedures will be adjusted according to your child's needs. Any specific training will be logged in the Continued Professional

Development (CPD) file. All practitioners in the setting will be made aware of your child's condition and be vigilant to potential triggers.

Please note: If a medical condition is diagnosed, we reserve the right to allow your child into nursery only when a comprehensive care plan has been given

We have the right to refuse children if medication is not brought in or is out of date.

Medical Emergency

If an emergency medical situation should arise the following procedures will be carried out:

- One adult will be allocated as responsible for the child, requesting additional support from a further adult if needed or if medication needs to be administered.
- Another adult will be responsible for seeking emergency service assistance, staying on the phone, and guiding an ambulance in from the road if necessary. This member of staff will also be responsible for calling the parents of the child.
- Adults responsible for these tasks will be named by the manager/deputy manager.
- Remaining staff will keep other children away from the situation as much as possible.

This policy was adopted by the managers and staff in September 2024

**Signed on behalf of Jack in the Box
Manager.....**

Staff signatures: