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**Procedure to follow if a child becomes ill whilst at the nursery.**

If a child shows signs or symptoms, or complains of being unwell we will talk to them where possible to ascertain what is wrong. We will also take their temperature if they feel hot and if they have a temperature above normal we will take off any heavy items of clothing sponge down with cool water and offer a drink of water. The child will be comforted and put down for a rest if they want to in a quiet environment. A manager will be informed of the situation.

We will monitor the child and if necessary e.g. if they cannot be comforted, the temperature continues to rise or they tell us the pain is not going away we will ring the parent to discuss the possibility of collecting the child and or advised to make a G.P. appointment. We ask that parents/carers inform us if the child has seen a doctor and what the outcome was. Depending on the nature of the child’s illness the Infectious Diseases Guidelines will be followed for the length of time the child should be excluded form the nursery. This would include the 48Hour exclusion for sickness and diarrhoea.

All information will be recorded on the child’s file.

The above policy is discussed with all parents/carers at gradual admission.

**Procedure on seeking medical treatment.**

* A member of the management team must inform the parent/carer when a child is to be taken to hospital.
* In assessing the level of need for medical treatment, two staff should accompany the child if the parent is not available. The child’s personnel details need to be taken to the hospital.
* In the event of emergency treatment an ambulance would be called. A member of staff would be designated to accompany the child for the journey and initial reception into the emergency room.
* If a child needs to go home through illness or deemed too ill to attend. Parents must make arrangement to pick their child up A.S.A.P

If you have any concerns regarding this policy please discuss them with the manager.