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 Health and hygiene 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 your child has, 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 provide the nursery with emergency contact details and inform the nursery where they can be reached in the event of an accident/ emergency or sudden illness regarding their child encase the child needs to be sent home. Parents/carers must provide three alternative emergency contact details of family or friends that can be contacted in the event of an emergency if parents/carers cannot be reached. 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.

Attendance

timely attention will be paid to the attendance and development of any child who attends the nursery with particular attention drawn to children who are believed to be 'at risk', 'vulnerable groups' or who have been placed on the Safeguarding Children's Register. Children's attendance will be monitored and recorded, and parents/ carers will be contacted as to the reason why their child has not attended, and logs will be monitored. If a child is absent for a prolonged period, or a child is absent without notification from a parent/ carer the nursery will contact the parents/carers or make contact through the emergency contacts list. Practitioners will use their professional judgement regarding the patterns and trends in a child's absence, the child's / parent and or carers vulnerability due to parent/carers or child's mental or physical health, their home life and current circumstances when deciding if their absence should be considered as prolonged. Any concerns will be referred to local children's social care services and/ or a police welfare check requested. (please see Child placement, admissions and attendance policy)

Medicines/ oral health (see health safety and welfare policy)

Jack in the Box will continually promote good oral health of the children within our care.
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 medical professional such as a doctor, dentist, nurse, pharmacist, or ophthalmologist.** Parents/ carers must fully 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 kitchen. Records will be kept of all medication received and administered by the Nursery and will only be administers to a child where written permission for that particular medicine has been obtained from the child's parent/ carer. Only Level 3 or above practitioners with paediatric first aid can administer medication. We endeavour to administer medication at the prescribed time however if this differs the new time will be stated to the parent/carer 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 mediation is prescribed if they have not had the prescribed medication before. Medicines containing aspirin will only be administered if prescribed by a doctor. Staff must use their professional judgement at all times, we are not accepting any medication, and we cannot advocate for herbal medications or remedies, these should be given at home.

Accidents/ safety of children (see health safety and welfare policy)

It is the responsibility of all staff to ensure that all activities are safe. Similarly, staff will always be vigilant for hazards concerning equipment or activities. Hot drinks will be out of reach of children and not walked around within the setting. If a member of staff has any concerns about the children's safety, they should bring them to the attention of the manager before that activity takes place.

We do not take any child off the nursery site without the prior permission of the parent.
(offsite visit forms are signed on registration)

If an accident does happen, and it results in an injury to a child, the staff will do all s/he can, to aid the child concerned. We keep a well-stocked first aid box with appropriate items for use on children in the kitchen area and in the office. All staff are Paediatric First Aid trained, and certificates are kept on the premises.

Should any incident involving injury to a child take place, a paediatric first aid trained member of staff will be called to assist. If necessary, emergency assistance will be called for.
We record any accident/ incidents in the accident/ incident file involving injury and first aid treatment give, and in all cases, we inform parents/carers, and they sign an Accident Form to confirm they have been informed. If a child bumps their head during the session Parents/carers will be called prior to collection and the accident form will be signed on collection and parents/ carers will be provided with a head bump form for signs to look out for. Should a child be quite seriously hurt, we contact the parents/carers through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents/carers inform us when contact details change. If we cannot reach the parent/carer or emergency contact, we will refer to the Pupil Information Sheet for other emergency contacts. If no one can be contacted managers will take the appropriate action e.g. take the child to hospital.

Jack in the box must inform Ofsted of any serious accident, illness, or injury to, or death of, any child while in our care and the action taken. This must be done as soon as is reasonably practicable, but in any event, within 14 days of the incident occurring otherwise this is an offence. Jack in the Box must notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care and must act on any advice from those agencies.

If a child is a danger to themselves or others when a child repeats a behaviour(s) that may place themselves or others at risk of harm, the staff must undertake an Individual child risk assessment plan. When faced with challenging behaviour it is the responsibility of staff at Jack in the Box to follow the guidance in our positive behaviour policy.

Care Plans (see food allergy and intolerance policy)

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:

•A paediatric first aid trained adult will be allocated as responsible for the child, requesting additional support from a further paediatric first aid trained adult if needed or if medication needs to be administered which will be undertaken by a level 3 trained member of staff.

•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 2025

Signed on behalf of Jack in the Box Manager……A.Sulce……..

Staff signatures: