



AUTUMN COTTAGE CHILDCARE

HEALTH - WELLBEING POLICY

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ABOUT THIS POLICY

This Policy is one of three that details how Autumn Cottage (AC) manages health and wellbeing of its children and staff. This document covers the management of:

- First Aid
- Accidents & Injuries
- Illness and sickness
- Reporting Absence

Other aspects are covered in Health - Medical Conditions and Medicines Policy, and Health – Hygiene Policy.

FIRST AID

- All permanent staff hold a current Paediatric First Aid training certificate and at least one is always available on or off-site.
- There is always an appointed person onsite for adult First Aid.
- A First Aid needs assessment is carried out for all new children/staff to ascertain whether special precautions and/or training of staff are required.
- A First Aid kit is always accessible, including during off-site trips. It has contents appropriate for children. An adult kit is available.

ACCIDENTS & INJURIES

The safety of the children and staff is paramount, and every measure will be taken to avoid injury. However, accidents do happen.

First Response

- Child – The child will be comforted and reassured.
- Child/Adult: The extent of the child's/adult's injuries will be ascertained, and any identified First Aid procedures performed. If deemed necessary, specialised medical assistance/ambulance will be called for.
- Child - AC will inform the parent and, if necessary, ask the parent to collect the child from the setting.

Reporting

Child

- EY Log - A detailed report is entered on the EY Log system. This allows parents to:
 - receive a notification of the accident
 - view the details and sign the report online.
- Ofsted - is notified of any instances involving:

- food poisoning affecting two or more children on the premises
- a serious injury/illness to a child in AC care and AC's response
- the death of a child in AC's care.
- Local Child Protection Agencies – as per Ofsted. AC acts upon any advice given by these agencies.
- Environmental Health Department - Food poisoning as per Ofsted.

Adult

Accidents and injuries are recorded in the AC incident book and under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013), where applicable.

ILLNESS

Staff

Staff are expected to use their judgement if they suspect they are ill. Staff will contact the Manager and discuss symptoms. Between them, they should decide if it is appropriate for them to attend the setting and if not, the criteria for returning to work.

Child - Illness and Access to Setting

It is always at the Manager's discretion to exclude a child showing signs of illness into the setting.

AC will include children with minor coughs and colds but will **not** care for children who are very unwell, infectious or running a high temperature. This is because of:

- **Cross contamination** - AC work involves various activities including school and pre-school runs, Autumn Cottage Childcare, Breakfast and After School Clubs
- **Home care** - The child will be better cared for at home with parents.

If AC allows a child who may potentially have an illness into the setting, then AC will monitor them regularly and will contact parent/s to collect if they become unwell. AC will follow the Procedure shown at the end of this Policy.

PLEASE NOTE: A child may still not be allowed into the setting even if:

- There is no Exclusion Period for the illness (See Child Illness Exclusion below)
- Any Exclusion Period has passed
- A doctor has stated that they are not infectious.

AC will consider:

- the child's demeanour
- if they are well enough to participate in activities
- any effect on staff to child ratios, as children who are unwell may require continual one to one attention.

Child Illness Exclusion

Table 1 lists AC's Exclusion Policy for common illnesses. These are based on Health Protection Agency (HPA) guidance, AC experience and the needs of the children and staff.

AC are very strict with these conditions and expect parents to be open and honest about their child's health. As noted above, AC reserve the right to exclude children to control an outbreak, even where an illness does not carry any Exclusion conditions.

Table 1: ILLNESS AND EXCLUSION LIST

This list is not exhaustive.

** = Notifiable diseases under the Public Health (Infectious Diseases) Regulations 2010.

ILLNESS	EXCL.?	CONDITIONS/COMMENTS
Chicken pox	Y	Until spots have all scabbed over. Roughly 5-7 days dependent on when last spots appear and scab.
Colds and coughs	N	Child is unwell and unable to take part in our normal daily routines. If the cold is accompanied with a temperature and lethargic behaviour, then AC will exclude.
Cold Sores (Herpes simplex)	N	None unless child unwell. AC advise parents to liaise with their local pharmacy.
Conjunctivitis	N	None (If there is an outbreak, AC will consider exclusion after consultation with the HPA)
Diarrhoea and/or Vomiting <i>Including Rotavirus/Norovirus/Gastroenteritis</i>	Y	48 hours from the last episode, if as a result of illness or infection. After 2 or more loose stools in a session, children will be sent home and may return 48 hours after the last episode.
Flu (Influenza)	Y	Until recovered fully enough to participate in activities
German Measles (Rubella)**	Y	6 days from onset of rash
Glandular Fever	N	Must be well enough to participate in activities
Headlice	N	AC will not usually exclude for headlice unless severe. AC will ring parents to inform them that the child has them and to ensure they are treated fully before they next return.
Impetigo	Y	48 hours after commencing antibiotic treatment and lesions are crusted or healed
Meningitis**	Y	Until recovered (AC follow the instructions of the local Health Protection Unit)
Mumps**	Y	5 days after onset of swollen glands
Ringworm	Y	Until treatment has commenced
Scabies	Y	Until treatment has commenced
Scarlet Fever/Scarletina**	Y	24 hours after commencing antibiotics
Slapped cheek/Fifth Disease/ Parovirus	N	None, however must be well enough to participate in activities
Threadworm	N	

Child - Infectious Illness reporting

If a child has an infectious illness, parents must contact AC immediately so AC can communicate this onwards to:

- Staff & parents
- if a Notifiable disease, Public Health England (PHE) and Ofsted.
- HPA for advice.

This is particularly important where a child may have encountered a pregnant staff member or parent.

If a child or adult is diagnosed suffering from a Notifiable Disease, their GP will report this to Public Health England under the above Regulations.

PROCEDURE FOR CHILDREN WHO APPEAR/BECOME UNWELL

CALPOL Policy

AC does NOT administer Calpol unless:

- It is for a high temperature.
- an individual Health Care Plan is in place with Calpol being a required medication.
- AC has written parental or guardian permission on Baby's Days.

Temperature

If a child appears unwell, their temperature may be taken. Depending on the reading:

- **38 – 38.5C**
 - the child will be kept cool and given water to drink.
 - The child's parents will be called and they will be informed that their child has a high temperature,
 - AC will request to administer Calpol,
 - the child will be monitored for a further 30 minutes
 - Should the child's temperature fail to decrease and drop below 38C after 30 mins, the Manager will contact the parents to collect the child.
- **Greater than 38.5 C or above** – This is extremely dangerous for a child - Calpol administered, and child must be collected from the setting immediately. Parents should seek advice from a Medical Practitioner for a child with a temperature of 38C or above that does not respond and reduce after Calpol is administered.
- **In extreme cases** of illness, an ambulance will be called, and the parent informed.

Sickness, Diarrhoea or Pains

- The Manager will arrange for the child to be collected either by the parents or a known carer.
- The child is to be kept at home until symptom free for 48 hours. For sickness/diarrhoea, the child will not be permitted back until 48 hours after the last episode.
- Where children have been prescribed medication, parents are asked to keep them at home for 24 hours before returning to the setting.

PROCEDURE FOR MONITORING AND RECORDING CHILD ABSENCE

Absence Reporting Policy

- Autumn Cottage Childcare is committed to ensuring the safety and wellbeing of all children. In line with statutory safeguarding requirements, the setting maintains clear procedures for recording and following up on children's absences. If your child is unwell and cannot attend Nursery please inform the team via the EY Log App or calling the Nursery Mobile prior to the start of the child's session. Reasons for absence must be provided (e.g. illness, holiday, appointments).

Daily Attendance Monitoring

- Accurate daily registers are completed for all children attending the setting.
- Registers include **arrival and departure times** and are maintained in line with EYFS requirements.
- Attendance is monitored to identify patterns of absence or irregular attendance.

Unexplained Absence Procedure

- If a child is absent without prior notification:
- The setting will attempt to contact parents/carers **as soon as possible on the same day**.
- All contact attempts are recorded (calls, messages, emails).
- If no contact is made, emergency contacts may be used.
- Where there are safeguarding concerns, the Designated Safeguarding Lead (DSL) will be informed immediately.

Ongoing or Repeated Absence

- Patterns of absence or frequent unexplained absences will be monitored and recorded.
- Concerns will be discussed with parents/carers where appropriate.
- The setting may seek advice from external agencies if there are concerns about a child's welfare.

Safeguarding Concerns

- Any unexplained absence where there are concerns for a child's safety or wellbeing will be treated as a **safeguarding concern**.

- The DSL will follow safeguarding procedures, which may include contacting:

- Local Authority Children's Services
- Other relevant professionals

Recording and Record Keeping

- All absences and reasons are recorded clearly and retained in line with data protection requirements.
- Records include:
- Date of absence
- Reason (if provided)
- Actions taken by the setting
- These records are available for inspection by **Ofsted**.

Persistent Absence

- Where a child's attendance becomes a concern, the setting will:

- Work in partnership with parents/carers
- Offer support where appropriate
- Follow safeguarding procedures if concerns escalate