

**Please find below a small selection of nursery policies and procedures, for your perusal.**  
**A full set of parent policies are given out at induction to the nursery.**

### **Child Sickness Policy.**

The nursery respectfully asks that you do not bring any child to nursery, whom you know to be unwell.

If you are unsure please do not hesitate to contact nursery staff by telephone, before gaining entry to the nursery premises. The nursery requests that you keep in mind the welfare of the other children and consider what you would expect of other parents.

### **Sickness and Diarrhoea.**

Please do not bring any child in to nursery who has been suffering from sickness or diarrhoea, in the last forty-eight hours, unless prior consent has been sought and given by the duty manager. Children who suffer diarrhoea due to teething may be admitted, if there are no concerns for any other underlying cause - such as a bug travelling around the nursery.

### **Common Childhood Diseases.**

The nursery provides parents with a list of exclusion periods for the more common infectious childhood diseases at induction. Further copies are available on the parent notice board and from the office. Please follow the guidelines listed, if you do have any queries please do not hesitate to contact the duty manager.

### **Informing Staff.**

Can you please inform staff of any worries or concerns you may have about your child's health. We would especially appreciate this if you have concerns that your child may not be well enough to attend nursery on any particular day.

By doing so the staff can then ensure that your child is closely observed and assessed throughout the day. Finally if you do intend to keep your child at home for the day, a courtesy call in the morning to advise staff is required.

### **Informing Parents.**

Staff will inform parents of any contagious diseases that may be present in the nursery. If you prefer not to enter the nursery because of any illness, you are welcome to return your child to their home. Once a contagious illness has been identified, staff will do their best to ensure that children stay separated as much as possible to prevent the spread of infection.

### **Contacting Parents.**

If a child becomes unwell during the nursery day staff will take steps to contact the child's parents. If this is unsuccessful staff will use the emergency contact list supplied by parents on the child's record sheet. In an emergency staff may take the child to hospital for any treatment required, excluding any treatment stated they should not receive on the child's record sheet.

- Please note all childhood diseases should be reported to the nursery in order for staff to advise other parents of any potential risk.

This includes any risk to pregnant mothers working in the setting or using the service.

### **Corona virus**

If anyone becomes unwell whilst at nursery with a new, continuous cough or a high temperature, we will contact their parent/carer immediately. The child will be sent home and advised to follow the COVID-19: Guidance for households with possible Corona virus infection.

Whilst the child is awaiting collection they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child, and with appropriate adult supervision (ensuring safeguarding and PPE procedures are met.)

Ideally, a window will be opened for ventilation. Where it is not possible to isolate them, they will be moved to an area which is at least two metres away from other people.  
They will be comforted and reassured whilst waiting for collection, as per our usual policy.

If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected, using standard cleaning products, before being used by anyone else.

PPE will be worn by staff caring for the child while they await collection if a distance of two metres cannot be maintained (such as for a very young child or a child with complex needs.)

In an emergency staff will call a manager and 999 if they are seriously ill, injured or their life is at risk.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see ‘What happens if there is a confirmed case of Corona virus in a setting?’ below.) They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

Cleaning the affected area with normal household disinfectant after someone with symptoms has left, will reduce the risk of passing the infection on to other people. Further information about cleaning the room used for isolation can be found at <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

When a child, young person or staff member develops symptoms compatible with Corona virus, they will be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of Corona virus, and are encouraged to get tested in this scenario.

Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their nursery group should be sent home and advised to self-isolate for 14 days. The other household members of that group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

In these cases all information will be recorded on an incident form or Covid-19 record form.

- Policy review took place June 2020

### **Medication Policy**

Children who are taking medication may attend nursery, provided that they are not unwell or do not have an infectious conditions. They should be well enough to fully participate in nursery activities, this is at the management teams discretion. It should be noted by parents that it is extremely unhelpful to send children into nursery, whom they know to be unwell. If we believe that your child should not be in nursery, we will contact you to collect them. This is in the best interest of your child and the other children at the setting.

Therefore please do not send children into nursery who do not meet the following criteria:

- \* A child who is happy and able to take part fully in nursery life.
- \* A child that does not have a temperature
- \* A child who is not dependant on Calpol
- \* A child who is not reliant on 1-1 care

If medication is necessary the Roundhouse Day Nursery will treat all medical information as confidential. Staff are aware of the medication policy and procedures. We have a named Medical Needs Co-ordinator Rachel Martin. Staff are aware of the action to be taken in the event of an incident involving medication.

At the Roundhouse we recognise that there are times, when it may be necessary for a child to take medication whilst in our care. We will usually only administer **PRESCRIBED** medication, but may administer some over-the-counter (OTC) medications, such as pain relief or fever relief according to the needs of the individual child (see OTC medications section).

Creams and lotions may be applied. Written consent from parents should be obtained. Parents are responsible for checking that all creams and lotions they supply are in date. Steroid creams should usually be applied at home.

Where possible, medication should always be administered at home. All medicines must be in the original container/packaging and should include the medication information leaflet.

**We will not normally administer the first dose of any medication/cream in case of any potential allergic reaction.**

#### **Administration**

No medication will be given without prior consent from parents/carers.

It is the responsibility of the parents/carers to provide a sufficient amount of medication and to ensure that it is in date.

Should a child need medication whilst in our care, the parent/carer should personally hand over the medication to a qualified member of staff and ensure that time is taken to fully complete the consent forms.

The medication should be in the original container, as prescribed by the doctor, dentist, nurse and dispensed by the pharmacist, clearly labelled with:

- Child's name
- Name of medication and quantity provided
- Strength of medication
- How much to be given (dose)
- When to be given (times)
- Time of last dosage
- Date dispensed and/or expiry date
- Length of treatment or stop date where appropriate
- Any other instructions

A consent form must be completed by parents/carers. A separate form will be required for each medication.

Parents/carers will be required to sign the record of administration form when collecting the child to acknowledge medication administered that day.

Reasons for any non-administration of regular medicines will be recorded and the parents/carers informed on that day.

If a child refuses to take medication, staff will not force them to do so.

We will not restrain a child to administer medication unless it is an emergency (e.g Adrenaline Auto Injector)

#### **Antibiotics**

A child who has been prescribed antibiotics, must not attend nursery until they have been taking them for at least 24 hours, for the following reasons:

- \* There have been incidences where children have been allergic to the medication itself and have had adverse reactions in nursery
- \* It is hoped that this exclusion period will help to reduce cross infection and prevent spread around the nursery.
- \* Children on antibiotics are generally unwell and should be at home where they can receive care on a one to one basis.

#### **Over the Counter (OTC) Medicines.**

Staff may administer OTC medication where necessary, for pain and fever relief when closely supervised by a qualified member of staff and management should be informed. Any OTC medications should be stored in its original container, including the original packaging. All OTC medication **should** be provided by the parent/carer.

Parents should hand all medication to the staff on duty. OTC medication **must** not be stored in the children's bags.

All OTC medications need to be clearly labelled with the child's name and amount to be given (dose) and time scales (e.g. only to be given every 4 hours, not more than 4 doses in 24 hours).

This should include a check completed on the manufacturer's dosage requirements, plus the manufacturer's instructions and warnings which accompany the product to be used.

Staff will need written confirmation from parents on admission to the nursery. Written confirmation should be followed up, where possible, with parental permission before administering each dose of emergency medication. The timing of the last dose should be ascertained, along with confirmation that the child has not received the maximum daily dose, in the past 24 hours.

Paracetamol should not be given **within 4 hours** of arrival at the setting or the previous dose.

Pain relief should not be given for more than 72 hours unless prescribed.

Medication will not be administered following a head injury.

**If emergency OTC medication is administered at the setting, parents should be contacted and arrangements made to collect their child, unless there is an ongoing condition previously discussed with the management team.**

It is the responsibility of the parent/carer to ensure that medicines, including teething gels are in date and age appropriate.

**It is the responsibility of the parent/carer to ensure teething gels do not contain choline salicylate, which may be harmful.**

#### **Emergency Medication - Asthma Inhalers, Adrenaline Auto Injectors etc.**

Parents/carers must provide any emergency medications - for example Asthma reliever (blue) inhalers, or Adrenaline Auto Injector pens with clear instructions on how to use them. The pharmacy label must be attached to the medication.

It is the parent/carers responsibility to ensure medication is in date and that there is sufficient amount in the setting.

Emergency medication will be kept in the setting and always accessible (never in a locked cupboard/room).

Emergency medication will accompany the child on any off-site visits and will be kept by the member of staff who will administer it, should it be required.

Staff who agree to administer emergency medication - for example Asthma Inhalers, Adrenaline Auto Injectors will take part in specific training

In the event of a child refusing to take emergency medication such as an Auto Adrenaline Injector, we will always call for an ambulance. Parents/carers will be informed as soon as possible.

Paracetamol may be stored at the setting for emergency use only e.g. fever relief. Staff will check the children's details to ensure prior permission has been granted. Parents will be contacted where possible before the medication is administered. If prior permission has not been granted, staff may accept a consent email from the parents concerned.

#### **Storage and Disposal of Medication**

All medication with the exception of emergency medication and those requiring refrigeration will be kept out of reach of children in the nursery kitchen. Medication requiring refrigeration will be stored in the fridge inside a plastic closed container, clearly labelled "MEDICATION". It will be stored separately from food and will not be accessible to the children.

A regular check will be made of the medication on site. Parents/carers will be asked to collect any medication which is no longer needed, is out of date or no longer clearly labelled.

It is the nursery's policy not to store pain relief from parents on a "just in case" basis, as we do not currently have the facilities to do so. Parents are welcome to bring these medications in on the day and complete the associated paperwork.

### **Medication Incident**

In the event of an error involving medication the member of staff concerned will immediately notify the duty manager. Parents will be informed and immediate advice will be sought from relevant healthcare professionals. If the error could result in a medical emergency, the nursery/child's parents should call for medical assistance. Where appropriate any medical incidents will be reported to relevant outside agencies.

Policy Reviewed June 2020.

### **Safeguarding Policy Statement** (to work in conjunction with the nursery Safeguarding Policy and Procedure)

Anyone who comes into contact with children and families has a responsibility to safeguard and promote their welfare, professionals have a duty to do so.

**The Roundhouse Day Nursery will do everything in our power to safeguard children and vulnerable adults from all forms of abuse and harm, we will show due regard to the "Working Together to Safeguard Children" (2018) document and promote "British Values" and "Equality" and "Prevent" children and adults being drawn into any form of radicalisation** (See Fundamental British Values 2015, Equality Policy 2015, Prevent Duty 2015, Birmingham Safeguarding Children's Board).

We provide a safe and secure environment, in which children will thrive and develop and where all aspects of their welfare protected. The word child or children in this instance refers to any person under the age of 18 years. It will therefore cover some young adults, such as students and work placements, as well as the children in our care.

An act of violence or abuse against a member of staff, a student, a person carrying out a work placement or volunteer who is under 18 years of age, will be treated as child abuse and dealt with accordingly.

The nursery safeguarding policy applies to all children regardless of gender, ethnicity, disability, sexual orientation or religion and in particular recognises the needs of children from minority ethnic groups and children who are disabled as detailed in the nursery Equality and Inclusion policies.

All of the nursery policies and procedures carry an element of safeguarding in one form or another, please see policy check list for a complete list. In particular policies such as Safeguarding, Health and Safety, Safe Recruitment of Staff, Mobile Phone Policy, Social Networking and Photography. Plus Equality, Complaints, Bullying, Disciplinary and Staff Code of Conduct / Behaviour Policy.

These policies and procedures are in place to help guide staff in their understanding of the children's needs. There is ongoing risk assessment procedures which take into consideration staff, children, families and the fabric of the building plus outside areas in use.

In order to safeguard the children in our care, staff are effectively deployed. Staff will receive relevant training and support to carry out their role effectively. They are supervised carrying out their roles and responsibilities and regularly assessed. Supervision meetings are carried out to ensure further training needs are discussed and met. The designated lead practitioner will run through aspects of the safeguarding policy and procedure during each staff meeting and following any review.

Any child using the services of The Roundhouse Day Nursery, and anyone acting on behalf of such a child, may complain to the manager about any aspect of the service they receive. This can be done informally or formally using the nursery complaints procedure, a copy of which is situated in the entrance hall.

Statement Reviewed February 2020.

### **Settling in Nursery-Policy and Practice.**

We want children to feel safe and happy in the absence of their parents, to be able to build successful relationships with other adults and their peers, and be able to share with their parents afterwards the new learning experiences they have enjoyed at nursery.

In order to accomplish this we will:

- \* encourage parents to visit the nursery with their children during the weeks before admission is planned.
- \* introduce flexible admission procedures, to meet the needs of individual families and children.

- \* make clear to families from the outset that they will be supported in the nursery for as long as it takes to settle their child.
- \*reassure parents whose children seem to be taking a long time settling into the nursery.
- \*introduce new families into the group on a staggered basis, for example two new children a day, for a week maximum in each room.
- \*encourage parents, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences.
- \* provide families with a key person who will act as a point of contact between the nursery and home - this person may change as relationships develop between staff and families, to include the “best fit” for each child.

Children cannot play or learn successfully if they are anxious and unhappy. Our settling procedures aim to help parents to help their children to feel comfortable in the nursery, to benefit from what it has to offer, and to be confident that their parents will return at the end of the session.

### **Corona virus**

We will work with all families that have not attended the setting during the lockdown period to arrange suitable settling times. These may include video calls to begin with, to minimise the time spent in the setting. Settling visits may be planned based on individual needs, taking in to account the age/stage of development and how the child feels about returning.

Where settling visits are required, different options will be considered such as:

- Whilst the nursery is still closed, so there are no other children/adults around
- Having a settling in period over a couple of weeks just for visits to take place
- Settling visits outdoors
- Shorter sessions to begin with building up to the full session

The settling in policy for new children will be adapted during the pandemic based on the individual needs of the children and staff at nursery. We may have to suspend these or, where possible, we will encourage virtual show rounds and online video calls prior to children starting. Most of the information will be gathered over the telephone to limit the time spent in the setting.

Any new families will be asked to sign a health declaration to confirm the child or no one in the family has any symptoms of Corona virus.

Once children are settled parents will be asked to follow the same drop off/collection procedures as the other children, maintaining safe distancing between them and others (see arrival and departure policy.)

\* Policy reviewed June 2020.