



ILLNESS, INJURY AND MEDICATION POLICY

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BACKGROUND

At Holly Trees, the health, safety and wellbeing of all children and educators is central to our practice.

Young children are naturally exposed to a range of common childhood illnesses and infections. We recognise that some illnesses are unavoidable within early years environments, but we also have a responsibility to reduce the spread of infection wherever reasonably possible and to ensure that children attending nursery are well enough to participate safely and comfortably in the nursery day.

Holly Trees follows current guidance issued by the UK Health Security Agency and other relevant health authorities in relation to infection control, communicable diseases and recommended exclusion periods.

The purpose of this policy is to provide a clear and consistent approach to:

- Supporting the health and wellbeing of children attending Holly Trees
- Reducing the spread of infectious and communicable illnesses
- Establishing when children should remain at home due to sickness or illness
- Setting out when children may safely return to nursery following illness
- Ensuring children who become unwell while attending nursery are cared for appropriately
- Providing clear guidance regarding medication and medical treatment
- Supporting consistent decision making by educators and the Management Team
- Ensuring parents and carers understand their responsibilities in relation to sickness, illness and attendance

Where there is uncertainty regarding whether a child is well enough to attend nursery, the child's wellbeing and the safety of the wider nursery community will remain the primary consideration.

SCOPE

This policy applies to:

- All children attending Holly Trees
- Parents and carers
- All educators, Room Quality Leaders and members of the Management Team

The policy applies to sickness, illness, significant injury and medical treatment which occurs before attendance, develops during the nursery day, or affects a child's ability to attend or safely return to nursery.

It covers:

- General sickness and illness
- Infectious and communicable illnesses

- Exclusion from nursery and return following illness
- Children becoming unwell whilst attending nursery
- Medication and medical treatment required during nursery hours
- Significant illness, hospital treatment or surgery
- Significant injuries, including breaks and fractures
- Returning to nursery following significant illness, injury, medical treatment or surgery
- Medical emergencies occurring whilst a child is in the care of Holly Trees

Where a child has an ongoing medical condition or additional medical need requiring an individual care plan, additional procedures, risk assessments or professional guidance may also be required alongside this policy.

Our guidelines are as follows:

OUR GUIDELINES

FITNESS TO ATTEND NURSERY

Children attending Holly Trees must be well enough to participate safely and comfortably in the normal nursery day.

We recognise that children may occasionally experience minor symptoms, such as a mild cough or runny nose, which do not necessarily prevent them from attending nursery. Decisions regarding attendance will therefore consider the child's overall wellbeing, rather than the presence of an individual symptom alone, unless a specific exclusion period applies.

A child may not be considered well enough to attend nursery where they:

- Are unable to comfortably participate in their usual nursery routines and activities
- Require a level of individual care, supervision or attention which cannot reasonably be provided within the normal staffing arrangements of the room
- Are unusually lethargic, distressed or significantly different from their usual presentation
- Are experiencing significant pain or discomfort
- Are unable to eat, drink, rest or manage their usual personal care needs appropriately
- Have symptoms of an infectious or communicable illness for which an exclusion period applies
- Present symptoms which may place other children or educators at risk of infection
- Have a medical condition, illness or injury which cannot be safely managed within the nursery environment
- Require medical care or monitoring beyond what educators can reasonably and safely provide

Parents and carers are responsible for considering their child's overall wellbeing before bringing them to nursery and must inform the nursery of any relevant illness, symptoms, diagnosis, treatment or significant change in their child's health.

Where there is uncertainty regarding a child's fitness to attend, the Management Team will consider the individual circumstances and may request additional information or medical guidance where appropriate.

Holly Trees reserves the right to refuse attendance or request collection where the Management Team considers that a child is not well enough to safely and comfortably participate in the nursery day, where an applicable exclusion period has not been completed, or where the child's needs cannot safely be met within the nursery environment.

Decisions will be based upon the individual circumstances of the child, with their health, safety and wellbeing and that of the wider nursery community remaining the primary consideration.

MEDICATION BEFORE ATTENDANCE AND THE MASKING OF ILLNESS

Parents and carers must inform Holly Trees where their child has received medication before attending nursery where this information may be relevant to the child's health, wellbeing or subsequent care during the nursery day.

This includes medication such as paracetamol or ibuprofen which may temporarily reduce a temperature, relieve pain or otherwise alter the presentation of symptoms.

Parents must provide accurate information regarding what medication has been administered, the reason it was given, the dosage and the time it was administered.

This information is essential for the safe care of the child. Failure to disclose medication administered before nursery may create a risk of accidental double dosing and may prevent educators from having an accurate understanding of the child's health and medical needs.

Medication must not be administered for the purpose of masking symptoms of sickness or illness in order to enable a child to attend nursery.

Where a child requires medication because they are experiencing symptoms which would otherwise mean they are not well enough to attend nursery, the child should remain at home to rest and recover.

Temporarily reducing a temperature or suppressing other symptoms does not mean that a child is well enough to participate in the nursery day and does not remove any applicable exclusion requirements.

Bringing a child to nursery whilst knowingly unwell may also expose other children and educators to infectious or communicable illness and can have a significant impact upon the wider nursery community.

Holly Trees considers the deliberate withholding of relevant information regarding a child's health or medication, or the deliberate masking of illness in order to facilitate nursery attendance, to be a serious breach of the trust and responsibilities which form part of the partnership between the nursery and families.

Where the nursery has reason to believe that relevant medication or health information has deliberately not been disclosed, the matter may be reviewed by the Management Team.

Depending upon the circumstances, action may include:

- Requiring the immediate collection of the child
- A formal discussion with the parent or carer
- Written confirmation of the nursery's concerns and expectations

- A review of the child's attendance arrangements
- Further action where similar concerns are repeated

SERIOUS OR REPEATED CIRCUMVENTION OF THE POLICY

In serious or repeated circumstances, where a parent or carer knowingly places their child or others at risk, deliberately withholds significant health or medication information, repeatedly masks or suppresses symptoms of illness in order to facilitate attendance, or repeatedly attempts to circumvent the requirements of this policy, Holly Trees will treat the matter as a serious concern.

Where Management considers that the circumstances may place the child at risk, the child's nursery place may be suspended with immediate effect while the concerns are reviewed.

During any period of suspension, Holly Trees may:

- Review the circumstances and relevant records
- Meet with the parent or carer
- Seek clarification or further information regarding the child's health, symptoms, treatment or medication
- Consider whether the circumstances give rise to a safeguarding concern
- Refer the matter immediately to the Designated Safeguarding Lead where a safeguarding concern is identified or suspected
- Seek advice from, notify or make a referral to relevant safeguarding, health, regulatory or other appropriate agencies where Management considers this necessary or where Holly Trees has a statutory duty to do so

The purpose of any suspension will be to protect the child's health and wellbeing, allow the circumstances to be properly reviewed and determine whether Holly Trees can safely continue to provide the child's nursery place.

Where the circumstances give rise to a safeguarding concern, Holly Trees will follow its Safeguarding Policy and applicable safeguarding procedures. The fact that a parent or carer disputes Holly Trees' concerns will not prevent an appropriate safeguarding referral or other necessary protective action from being taken.

Following review, Holly Trees will determine whether the child's attendance can safely resume and whether any additional arrangements, expectations or safeguards are required.

Where concerns are substantiated, serious conduct has occurred, cooperation is not forthcoming, similar behaviour continues, or Management determines that the trust and working relationship

necessary to safely care for the child has fundamentally broken down, Holly Trees reserves the right to review the child's continued place at the nursery.

This may ultimately result in termination of the nursery place in accordance with the family's terms and conditions and Holly Trees' legal and safeguarding responsibilities.

Any decision to suspend or terminate a child's place will be made having regard to the individual circumstances and Holly Trees' applicable legal responsibilities.

CHILDREN BECOMING UNWELL WHILST AT NURSERY

Children's health and wellbeing will be monitored throughout the nursery day. Where an educator has concerns that a child may be becoming unwell, these concerns must be shared with the Room Quality Leader or Management Team.

Children may become unwell in different ways and educators will consider the child's overall presentation and wellbeing rather than relying upon a single symptom alone.

Signs that a child may be becoming unwell can include:

- A high temperature
- Vomiting or diarrhoea
- Unusual tiredness, lethargy or reduced responsiveness
- Significant changes in behaviour or presentation
- Persistent or unusual crying or distress
- Loss of appetite or refusal of fluids
- Breathing difficulties or an unusual change in breathing
- A rash or unexplained change to the skin
- Significant pain or discomfort
- The child being unable or unwilling to participate in their normal routines and activities
- Any other symptoms which cause educators or management concern regarding the child's health or wellbeing

DECISION TO SEND A CHILD HOME

Where the Management Team considers that a child is not well enough to remain at nursery, their parent or carer will be contacted and asked to collect them.

A child does not need to have a diagnosed illness, high temperature or confirmed infection for the nursery to determine that they are not well enough to remain in attendance.

The decision will be based upon the child's overall wellbeing, their ability to comfortably participate in the nursery day, the level of care they require and any potential risk to the child, other children or educators.

The decision that a child is not well enough to remain at nursery will be made by the Management Team and must be respected.

CARE WHILST AWAITING COLLECTION

Whilst awaiting collection, the child will be cared for sensitively and appropriately.

Where possible, they will be supported in a quiet and comfortable area away from the main activity of the room whilst remaining appropriately supervised.

Educators will:

- Provide reassurance and comfort
- Encourage fluids where appropriate
- Monitor the child's condition
- Record relevant observations where required
- Follow any appropriate medication or medical procedures already agreed for the child
- Keep the Management Team informed of any deterioration or significant change

Children who are unwell will never be left unsupervised.

COLLECTION OF AN UNWELL CHILD

Where parents or carers are contacted because their child is unwell, they are expected to arrange collection as soon as reasonably possible.

We recognise that parents and carers may not always be able to leave their location immediately. However, families are responsible for ensuring that suitable alternative arrangements are available for their child to be collected where they are unable to do so themselves.

Where a parent or carer is unable to collect promptly, an authorised emergency contact should be asked to collect the child.

Parents and carers must ensure that the nursery holds accurate and current contact information for themselves and their authorised emergency contacts.

EMERGENCY CONTACTS

Emergency contacts must be individuals who are realistically able to assist where a parent or carer cannot be reached or is unable to collect their child.

Emergency contacts must live, work or ordinarily be located within a reasonable travelling distance of the nursery and must be capable of responding promptly where they are contacted to collect a child.

Parents and carers should carefully consider whether the individuals they nominate as emergency contacts are realistically able to fulfil this responsibility during the child's normal nursery hours.

An individual should not be nominated solely for the purpose of providing an additional contact number where they would ordinarily be unable to attend the nursery and collect the child when required.

Parents and carers are responsible for ensuring that their nominated emergency contacts are aware that their details have been provided to Holly Trees and understand that they may be contacted and asked to collect the child in the event of sickness, illness or an emergency.

Where a family's circumstances change and an emergency contact is no longer able to fulfil this role, parents and carers must provide the nursery with updated arrangements as soon as possible.

COLLECTION OF AN UNWELL CHILD

Where parents or carers are contacted because their child is unwell, they are expected to arrange collection as soon as reasonably possible.

Parents must ensure that the nursery holds accurate and current contact information for themselves and their authorised emergency contacts.

If a parent or carer cannot be reached, the nursery will contact the child's authorised emergency contacts.

Where there is an unreasonable delay in collection and the child's condition is deteriorating, the Management Team will take whatever action is necessary to protect the child's health and wellbeing.

DELAYED OR FAILURE TO COLLECT AN UNWELL CHILD

Holly Trees considers the prompt collection of an unwell child to be an important parental responsibility.

The nursery will not continue to care for an unwell child for an extended period simply because appropriate collection arrangements have not been made.

Where a parent or carer is unable to collect their child promptly, they are expected to arrange for an authorised emergency contact to do so.

If a parent or carer cannot be reached, the nursery will attempt to contact the child's authorised emergency contacts using the information held on the child's records.

Where there are repeated or unreasonable delays in collecting a child following a request from the nursery, the Management Team will discuss the concern with the parent or carer.

The nursery will consider the individual circumstances surrounding each occasion, including:

- The child's condition and wellbeing
- The length of time the child remained at nursery following the request for collection
- Communication received from the parent or carer
- The parent's or carer's location and individual circumstances
- Whether reasonable attempts were made to arrange alternative collection
- Whether authorised emergency contacts were available and able to respond
- Whether similar concerns have occurred previously

We recognise that exceptional circumstances may occasionally result in unavoidable delays. An isolated delay where a parent or carer is actively making reasonable efforts to reach the nursery will be considered differently from repeated failures to make suitable collection arrangements.

CONCERNS REGARDING EMERGENCY COLLECTION ARRANGEMENTS

It is the responsibility of parents and carers to maintain suitable emergency collection arrangements throughout their child's time at Holly Trees.

Repeated inability to arrange collection because nominated emergency contacts are unavailable, unable to attend or located an unreasonable travelling distance from the nursery may result in the Management Team requiring the family to review their arrangements and provide alternative emergency contacts.

Where concerns continue, the Management Team may:

- Meet formally with the parent or carer
- Require emergency contact and collection arrangements to be reviewed and updated
- Confirm the nursery's concerns and expectations in writing
- Record the concern and any agreed actions

- Review whether the family's arrangements are sufficient to meet the child's needs in the event of sickness, illness or an emergency

Persistent failure to arrange timely collection of an unwell child may be considered a breach of the nursery's Sickness and Illness Policy and the responsibilities expected of families attending Holly Trees. Where repeated failures continue despite previous discussions, or where a parent or carer's actions result in a child remaining at nursery when they are clearly unwell for an unreasonable period, Holly Trees reserves the right to review the child's continued place at the nursery.

Any decision regarding the continuation or termination of a nursery place will be made by the Management Team and Director following careful consideration of the individual circumstances and in accordance with the family's terms and conditions.

DETERIORATION AND MEDICAL EMERGENCIES

If a child's condition deteriorates significantly whilst awaiting collection, or educators believe that the child requires urgent medical attention, the nursery will not delay necessary medical intervention whilst waiting for a parent or carer to arrive.

Emergency medical assistance will be requested where required and the nursery's Medical Emergency Procedure will be followed.

Parents or carers will be informed as soon as possible.

The child's health and safety will always take priority where urgent medical attention is required.

FOLLOWING COLLECTION

When a child is collected due to sickness or illness, parents will be informed of the symptoms or concerns observed by the nursery and any relevant care or medication provided.

Parents are responsible for monitoring their child following collection and seeking appropriate medical advice where necessary.

Before returning to nursery, the child must meet the requirements of this policy, including any applicable exclusion period, and must be well enough to participate safely and comfortably in the nursery day.

EXCLUSION FROM NURSERY AND RETURNING FOLLOWING ILLNESS

There will be occasions where a child must remain away from nursery due to sickness, illness or infection.

Exclusion periods are in place to support the recovery and wellbeing of the individual child and, where relevant, to reduce the risk of infectious or communicable illness spreading to other children, educators and the wider nursery community.

Parents and carers must not bring their child to nursery where:

- The child is not well enough to safely and comfortably participate in the normal nursery day
- The child is experiencing symptoms for which an exclusion period applies
- The child has been diagnosed with an infectious or communicable illness for which exclusion is required
- An applicable exclusion period has not yet been completed
- They have been advised by a healthcare professional or relevant health authority that the child should remain away from an early years setting
- The child's condition requires a level of care, monitoring or supervision which cannot safely and reasonably be provided within the nursery environment

EXCLUSION PERIODS

Holly Trees follows current guidance from the UK Health Security Agency and other relevant health authorities when determining exclusion periods for infectious and communicable illnesses.

Different illnesses and infections have different exclusion requirements. Some conditions require a child to remain away from nursery for a specified period, whilst others do not require exclusion once the child is otherwise well enough to attend.

Where a specific exclusion period applies, parents and carers must ensure that the full exclusion period has been completed before their child returns to nursery.

Where Holly Trees has been advised of additional exclusion requirements by the UK Health Security Agency, a Health Protection Team or another relevant authority, these requirements will be followed.

SICKNESS AND DIARRHOEA

Children experiencing vomiting or diarrhoea must not attend nursery.

Children must remain away from nursery for a minimum of 48 hours following their last episode of vomiting or diarrhoea.

The 48 hour exclusion period begins from the child's most recent episode. Where another episode occurs during the exclusion period, the 48 hour period will restart from that episode.

Where a specific infection or outbreak requires a longer exclusion period, Holly Trees will follow the relevant health protection guidance and parents and carers will be informed.

RETURNING TO NURSERY

The completion of an exclusion period does not automatically mean that a child is well enough to return to nursery.

Before returning, the child must also be sufficiently recovered to participate safely and comfortably in their normal nursery day.

Parents and carers should consider whether their child is:

- Generally well and returning to their usual presentation
- Able to eat and drink appropriately
- Able to participate in their normal routines and activities
- Comfortable and not experiencing significant pain or distress
- Able to manage a normal nursery day without requiring an unreasonable level of individual care or supervision
- No longer experiencing symptoms which would require continued exclusion under this policy

Where a child returns following an exclusion period but the Management Team considers that they remain too unwell to participate safely or comfortably in the nursery day, the parent or carer may be asked to collect them.

MEDICAL ADVICE AND EVIDENCE

There may be circumstances where Holly Trees requests information or guidance from an appropriate healthcare professional before agreeing that a child can return to nursery.

This may be required where:

- There is uncertainty regarding whether the child remains infectious
- The child's illness has been serious or prolonged
- The child has received significant medical or hospital treatment
- There are restrictions or ongoing care requirements which may affect their attendance

- The nursery requires additional information to determine whether the child's needs can be safely met

Any request for medical information will be proportionate to the circumstances and made for the purpose of protecting the health, safety and wellbeing of the child and the wider nursery community.

MANAGEMENT DECISION AND FINAL AUTHORITY

Where there is uncertainty or disagreement regarding whether a child is well enough to attend or return to nursery, the Management Team will consider the individual circumstances alongside this policy, any applicable exclusion requirements and any relevant medical or public health guidance.

Holly Trees reserves the right to refuse attendance where:

- An applicable exclusion period has not been completed
- The child remains too unwell to participate safely and comfortably in the nursery day
- The child's symptoms or presentation give the nursery reasonable cause for concern
- The child's attendance may present an unacceptable risk to the health or wellbeing of other children or educators
- The child's care, supervision or medical needs cannot safely and reasonably be met within the nursery environment
- The nursery does not have sufficient information to determine that it is safe and appropriate for the child to attend

Whilst information provided by parents, carers and healthcare professionals will be carefully considered, the Management Team remains responsible for determining whether Holly Trees can safely accommodate a child within the nursery environment.

The final decision regarding whether a child may attend, remain at, or return to nursery rests with the Nursery Manager or, in their absence, the senior member of the Management Team on duty.

Where the Nursery Manager or senior member of the Management Team determines that a child is not well enough to attend or that their attendance cannot be safely supported, this decision is final and must be respected.

All such decisions will be made in the interests of protecting the health, safety and wellbeing of the individual child, other children and educators.

HIGH TEMPERATURES, FEVER AND MONITORING AN UNWELL CHILD

A child's temperature can vary throughout the day and may be influenced by factors including physical activity, clothing, the environment and recent sleep.

In accordance with current NHS guidance, a high temperature or fever in babies and children is generally considered to be a temperature of 38°C or above.

However, Holly Trees does not use temperature alone to determine whether a child is well enough to remain at nursery.

ASSESSING THE WHOLE CHILD

Educators will consider the child's overall presentation and wellbeing alongside any temperature reading.

A child may be considered unwell even where their temperature remains below 38°C.

When assessing a child, educators and the Management Team may consider:

- Whether the child feels unusually hot or cold
- Changes in the child's normal behaviour or presentation
- Unusual tiredness, lethargy or reduced responsiveness
- Shivering, sweating or appearing flushed
- Persistent distress or unusual crying
- Reduced appetite or refusal of fluids
- Breathing difficulties or changes in breathing
- Pain or discomfort
- Rashes or changes to the child's skin
- Vomiting or diarrhoea
- The child's ability to comfortably participate in their normal nursery routines and activities
- Whether the child's condition appears to be improving, remaining stable or deteriorating

A temperature below 38°C will therefore not prevent the Management Team from determining that a child is too unwell to remain at nursery.

TAKING AND MONITORING A CHILD'S TEMPERATURE

Where educators have concerns that a child may be developing a temperature or becoming unwell, their temperature will be taken using the nursery's approved thermometer and recorded.

Where a child's temperature is elevated but remains below 38°C, educators will continue to consider the child's overall presentation and wellbeing.

Where appropriate, the child's temperature may be checked again alongside continued observation of their condition.

Parents and carers may be contacted to make them aware that their child's temperature is elevated or that educators have concerns regarding their wellbeing, even where collection is not yet required.

Where the child's presentation indicates that they are not well enough to remain at nursery, the Management Team will request collection regardless of whether the child's temperature has reached 38°C.

TEMPERATURE OF 38°C OR ABOVE

A temperature of 38°C or above is considered a high temperature or fever.

Where a child records a temperature of 38°C or above whilst attending Holly Trees, their parent or carer will be contacted and required to arrange collection as soon as reasonably possible.

A temperature of 38°C or above therefore requires collection regardless of whether the child otherwise appears comfortable or is continuing to participate in activities.

Whilst awaiting collection, the child will be cared for and monitored in accordance with this policy.

If the child's temperature continues to rise or their condition deteriorates, educators will inform the Management Team and appropriate action will be taken.

RETURNING FOLLOWING A FEVER

A child who has experienced a temperature of 38°C or above must be free from fever for a minimum of 24 hours before returning to nursery.

The child must remain fever free during this period without the use of paracetamol, ibuprofen or other medication used to reduce their temperature.

Medication must not be used to temporarily reduce a child's temperature for the purpose of enabling them to return to nursery.

In addition to being fever free for 24 hours, the child must be well enough to participate safely and comfortably in their normal nursery day.

Where the fever forms part of an illness or infection for which a longer or specific exclusion period applies, the relevant exclusion period must also be completed before the child returns.

Where there is uncertainty regarding whether a child is ready to return, the Nursery Manager or senior member of the Management Team on duty will make the final decision regarding attendance.

CHILDREN WHO APPEAR SIGNIFICANTLY UNWELL

Where a child appears significantly unwell, is deteriorating or displays symptoms which cause concern, educators and the Management Team will act according to the child's presentation and will not wait for their temperature to reach a particular level before taking action.

This may include:

- Contacting the parent or carer and requesting collection
- Advising the parent or carer that medical advice should be sought
- Seeking medical advice or assistance where appropriate
- Requesting emergency medical assistance where the child's condition requires it

The health and wellbeing of the child will always take priority over an individual temperature reading.

BABIES AND YOUNGER CHILDREN

Particular caution will be exercised where babies and younger children develop a high temperature or display signs of significant illness.

Parents or carers may be advised to seek medical advice based upon the child's age, temperature, symptoms and overall presentation.

Where educators or the Management Team have concerns regarding the health of a baby or young child, parents will be informed and appropriate medical advice or emergency assistance will be sought where necessary.

MANAGEMENT DECISION

The Nursery Manager or senior member of the Management Team on duty has the authority to determine that a child is not well enough to remain at nursery regardless of whether their temperature has reached 38°C.

Where a child's temperature reaches 38°C or above, collection will be required.

Parents and carers must collect their child when requested to do so in accordance with this policy.

MEDICATION BEFORE ATTENDANCE AND THE MASKING OF ILLNESS

Parents and carers must inform Holly Trees where their child has received medication before attending nursery where this information may be relevant to their health, wellbeing or subsequent care during the nursery day.

This includes paracetamol, ibuprofen or any other medication which may reduce a temperature, relieve pain or otherwise alter or temporarily suppress the presentation of symptoms.

Parents and carers must provide accurate information regarding:

- The medication administered
- The reason it was administered
- The dosage given
- The time it was administered

This information is essential for the safe care of the child. Failure to disclose medication administered before nursery may create a risk of accidental double dosing and may prevent educators from having an accurate understanding of the child's health and medical needs.

MEDICATION MUST NOT BE USED TO MASK ILLNESS

Medication must not be administered for the purpose of masking or temporarily suppressing symptoms of sickness or illness in order to enable a child to attend nursery.

Where a child requires paracetamol, ibuprofen or other medication because they are experiencing symptoms which would otherwise mean that they are not well enough to attend nursery, the child should remain at home to rest and recover.

A temporary reduction in temperature following medication does not mean that a fever has resolved and does not make a child fit to attend nursery.

Medication must not be used to circumvent an exclusion period or any other requirement contained within this policy.

Where a child has experienced a fever, their temperature must have resolved without the use of fever reducing medication before they return to nursery.

PROTECTING THE NURSERY COMMUNITY

Bringing a child to nursery whilst knowingly unwell may expose other children and educators to infectious or communicable illness.

Parents and carers have a responsibility not only to consider whether their own child is well enough to attend, but also to consider the potential impact of infectious illness upon the wider nursery community.

This is particularly important because some children, family members or educators may be more vulnerable to complications arising from infection.

FAILURE TO DISCLOSE MEDICATION OR ILLNESS

Holly Trees considers the deliberate withholding of relevant information regarding a child's health or medication, or the deliberate masking of symptoms in order to facilitate nursery attendance, to be a serious matter.

Where the nursery becomes aware that medication has been administered before attendance and this information was not disclosed, the Management Team will consider the individual circumstances.

Where there is reason to believe that a child has been brought to nursery whilst knowingly unwell or that medication has deliberately been used to conceal symptoms, the parent or carer may be required to collect the child immediately.

The Management Team may also meet with the parent or carer to discuss the concern and remind them of their responsibilities under this policy.

SERIOUS OR REPEATED BREACHES

Holly Trees relies upon open and accurate communication between families and the nursery to ensure that children can be cared for safely.

Where a parent or carer deliberately withholds significant information regarding their child's illness or medication, repeatedly brings a child to nursery when they are knowingly unwell, or repeatedly attempts to circumvent the requirements of this policy, Holly Trees may consider this to represent a serious breakdown in the trust required between the nursery and the family.

Depending upon the circumstances, the Management Team may:

- Meet formally with the parent or carer
- Confirm the nursery's concerns and expectations in writing
- Record the concern and any agreed actions

- Require additional information regarding medication or the child's health before future attendance
- Review the child's continued place at Holly Trees

In serious or repeated circumstances, where a parent or carer's actions knowingly place their child, other children or educators at risk, Holly Trees reserves the right to terminate the child's nursery place in accordance with the family's terms and conditions.

Any decision of this nature will be made by the Management Team and Senior Management following consideration of the individual circumstances.

INFECTIOUS AND COMMUNICABLE ILLNESSES

Holly Trees takes reasonable steps to prevent and reduce the spread of infectious and communicable illnesses whilst recognising that exposure to some common childhood infections is unavoidable within an early years environment.

Parents and carers must inform Holly Trees as soon as reasonably possible where their child has been diagnosed with, or is suspected of having, an infectious or communicable illness.

This includes where a diagnosis is received after the child has already been absent from or collected from nursery.

Providing this information enables Holly Trees to:

- Determine whether an exclusion period applies
- Consider whether other children or educators may have been exposed
- Take appropriate infection prevention and control measures
- Identify whether there may be a wider outbreak within the nursery
- Seek advice from the UK Health Security Agency Health Protection Team where necessary
- Provide appropriate information to families where required

EXCLUSION REQUIREMENTS

Holly Trees follows current UK Health Security Agency guidance regarding public health exclusion periods within early years and childcare settings.

Different infections have different exclusion requirements. Some require a child to remain away from nursery for a specified period, whilst others do not require routine exclusion.

Where a public health exclusion period applies, parents and carers must ensure that the full exclusion period has been completed before their child returns to nursery.

Where the UK Health Security Agency Health Protection Team or another relevant health authority provides specific advice relating to an individual child, infection or outbreak, Holly Trees will follow that advice.

Completion of a public health exclusion period does not automatically mean that a child is fit to return to nursery. The child must also meet the Fitness to Attend Nursery requirements contained within this policy.

SUSPECTED INFECTIOUS ILLNESS

A confirmed medical diagnosis is not always required before Holly Trees takes reasonable action to protect children and educators.

Where a child displays symptoms which give the Management Team reasonable grounds to suspect an infectious or communicable illness, the child may be required to remain away from nursery or be collected whilst further information or medical advice is obtained.

Where appropriate, parents and carers may be asked to seek medical advice before the child's return.

HOLLY TREES LOCAL EXCLUSION AND INFECTION CONTROL DECISIONS

UK Health Security Agency guidance provides national public health exclusion recommendations for specific infections and conditions.

These exclusion periods are an important part of Holly Trees' decision making but do not remove the nursery's responsibility to consider the individual circumstances within our early years environment.

National health protection guidance recognises that settings should have local arrangements for the appropriate exclusion or isolation of individuals while they are likely to be infectious.

It also recognises that where a child has symptoms of a confirmed or suspected infectious illness, a setting may refuse attendance where, in its reasonable judgement, this is necessary to protect other children and staff from possible infection.

Holly Trees therefore reserves the right to make an individual attendance decision where the Management Team reasonably considers this necessary to protect the health and wellbeing of the nursery community.

THE EARLY YEARS ENVIRONMENT

When making infection control and attendance decisions, Holly Trees will take account of the particular nature of an early years environment.

The UK Health Security Agency recognises that children and educators within early years settings are likely to experience higher levels of close contact, which can increase opportunities for infections to spread.

Young children may also:

- Have frequent close physical contact with other children and educators
- Have developing hand and respiratory hygiene skills
- Require nappy changing, toileting and other forms of close personal care
- Frequently share toys, resources and play equipment
- Place toys, fingers and other objects in or around their mouths
- Have difficulty understanding or consistently following infection control measures
- Interact closely within shared indoor and outdoor environments

The nursery environment also contains frequently touched surfaces, shared resources, soft furnishings, toileting and nappy changing areas, all of which require careful infection prevention and control.

For these reasons, the risks associated with an infectious illness within an early years environment may be different from those within settings attended by older children.

WHERE NO ROUTINE PUBLIC HEALTH EXCLUSION IS REQUIRED

Some infectious conditions do not have a routine public health exclusion period under UK Health Security Agency guidance.

The absence of a routine public health exclusion period does not automatically mean that a child will be considered fit to attend Holly Trees in every circumstance.

Where no routine exclusion period applies, the Management Team may consider:

- The child's overall health and wellbeing
- The nature and severity of their symptoms
- Whether they are able to participate safely and comfortably in the nursery day
- The likelihood of close physical contact with other children and educators

- The child's ability, taking account of their age and development, to manage appropriate hygiene measures
- The nature of the infection and how it may be transmitted
- Whether there are other known or suspected cases within the nursery
- Whether there are children or educators within the nursery community who may be particularly vulnerable to infection
- Whether reasonable infection prevention and control measures can effectively manage the identified risk
- Any current advice from the UK Health Security Agency or Health Protection Team

Where the Nursery Manager or senior member of the Management Team reasonably considers that attendance would present an unacceptable risk of infection to other children or educators, Holly Trees may refuse attendance or require collection even where the condition does not carry a routine public health exclusion period.

Any such decision will be based upon the individual circumstances and will not automatically create a blanket exclusion period for that particular illness.

FITNESS TO ATTEND STILL APPLIES

A UK Health Security Agency recommendation that no routine public health exclusion is required relates specifically to the public health exclusion requirement for that infection.

It does not override the Holly Trees Fitness to Attend Nursery requirements contained within this policy.

A child who is significantly unwell, distressed, feverish, unable to eat or drink comfortably, unable to participate in their usual nursery routines, or requiring a level of individual care which cannot reasonably be provided may be refused attendance or required to be collected regardless of whether their diagnosed condition carries a formal public health exclusion period.

INCREASED CASES AND OUTBREAKS

Where Holly Trees identifies an unusually high or rapidly increasing number of children or educators affected by the same or similar infection, the Management Team will consider whether this may represent an outbreak.

The nursery may introduce additional infection prevention and control measures and, where appropriate, will contact the UK Health Security Agency Health Protection Team for specialist advice.

The Management Team will follow any additional measures or advice provided by the Health Protection Team.

During an outbreak or period of increased infection, additional measures or attendance arrangements may be required which differ from the nursery's usual arrangements.

Parents and carers will be informed where this affects their child.

COMMUNICATION WITH FAMILIES

Where Holly Trees becomes aware of an infectious or communicable illness which may have implications for other children or educators, families will be informed where appropriate.

Information will be shared in a manner which protects the confidentiality of the individual child or educator.

Holly Trees will not ordinarily identify the individual who has been diagnosed with or is suspected of having an infectious illness when communicating with other families.

Where the UK Health Security Agency Health Protection Team provides specific advice regarding communication with families, this advice will be followed.

CONTACTING THE UK HEALTH SECURITY AGENCY HEALTH PROTECTION TEAM

Holly Trees is located within the area covered by the UK Health Security Agency East of England Health Protection Team.

Where this policy requires Holly Trees to seek public health advice, or where the Management Team considers specialist advice is required regarding an infectious illness, suspected outbreak or increased number of cases, the nursery will contact the East of England Health Protection Team.

UK HEALTH SECURITY AGENCY EAST OF ENGLAND HEALTH PROTECTION TEAM

Telephone: 0300 303 8537

Email: eastofenglandhpt@ukhsa.gov.uk

Urgent out of hours advice for health professionals: 0300 303 8537

The Management Team will follow any advice or additional infection prevention and control measures recommended by the Health Protection Team.

As contact arrangements may change, the Management Team will verify current contact details through the UK Health Security Agency where necessary.

INFECTIOUS ILLNESS EXCLUSION GUIDE

The following guide reflects current UK Health Security Agency public health exclusion guidance.

The public health exclusion period does not replace the Holly Trees Fitness to Attend Nursery requirements. A child must be well enough to participate safely and comfortably in the nursery day before returning, even where the applicable public health exclusion period has been completed.

Where the UK Health Security Agency states that no routine exclusion is required, Holly Trees will apply the Local Exclusion and Infection Control provisions contained within this policy. Where, in Management's reasonable judgement, attendance needs to be refused to protect other children or educators from possible infection, Holly Trees reserves the right to do so. This is consistent with current UK Health Security Agency guidance for settings.

HEALTH PROTECTION TEAM CONTACT

The Health Protection Team Contact column identifies circumstances in which current UK Health Security Agency guidance specifically advises a setting to contact its local Health Protection Team.

“No routine contact required” means that the UK Health Security Agency does not ordinarily require the setting to contact the Health Protection Team for an individual case. It does not prevent Holly Trees Management from seeking specialist public health advice where there are unusual circumstances, uncertainty, a suspected outbreak, serious illness or another genuine infection control concern.

Infection or Condition	Public Health Exclusion	Holly Trees Attendance Requirements	Health Protection Team Contact
Chickenpox	Stay away until 5 days after the rash first appears.	The exclusion period must be completed and the child must be well enough to attend. Parents must inform Holly Trees of a confirmed or suspected case.	Contact only where chickenpox and scarlet fever are circulating at the same time within the same linked group.
Conjunctivitis	No routine exclusion required.	Child must meet the Fitness to Attend requirements. Local	No routine contact required.

		Exclusion and Infection Control provisions continue to apply.	
COVID 19	Stay away where the child has more than mild symptoms, for example a high temperature.	Holly Trees' fever and Fitness to Attend requirements apply.	Contact where there is an unusually high number of absences or someone is admitted to hospital because of COVID 19.
Diarrhoea and Vomiting	Stay away until 48 hours after diarrhoea and vomiting have stopped.	A full 48 hours must have passed since the last episode. Any further episode restarts the 48 hour period. The child must also be well enough to return.	Contact where further specialist advice is required.
Shiga toxin producing Escherichia coli	Stay away for 48 hours. Children under 6 must remain away until a healthcare professional confirms it is safe to return.	Children attending Holly Trees must not return until appropriate healthcare clearance has been received.	Contact the Health Protection Team.
Flu / Influenza	Stay away until the child is better and no longer has a temperature.	Holly Trees' fever and Fitness to Attend requirements apply.	Contact where there is increasing absence or serious illness.
Group A Streptococcal Infection	Stay away until 24 hours after starting antibiotic treatment.	The exclusion period must be completed and the child must be well enough to attend.	Contact where anyone has invasive Group A Streptococcal Infection.
Hand, Foot and Mouth Disease	No routine exclusion required.	Child must meet the Fitness to Attend requirements. Holly Trees may refuse attendance or require collection where Management reasonably considers this necessary	No routine contact required.

		under the Local Exclusion and Infection Control provisions.	
Head Lice	No routine exclusion required.	Parents and carers are expected to appropriately treat and manage head lice and follow recommended measures to reduce transmission.	No routine contact required.
Hepatitis A	Stay away until 7 days after symptoms started.	The exclusion period must be completed and the child must be well enough to return. Parents must inform Holly Trees of a confirmed diagnosis.	Contact where there are 2 or more linked cases within the setting.
Impetigo	Stay away until all blisters have formed scabs or 2 days after starting antibiotics.	The applicable exclusion period must be completed and the child must be well enough to attend.	No routine contact required.
Measles	Stay away until 4 days after the rash started.	Parents must inform Holly Trees immediately of a confirmed or suspected case. The exclusion period and Fitness to Attend requirements must be met before return.	Contact the Health Protection Team.
Meningitis and Meningococcal Meningitis	Stay away until the child no longer has symptoms.	Parents must inform Holly Trees immediately. The child must be sufficiently recovered and meet the Fitness to Attend requirements before returning.	Contact the Health Protection Team.
Mumps	Stay away until 5 days after the onset of swelling.	The exclusion period must be completed and the child must be well enough to attend.	Contact where there is an outbreak within the setting.
Norovirus	Stay away until 48 hours after diarrhoea and vomiting have stopped.	A full 48 hours must have passed since the last episode and the child must be well enough to return.	Contact where further specialist advice is required.

Respiratory Infections	Stay away where the child has more than mild symptoms, for example a high temperature.	Mild respiratory symptoms alone do not automatically prevent attendance. Holly Trees' fever and Fitness to Attend requirements apply.	Contact where there is an unusually high number of absences due to respiratory infections or a serious case within the setting.
Respiratory Syncytial Virus	Stay away where the child has more than mild symptoms, for example a high temperature.	Holly Trees' fever and Fitness to Attend requirements apply. Particular consideration will be given to breathing, feeding, hydration, energy levels and overall presentation.	Contact where there is an unusually high number of absences or a serious case within the setting.
Ringworm	Stay away until treatment has started.	The child may return once appropriate treatment has commenced, provided they are otherwise well enough to attend.	No routine contact required.
Rotavirus	Stay away until 48 hours after diarrhoea and vomiting have stopped.	A full 48 hours must have passed since the last episode and the child must be well enough to return.	No routine contact required.
Rubella	Stay away until 5 days after the rash started.	The exclusion period must be completed and the child must be well enough to attend. Parents should inform Holly Trees of a confirmed diagnosis.	No routine contact required.
Scabies	Children aged 5 and under must stay away until 24 hours after their first treatment.	Children attending Holly Trees must remain away until 24 hours after their first appropriate treatment.	Contact where there are 2 or more linked cases within the setting.
Scarlet Fever	Stay away until 24 hours after starting antibiotic treatment.	Parents must inform Holly Trees. The exclusion period must be completed and the child must be well enough to return.	Contact where scarlet fever, chickenpox or flu are circulating at the same time within

			the same linked group.
Slapped Cheek Syndrome	No routine exclusion required.	Child must meet the Fitness to Attend requirements. Parents should inform Holly Trees of a diagnosis so consideration can be given to individuals who may be particularly vulnerable to infection.	No routine contact required.
Threadworms	No routine exclusion required.	Parents and carers are expected to appropriately treat the infection and follow recommended hygiene measures.	No routine contact required.
Whooping Cough / Pertussis	Stay away until the child has taken antibiotics for 2 days, or for 21 days from the onset of symptoms where antibiotics are not taken.	The applicable exclusion period must be completed and the child must be well enough to return. Parents must inform Holly Trees of a confirmed or suspected case.	Contact where there are more than 2 linked cases within the setting.

CONDITIONS NOT LISTED

The Infectious Illness Exclusion Guide is not an exhaustive list of every infectious or communicable illness which may affect a child.

Where a child is diagnosed with, or suspected of having, an infection which is not listed, Holly Trees will refer to current UK Health Security Agency guidance.

Where the condition requires specialist public health input, where there are concerns regarding transmission within the nursery, or where the appropriate attendance arrangements are unclear, the Management Team may contact the East of England Health Protection Team for advice.

The Nursery Manager or senior member of the Management Team on duty will determine the appropriate attendance arrangements taking account of current public health guidance, the Fitness to Attend Nursery requirements and the individual circumstances.

MANAGEMENT AUTHORITY

Public health exclusion guidance forms an important part of Holly Trees' infection prevention and control arrangements but does not remove the nursery's responsibility to make appropriate decisions within its own environment.

Parents and carers should not assume that a child must be accepted into nursery solely because their particular infection does not carry a routine public health exclusion period.

Where, in the reasonable judgement of the Nursery Manager or senior member of the Management Team, refusing attendance or requiring collection is necessary to protect other children or educators from possible infection, Holly Trees reserves the right to do so.

Any decision will take account of the individual circumstances, the child's wellbeing, the nature of the nursery environment, current public health guidance and in specific circumstances any advice received from the Health Protection Team.

The final decision regarding whether Holly Trees can safely accommodate a child rests with the Nursery Manager or, in their absence, the senior member of the Management Team on duty.

MEDICATION ADMINISTRATION AT NURSERY

Holly Trees recognises that children may occasionally require medication during nursery hours and that children with ongoing medical conditions may require regular or emergency medication to be available whilst attending nursery.

Medication will only be administered where it can be done safely, appropriately and in accordance with the requirements of this policy.

Medication must not be used as a means of enabling a child who is otherwise unwell to attend or remain at nursery.

All children receiving medication must continue to meet the Holly Trees Fitness to Attend Nursery requirements.

PARENTAL CONSENT AND INFORMATION

Medication will only be administered where the nursery has the appropriate parental or carer consent in place.

Parents and carers must provide accurate information regarding:

- The name of the medication
- The reason the medication is required
- The required dose
- The time or circumstances in which it should be administered
- When the previous dose was administered, where relevant
- Any relevant instructions regarding administration
- Any known side effects, allergies or previous reactions

Parents and carers must inform Holly Trees of any changes to their child's medication, dosage, treatment instructions or medical needs.

Medication will not be administered where the information provided is incomplete, unclear or gives cause for concern until appropriate clarification has been obtained.

PRESCRIBED MEDICATION

Prescribed medication must:

- Be prescribed for the individual child
- Be provided in its original container or packaging
- Display the child's name where applicable
- Have the original pharmacy or prescribing label intact
- Clearly state the dosage and administration instructions
- Be within its expiry date
- Be accompanied by the required parental consent and medication information

Holly Trees will not administer medication prescribed for another individual or medication which has been transferred into an alternative unlabelled container.

Where instructions provided by a parent or carer differ from the instructions shown on prescribed medication, Holly Trees will not administer the medication until appropriate clarification has been obtained.

STARTING A NEW COURSE OF ANTIBIOTICS

Where a child begins a new course of antibiotics, they must remain away from Holly Trees for a minimum of 24 hours following their first dose.

This is a Holly Trees medication safety requirement and is separate from any public health exclusion period which may apply to the illness or infection being treated.

The purpose of this period is to allow the child to begin treatment at home and provide sufficient opportunity for parents and carers to observe how their child responds to the medication before they return to nursery.

Antibiotics can cause side effects including nausea, vomiting and diarrhoea and, in some cases, allergic reactions. The 24 hour period provides an opportunity for any initial side effects or adverse reactions to become apparent while the child is in the care of their parent or carer.

Parents and carers must inform Holly Trees if their child experiences a reaction or significant side effect which may affect their attendance, wellbeing or the safe administration of subsequent doses at nursery.

Completion of the 24 hour period does not automatically mean that a child is ready to return.

Before returning, the child must:

- Have completed any applicable public health exclusion period associated with the illness or infection
- Be tolerating the antibiotic without side effects which would prevent safe attendance
- Meet the Holly Trees Fitness to Attend Nursery requirements
- Be well enough to participate safely and comfortably in their normal nursery day

Where the applicable public health exclusion period is longer than 24 hours, the longer exclusion period will apply.

Where there is uncertainty regarding the child's response to the medication or their fitness to return, the Nursery Manager or senior member of the Management Team may request further information before agreeing to attendance.

ADMINISTRATION OF PRESCRIBED MEDICATION DURING NURSERY HOURS

Following any applicable initial exclusion or observation period, Holly Trees may administer prescribed medication during nursery hours where this is necessary to maintain the child's prescribed treatment schedule.

Where reasonably possible, parents and carers should arrange medication timings so that doses can be administered at home.

Where a dose is required during nursery hours, the appropriate consent and medication information must be completed before Holly Trees can administer it.

Medication will be administered strictly in accordance with the prescribed instructions.

NON PRESCRIBED MEDICATION HELD BY HOLLY TREES

Holly Trees keeps a limited supply of non prescribed medication on site for use in specific circumstances.

The only non prescribed medications routinely held by Holly Trees are:

- Calpol
- Piriton

Holly Trees does not routinely stock or administer other non prescribed medication, including ibuprofen. Parents and carers must not assume that non prescribed medication supplied from home will be administered simply because it is available without prescription.

Medication required as part of a child's ongoing medical needs will be considered separately and, where appropriate, managed through the child's individual healthcare arrangements.

CALPOL

Calpol may be administered where appropriate parental consent is in place and an authorised member of staff considers administration safe and appropriate.

Where a child develops a temperature of 38°C or above, the parent or carer will be contacted and required to collect the child in accordance with the High Temperatures and Fever section of this policy.

Where Calpol is administered because a child has developed a fever or become unwell whilst at nursery, it will be administered for the child's comfort whilst awaiting collection.

Administration of Calpol does not remove, postpone or cancel the requirement for collection.

Before administering Calpol, the authorised person must establish, as far as reasonably possible, whether the child has already received Calpol or any other medication containing paracetamol and when the previous dose was administered.

Parents and carers are responsible for informing Holly Trees of any Calpol, paracetamol or other relevant medication administered before attendance in accordance with the Medication Before Attendance and Masking of Illness section of this policy.

Calpol will only be administered in accordance with the manufacturer's instructions, applicable dosage requirements and the consent held for the child.

Where there is uncertainty regarding whether Calpol can be safely administered, it will not be given until appropriate clarification or medical advice has been obtained.

PIRITON AND UNEXPECTED MILD ALLERGIC REACTIONS

Holly Trees holds Piriton on site for use where a child develops an unexpected mild allergic reaction whilst attending nursery, subject to appropriate parental consent being in place.

Mild allergic symptoms may include a mild rash, itching or hives where the child is otherwise well and there are no signs of a severe allergic reaction or anaphylaxis.

Before Piriton is administered, an authorised member of staff must consider the child's symptoms, any known allergies or medical information held by the nursery, any medication already administered and whether Piriton can be safely administered in accordance with the manufacturer's instructions and the consent held for the child.

Where appropriate, the child's parent or carer will be contacted to inform them of the reaction and proposed administration of Piriton.

Following administration, the child will be closely monitored. Parents or carers will be kept informed and collection may be required depending upon the child's symptoms, response and overall wellbeing.

Piriton must not be used to treat or delay emergency action for a suspected severe allergic reaction or anaphylaxis.

Where a child develops symptoms which indicate, or may indicate, a severe allergic reaction or anaphylaxis, staff will follow the nursery's emergency procedures and any individual healthcare or allergy plan in place and seek emergency medical assistance without delay.

Where there is uncertainty regarding the severity of an allergic reaction, staff must not rely upon Piriton as an alternative to seeking urgent medical assistance.

AUTHORISED ADMINISTRATION OF MEDICATION

Medication at Holly Trees may only be administered by:

- A Room Quality Lead
- A member of the Leadership Team
- A member of the Management Team

Other members of staff must not administer medication unless they hold one of the authorised roles above.

This requirement applies to Calpol, Piriton, prescribed medication and any other medication which Holly Trees has agreed to administer.

Every administration of medication must be brought to the attention of the Nursery Manager or the most senior member of the Management Team on site.

The Nursery Manager or most senior member of the Management Team does not need to personally administer or witness the medication. However, they must be informed immediately before administration or, where the circumstances require medication to be given without delay, as soon as possible following administration.

Where medication is administered by a Room Quality Lead or member of the Leadership Team, it is the responsibility of the person administering the medication to ensure that the Nursery Manager or most senior member of the Management Team on site is informed.

This requirement ensures that Management maintains appropriate oversight of all medication administered to children whilst attending Holly Trees.

WITNESSING MEDICATION ADMINISTRATION

Every administration of medication must be witnessed by another member of staff.

The witnessing member of staff does not need to hold one of the authorised roles required to administer medication. Their role is to provide an independent safety check and witness the amount of medication given.

Before medication is administered, the authorised person administering the medication and the witnessing member of staff must confirm:

- The identity of the child
- The medication to be administered

- The required dose
- The reason for administration, where relevant
- The time at which the medication is being administered
- When the previous dose was administered, where relevant
- That appropriate parental consent is in place
- That the medication is within its expiry date

The witnessing member of staff must observe the medication being measured and administered and confirm that the amount recorded reflects the amount given to the child.

Following administration, both the authorised person and the witnessing member of staff must sign or otherwise formally confirm the medication record.

Where the Nursery Manager or most senior member of the Management Team on site was not informed before administration, the authorised person who administered the medication must ensure that they are informed as soon as possible afterwards.

ONGOING AND EMERGENCY MEDICATION

Children with ongoing medical conditions may require regular or emergency medication whilst attending Holly Trees.

This may include inhalers, adrenaline auto injectors or other medication required as part of the management of an ongoing medical condition.

Where appropriate, an individual healthcare plan, risk assessment or other agreed medical arrangements will be put in place before the child attends or as soon as reasonably possible following diagnosis.

Parents and carers are responsible for ensuring that required medication:

- Is available to the nursery when required
- Is within its expiry date
- Is replaced before it expires or runs out
- Is provided in the appropriate original packaging
- Is accompanied by clear and current instructions

Emergency medication will be stored safely whilst remaining readily accessible to staff when required.

A child may be unable to attend Holly Trees where medication which is necessary for their safe care is unavailable, expired or cannot safely be administered.

MEDICATION REQUIRING SPECIALIST KNOWLEDGE OR TRAINING

Where medication or an associated medical procedure requires specific knowledge, instruction or training, Holly Trees must be satisfied that appropriate arrangements are in place before accepting responsibility for its administration.

Staff will not be expected to undertake a medical procedure for which they have not received appropriate information, instruction or training.

Where a child's medical needs cannot safely and reasonably be supported within the nursery environment, the Management Team will discuss this with the parent or carer and consider what appropriate arrangements can be made.

STORAGE AND STOCK CHECKS

All medication will be stored safely and appropriately in accordance with the manufacturer's instructions.

Medication requiring refrigeration will be stored appropriately and securely.

Emergency medication will be stored in a manner which allows prompt access when required whilst preventing inappropriate access by children.

Medication must not ordinarily be left in a child's bag or personal belongings where it could be accessed by children.

The nursery's stock of Calpol and Piriton will be routinely checked to ensure that:

- Medication remains within its expiry date
- Opening dates are recorded where required
- Medication is stored in accordance with the manufacturer's instructions
- Packaging and dosage information remain available and legible
- Medication is replaced when expired, no longer suitable for use or approaching the point at which replacement is required

The Management Team will ensure that responsibility for routine medication stock checks is appropriately allocated.

RECORDING MEDICATION ADMINISTRATION

Every dose of medication administered at Holly Trees must be recorded.

The record will include, as appropriate:

- The child's name
- The medication administered
- The dosage administered
- The reason for administration
- The date and time of administration
- When the previous dose was administered, where relevant
- The name and confirmation of the authorised person administering the medication
- The name and confirmation of the witnessing member of staff
- Any relevant observations or concerns

Parents and carers will be informed of medication administered during the nursery day.

REFUSAL, SPILLAGE OR UNCERTAINTY ABOUT THE DOSE ADMINISTERED

Where a child refuses medication, spits it out, medication is spilled, or there is uncertainty regarding how much medication has been successfully administered, staff must not automatically administer an additional dose.

The circumstances will be recorded and the parent or carer informed.

Where necessary, appropriate medical or pharmacy advice will be sought before any further dose is administered.

MEDICATION ERRORS

Where a medication error occurs or is suspected, including an incorrect dose, incorrect medication, medication administered to the wrong child or administration at an incorrect time, the Management Team must be informed immediately.

The child's health and wellbeing will be assessed and appropriate medical advice or emergency medical assistance will be sought where required.

Parents or carers will be informed as soon as possible.

The incident will be fully recorded and reviewed in accordance with Holly Trees procedures.

Any safeguarding, reporting or notification requirements arising from the incident will also be considered by the Management Team.

MANAGEMENT AUTHORITY

The Nursery Manager or senior member of the Management Team on duty has final responsibility for determining whether medication can be safely administered within the nursery environment.

Holly Trees reserves the right to decline to administer medication where:

- Appropriate consent has not been provided
- The medication or instructions are unclear
- Prescribed medication has not been appropriately prescribed, labelled or supplied
- The medication is expired or has been stored incorrectly
- Required training, healthcare information or arrangements are not in place
- Administration would fall outside the competence or reasonable responsibilities of staff
- There is uncertainty regarding whether administration would be safe
- The child's condition indicates that they are not well enough to attend or remain at nursery

Where Holly Trees is unable to safely administer medication which is necessary for the child's attendance, the child may be unable to attend until appropriate arrangements have been agreed.

The Nursery Manager or senior member of the Management Team on duty will have the final decision regarding the administration of medication and whether the child's health and medical needs can be safely supported at Holly Trees.

ACCIDENTS, INJURIES AND MEDICAL EMERGENCIES

Holly Trees recognises that minor accidents and injuries can occur as part of children's everyday play, learning and physical development.

All accidents and injuries will be responded to appropriately, taking account of the nature of the incident, the child's individual needs and presentation, and the level of concern identified by staff.

The child's immediate health, safety and wellbeing will always take priority.

IMMEDIATE RESPONSE TO AN ACCIDENT OR INJURY

Where a child sustains an accident or injury whilst attending Holly Trees, the member of staff caring for the child will carry out an immediate assessment and provide appropriate first aid where required.

Consideration will be given to:

- How the accident or injury occurred
- The apparent nature and severity of the injury
- The child's immediate response
- Any visible injury, swelling, bruising, bleeding or restriction of movement
- The level and persistence of any pain or distress
- Any change in the child's behaviour, responsiveness or usual presentation
- Whether the child is able to safely and comfortably continue their nursery day
- Whether further assessment, Management involvement, parental contact or medical assistance is required

Where an injury is significant, potentially significant or otherwise gives cause for concern, the Room Quality Lead and Management Team will be informed promptly.

MINOR ACCIDENTS AND INJURIES

Minor accidents and injuries which are consistent with everyday play and which do not give cause for concern will be appropriately treated, monitored and recorded.

Examples may include minor grazes, small bumps, superficial scratches or other low level injuries where the child remains well and is able to comfortably continue their nursery day.

Parents and carers will be informed of the incident in accordance with Holly Trees procedures, ordinarily during collection or handover on the same day where immediate contact is not considered necessary.

If the child's presentation changes or concerns develop following the initial assessment, the incident will be reassessed and escalated appropriately.

INJURIES REQUIRING PROMPT PARENTAL CONTACT

Parents and carers will be contacted promptly where an injury is significant or potentially significant, including where:

- Medical assessment or treatment may be required
- There is significant or persistent pain or distress
- There is substantial swelling, bruising or bleeding
- There is significant restriction or loss of movement
- The child is unable to comfortably participate in their normal nursery day
- The circumstances of the accident or injury give cause for concern

- The child's behaviour or presentation changes following the incident
- Management considers that the parent or carer should be informed immediately

Depending upon the circumstances, parents or carers may be asked to collect the child and seek appropriate medical assessment.

SUSPECTED FRACTURES, DISLOCATIONS AND SIGNIFICANT INJURIES

Holly Trees staff are not responsible for diagnosing fractures, dislocations or other significant injuries.

Where the circumstances of an accident, the child's presentation or the nature of the injury gives reasonable cause to suspect a fracture, dislocation or other significant injury, the child will not be expected to continue participating in their normal nursery day.

The child will be kept as comfortable as possible, appropriate first aid will be provided and unnecessary movement of the affected area will be avoided.

The Management Team will be informed immediately.

The parent or carer will be contacted and required to collect the child for appropriate medical assessment unless the circumstances require urgent or emergency medical assistance.

Where there is concern that moving the child, waiting for parental collection or transporting the child without medical support could place them at further risk, emergency medical assistance will be sought.

Where an injury subsequently results in a fracture, cast, significant restriction of movement, surgery, hospital treatment or another significant period of recovery, the child's return will be managed in accordance with the Returning to Nursery Following a Significant Injury section of this policy.

HEAD INJURIES

Holly Trees takes all head injuries seriously.

Young children may sustain bumps to the head during ordinary play and physical development. Many of these will be minor and require no medical intervention. However, symptoms of a more significant head injury are not always immediately apparent.

For this reason, every head bump or suspected head injury must be assessed, appropriately recorded and brought to the attention of the Room Quality Lead or, in their absence, the next appropriately senior member of staff.

Parents or carers will also be telephoned following every head bump or head injury, regardless of how minor the injury initially appears.

The requirement to telephone a parent does not mean that every head injury requires collection.

INITIAL ASSESSMENT OF A HEAD INJURY

The member of staff caring for the child at the time of, or immediately following, a head bump must make an initial assessment.

This should consider:

- How the injury occurred
- The apparent force of the impact
- The area of the head affected
- Whether there is a visible mark, redness, swelling, cut or other injury
- The child's immediate reaction
- Whether the child lost consciousness or appeared unusually unresponsive
- The child's behaviour and responsiveness following the incident
- Whether the child is displaying pain, distress or other concerning symptoms
- Any other relevant circumstances surrounding the incident

The staff member's judgement remains an important part of the assessment. However, the final classification of the head injury must be reviewed by the Room Quality Lead.

Where the Room Quality Lead is absent, this responsibility passes to the next appropriately senior member of staff on site, which may be a member of Management.

CLASSIFICATION OF HEAD INJURIES

Head injuries will be considered according to their presentation and circumstances.

The categories below provide a practical reference point for staff. They are not intended to replace professional judgement or prevent escalation where something about the incident causes concern.

MINOR HEAD BUMP

A minor head bump is one where the circumstances, force of impact and child's presentation do not indicate a moderate, significant or emergency head injury.

Examples may include:

- A low-force bump or knock during ordinary play
- A minor collision with another child or object
- A small area of redness or minor superficial mark
- Brief upset immediately following the bump followed by the child quickly settling
- The child remaining alert, responsive and behaving normally
- No concerning neurological or physical symptoms
- No indication that the impact was of significant force

A small mark, redness or minor swelling does not, by itself, mean that the parent needs to collect the child or that the injury should be classified as moderate or significant.

Equally, the absence of a visible mark does not automatically mean that an impact is minor.

The nature of the impact, the child's presentation and any symptoms must always be considered together.

PARENT CONTACT FOLLOWING A MINOR HEAD BUMP

A parent or carer must be telephoned following every minor head bump.

Once the Room Quality Lead has reviewed the injury and is satisfied that it meets the minor threshold, they may make the telephone call directly. Management authorisation is not required before the Room Quality Lead makes a routine parent call for a minor head bump.

The parent or carer should be informed of:

- What happened, where known
- The area of the head affected
- Any visible mark, redness, swelling or other minor injury
- How the child responded immediately following the incident
- How the child is presenting at the time of the call
- That the child will continue to be appropriately monitored

Where the child remains well and the injury has been assessed as meeting the minor threshold, the Room Quality Lead will explain this assessment to the parent or carer, including the child's current presentation and the monitoring that will continue at nursery.

Holly Trees will not advise a parent or carer whether they should or should not collect their child solely on the basis of the injury having been classified as minor. The purpose of the telephone call is to provide the parent or carer with clear and accurate information so that they can decide whether they wish their child to remain at nursery or be collected.

Where the parent or carer chooses for the child to remain at nursery, Holly Trees will continue to monitor the child appropriately. If the child's presentation changes or any concern subsequently develops, the injury will be reassessed, escalated as appropriate, and the parent or carer contacted again.

The purpose of the telephone call is to ensure that the parent or carer is promptly informed of the head injury. It is not, by itself, an indication that Holly Trees considers the child medically unwell or unable to continue attending.

Every head bump requires a telephone call. A telephone call does not automatically require collection.

MONITORING FOLLOWING A MINOR HEAD BUMP

Following a minor head bump, the child will continue to be appropriately monitored.

Staff caring for the child should remain alert to any change in their presentation, including:

- Increasing or unusual distress
- Unusual tiredness or difficulty remaining appropriately alert
- Vomiting
- Changes in behaviour or responsiveness
- Problems with balance, movement or coordination
- Increasing pain
- Significant or increasing swelling
- Any other symptom or behaviour which causes concern

Where any concern develops, or where the child's presentation changes from the original assessment, the injury must be immediately re-escalated to the Room Quality Lead and Management Team.

The original classification of an injury as minor does not prevent it from being reclassified if circumstances change.

MANAGEMENT AWARENESS OF MINOR HEAD INJURIES

Management authorisation is not required for the Room Quality Lead to classify a head bump as minor or telephone the parent or carer.

However, Management must be informed of every head injury within the same nursery day, including those classified as minor.

This ensures that Management retains appropriate oversight of all head injuries occurring within the nursery without requiring the Management Team to make the initial decision or parent call for every minor incident.

Where Management becomes concerned about the circumstances of an injury, the child's presentation, a pattern of incidents or any other relevant matter, they may review the classification and determine whether further action is required.

MODERATE OR SIGNIFICANT HEAD INJURY

A head injury should be escalated beyond the minor pathway where the circumstances or child's presentation give greater cause for concern.

Examples may include:

- An impact considered harder or more forceful than an ordinary minor bump
- Significant or increasing swelling
- A notable bruise, lump, cut or other injury
- Persistent or significant pain
- The child remaining unusually distressed
- A fall from height or other mechanism of injury giving greater cause for concern
- A change in the child's usual behaviour or presentation
- Symptoms which are unusual for the child
- Any situation where the Room Quality Lead is not confident that the injury meets the minor threshold

The examples above are not exhaustive.

Where there is doubt, the injury must be escalated rather than assumed to be minor.

Management Escalation for Moderate or Significant Head Injuries

Where the Room Quality Lead considers a head injury to be moderate or significant, or is uncertain whether the minor threshold is met, the most senior member of the Management Team on site must be informed immediately.

Management will make the final judgement regarding the appropriate response.

This may include:

- Immediate parent or carer communication
- Requesting collection

- Continued or enhanced monitoring
- Recommending medical assessment
- Seeking medical advice
- Calling emergency medical services where appropriate
- Any other action necessary to protect the child's health and safety

For moderate or significant head injuries, the parent call will ordinarily be made by Management or by the member of staff Management specifically appoints to make the call.

SERIOUS OR EMERGENCY HEAD INJURIES

Where a child displays symptoms indicating a potentially serious head injury or the circumstances of the incident suggest that urgent medical attention may be required, the incident must be treated as a medical emergency.

Emergency warning signs may include, but are not limited to:

- Loss of consciousness
- Difficulty waking or maintaining consciousness
- A seizure or fit
- Repeated vomiting
- Significant confusion or unusual behaviour
- Problems with balance, walking, movement, speech or coordination
- Weakness in part of the body
- Significant bleeding which cannot be controlled
- Clear fluid or blood from the ears or nose following the injury
- A significant wound, depression or suspected skull injury
- A high-force mechanism of injury
- Rapid deterioration in the child's condition
- Any other symptom or circumstance giving serious concern about the child's immediate health

Where a serious or emergency head injury is suspected:

- The Management Team must be informed immediately.
- Appropriate first aid must be provided and emergency medical assistance sought without delay where required.
- The most senior member of Management on site will coordinate the response.
- Where that person is directly supporting the child, the next most senior appropriate member of staff, or another member of staff appointed by Management, will contact the parent or carer and/or emergency services as required.

Emergency treatment or contact with emergency services must never be delayed for the purpose of completing internal escalation or obtaining parental permission.

MEDICAL EMERGENCIES

The same principles of immediate care and Management oversight apply to any medical emergency occurring at Holly Trees, whether caused by an accident, injury, illness, allergic reaction or existing medical condition.

Where a child experiences a medical emergency:

- Appropriate first aid or immediate care will be provided
- The Management Team will be informed immediately
- The most senior member of the Management Team on site will coordinate the response
- Emergency medical assistance will be sought without delay where required
- The parent or carer will be contacted as soon as possible

Where the most senior member of the Management Team is directly supporting the child, they may appoint another appropriate member of staff to contact the parent or carer, emergency services or both.

The person making the call must provide the information available to them and follow any instructions given by the emergency services.

Emergency medical treatment will not be delayed while waiting for a parent or carer to arrive or for parental permission to be obtained.

AMBULANCE TRANSFER AND ACCOMPANYING A CHILD

Where an ambulance is called, parents or carers will be informed as soon as possible and asked to attend the nursery or receiving hospital, as appropriate.

Where emergency medical professionals determine that a child needs to be transported to hospital before their parent or carer arrives, Holly Trees will not delay necessary medical treatment or transportation while awaiting the arrival of the parent or carer.

Where a parent or carer is unable to arrive before the ambulance departs, Holly Trees will seek, wherever reasonably practicable, to arrange for a suitable and familiar member of staff to accompany the child until the parent or carer is able to take over their care.

The Management Team will make this decision based upon the individual circumstances of the emergency and a dynamic assessment of risk. Consideration will include:

- the age, individual needs and level of distress of the child;
- the nature and seriousness of the medical emergency;
- the child's communication needs and ability to engage with unfamiliar adults;
- the relationship between the child and the proposed accompanying member of staff;
- any advice provided by the attending emergency medical professionals;
- how quickly the parent or carer is expected to reach the child;
- the number, ages and needs of children remaining at the nursery;
- staffing available across the setting and whether staff can be safely redeployed or groups temporarily reorganised;
- the supervision, safeguarding and paediatric first-aid arrangements that must remain in place at the nursery; and
- whether the safety, security and quality of care of the children remaining at the nursery can continue to be maintained.

Normal statutory staffing ratios will be maintained wherever reasonably practicable. However, the EYFS recognises that, exceptionally, changes to ratios may be made where the quality of care and the safety and security of children are maintained. Where an emergency requires consideration of such an exceptional arrangement, the Management Team may therefore determine that a member of staff can accompany a child notwithstanding a temporary change to the nursery's normal staffing ratios.

Any such decision must be exceptional, proportionate to the circumstances and based upon a dynamic assessment that the remaining children can continue to be safely and appropriately supervised and cared for. The exceptional provisions within the EYFS must not be used to justify routine or avoidable understaffing.

At least one member of staff who holds a current full paediatric first-aid certificate will remain on the premises and available at all times while children are present, in accordance with the EYFS.

Where, following consideration of all reasonably available options, including the redeployment or temporary reorganisation of staff, the Management Team determines that releasing a member of staff would compromise the safety, security, safeguarding or adequate supervision of the children remaining at the nursery, Holly Trees may be unable to provide a member of staff to accompany the child.

In these circumstances, the child's transfer to hospital and any necessary emergency medical treatment will not be delayed. The child will be transferred into the care of the attending emergency medical professionals, and the parent or carer will be informed that they must attend the receiving hospital as soon as possible.

The Management Team will continue to liaise with the parent or carer and emergency medical professionals as appropriate and will provide relevant information necessary to support the child's immediate care.

Following the emergency, the circumstances and decisions made will be appropriately recorded, including the staffing arrangements considered, any exceptional temporary change to normal ratios, the rationale for the decision, contact with the parent or carer and any relevant advice or information provided by emergency medical professionals.

RECORDING ACCIDENTS, INJURIES AND MEDICAL EMERGENCIES

All accidents and injuries must be appropriately recorded in accordance with Holly Trees procedures.

This includes all head injuries, including those classified as minor.

Classification as a minor head bump affects the level and timing of escalation and parental communication. It does not remove the requirement to record the incident or inform the parent or carer on the same day.

Records will include, as appropriate:

- The date and time of the incident
- How and where the incident occurred
- The nature of the apparent injury
- The child's presentation following the incident
- First aid or other action taken
- Monitoring undertaken following the incident
- Any escalation to the Room Quality Lead or Management Team
- Whether and when the parent or carer was contacted
- Any advice or instructions provided to the parent or carer
- Whether medical or emergency assistance was sought
- The names of relevant members of staff involved in the response

Parents and carers will be informed of accidents and injuries in accordance with the communication requirements contained within this section and Holly Trees procedures.

Where parental acknowledgement of an accident or incident record is required, this will be completed in accordance with nursery procedures.

REVIEW FOLLOWING A SIGNIFICANT INCIDENT

Following a significant accident, injury or medical emergency, the Management Team will review the circumstances of the incident.

This may include consideration of:

- Whether existing risk assessments remain appropriate
- Whether changes to the environment, equipment or practice are required
- Whether additional staff guidance or training is required
- Whether safeguarding considerations arise
- Whether any statutory reporting or notification requirements apply
- Whether further communication with the child's parent or carer is required
- Whether any arrangements are required before the child can safely return to nursery

Where appropriate, the Management Team will take action arising from the review.

MANAGEMENT AUTHORITY

The Nursery Manager or most senior member of the Management Team on site has final oversight of the response to significant accidents, injuries and medical emergencies.

This includes determining, where appropriate:

- Whether parents or carers should be contacted immediately
- Whether a child can safely continue their nursery day
- Whether collection is required
- Whether medical assessment should be recommended
- Whether emergency medical assistance is required
- Whether additional monitoring or precautions are necessary
- Whether further Management review or reporting is required

RETURNING TO NURSERY FOLLOWING A SIGNIFICANT INJURY

Holly Trees recognises that following a significant injury, a child may require a period of recovery before they are able to safely return to the nursery environment.

A child's medical condition may improve sufficiently for them to begin returning to normal activities before they are able to safely manage the physical demands, activity levels and routines of an early years environment.

For this reason, a child who has sustained a significant injury will not automatically be able to return to their normal booked sessions.

Holly Trees will consider each child's circumstances individually and will only agree to a return where Management is satisfied that the child's attendance can be safely and reasonably supported.

INJURIES REQUIRING A RETURN TO NURSERY ASSESSMENT

The return to nursery process may be required where a child has:

- Sustained a fracture or broken bone
- Been placed in a cast, brace, medical boot, sling or other restrictive medical support
- Undergone surgery
- Received hospital treatment following a significant injury
- Experienced a significant restriction in their mobility or movement
- Sustained an injury which affects their ability to participate in their normal nursery day
- Been advised to restrict particular movements or activities during recovery
- Experienced another significant injury or period of recovery which gives Holly Trees reasonable concern regarding their safe attendance

Management may also require the return process where the individual circumstances of an injury give cause for concern, even where the injury does not fall specifically within one of the examples above.

IMMEDIATE RETURN FOLLOWING A SIGNIFICANT INJURY

A child who has sustained a significant injury, fracture or undergone surgery will not ordinarily be permitted to return immediately to their normal nursery sessions.

Similarly, the presence of a cast, brace, medical boot, sling or other medical support will prevent an automatic or immediate return to nursery.

This does not necessarily mean that a child must remain absent for the entire period that a cast or other medical support is required.

A child may be considered for return whilst still wearing a cast or other medical support once sufficient recovery has taken place and Holly Trees has completed its return to nursery assessment.

The purpose of this process is not to unnecessarily prevent a child from attending nursery. It is to ensure that the child's recovery can be safely supported within an active early years environment without

creating an unreasonable risk of further injury to the child or compromising the safe care of other children.

MEDICAL INFORMATION BEFORE RETURNING

Holly Trees may require appropriate medical information before considering a child's return following a significant injury.

Depending upon the circumstances, parents and carers may be asked to provide written information or confirmation from an appropriate medical professional regarding the child's recovery and any restrictions relevant to nursery attendance.

This may include information regarding:

- Whether the child is medically able to begin returning to an early years environment
- Mobility or movement restrictions
- Weight bearing restrictions where applicable
- Activities or movements which should be avoided
- Appropriate physical activity during recovery
- Any restrictions associated with a cast, brace, medical boot, sling or other support
- Pain or medication considerations
- Any relevant lifting, handling, toileting or personal care considerations
- Expected changes or progression during the child's recovery
- Any other information which may assist Holly Trees in assessing whether the child's needs can be safely supported

Parents and carers are responsible for providing Holly Trees with accurate and current information regarding the child's injury, treatment, recovery and any medical advice received.

Where the information available is insufficient for Holly Trees to safely assess the child's return, Management may require further clarification before attendance can resume.

MEDICAL CLEARANCE AND HOLLY TREES' ASSESSMENT

Medical confirmation that a child is medically able to return to nursery does not automatically mean that the child can immediately resume their normal Holly Trees sessions.

A medical professional is responsible for providing advice regarding the child's medical condition and recovery.

Holly Trees remains responsible for determining whether the child's needs can be safely accommodated within the particular nursery environment in which they will be attending.

Management will therefore consider medical information alongside the child's individual needs, their room environment, staffing arrangements, risk assessment and, where required, the outcome of transition sessions.

The final decision regarding attendance remains with Holly Trees.

RETURN TO NURSERY RISK ASSESSMENT

Before a child returns following a significant injury, Holly Trees may complete an individual return to nursery risk assessment.

The assessment will consider the child's individual circumstances and may include:

- The nature and location of the injury
- The child's stage of recovery
- Their current mobility and physical capabilities
- Any medical restrictions or recommendations
- Any cast, brace, medical boot, sling or other support being worn
- The child's ability to move safely around their room
- The physical layout of the nursery environment
- The age, mobility and activity levels of other children within the room
- The likelihood of accidental knocks, falls or physical contact
- Indoor and outdoor play
- Access to furniture, resources and play equipment
- Toileting and personal care arrangements
- Sleep and rest arrangements where relevant
- Transitions between different areas of the nursery
- Lifting or physical assistance requirements
- Emergency evacuation arrangements
- Pain, discomfort or fatigue
- Medication requirements where relevant
- The level of adult supervision and support required
- The impact of the proposed arrangements upon staffing ratios and supervision of other children
- Any reasonable adjustments which may enable the child to attend safely

The risk assessment will consider not only whether an individual activity can be made safe, but whether the child can safely manage the overall rhythm and environment of their nursery day.

THE NURSERY ENVIRONMENT

Holly Trees recognises that the suitability of a child's return cannot be determined solely by the nature of their injury.

The environment in which the child will be returning must also be considered.

For example, a child recovering from a fracture may be medically able to move around but may still be vulnerable to accidental contact within a busy room containing highly mobile children who are running, climbing, exploring and engaging in physical play.

Management will therefore consider the actual environment of the child's room, the activity and developmental needs of the other children attending, and whether the child's recovery can be safely accommodated within that environment.

Where the normal environment presents risks which cannot reasonably be reduced or managed, the child's return may need to be postponed or alternative arrangements considered.

INDIVIDUAL SUPPORT AND STAFFING RATIOS

Holly Trees will consider the level of support a child requires as part of the assessment of whether they can safely return following a significant injury.

Children will naturally receive appropriate support, reassurance and assistance from educators throughout their nursery day.

However, Holly Trees cannot ordinarily provide continuous one to one supervision or support to a child as a temporary arrangement following an injury where doing so would require an educator to be allocated exclusively to that child.

Allocating an educator exclusively to one child removes that educator from the staffing available to supervise and support the remainder of the room.

Holly Trees will not put arrangements in place which would compromise required staffing ratios, appropriate supervision, safeguarding arrangements or the safe and effective running of the nursery.

Where a child's recovery means that they require continuous individual supervision, physical assistance, protection from other children, support with mobility or another level of individual assistance which cannot be safely provided within the normal staffing arrangements of the room, the child may not yet be considered fit to return.

This does not mean that a child must be fully independent before returning.

Holly Trees will consider what reasonable and proportionate support can safely be provided within the normal operation and staffing of the nursery.

The child's needs will be considered individually through the return to nursery risk assessment and transition process.

Where the level of support required cannot be safely accommodated, the child's return may need to be postponed until their needs have reduced or alternative appropriate arrangements have been agreed.

Holly Trees will not reduce the level of supervision available to other children, compromise staffing ratios or place another child at increased risk in order to facilitate a child's return following an injury.

TRANSITION SESSIONS FOLLOWING A SIGNIFICANT INJURY

Where a child is being considered for return following a significant injury, fracture, surgery or period of restricted mobility, Holly Trees may require the child to complete a period of short transition sessions before returning to their normal booked sessions.

Transition sessions form part of Holly Trees' return to nursery assessment.

Their purpose is to allow the child to gradually readjust to the nursery environment and enable Management to assess whether the arrangements identified within the child's return to nursery risk assessment are safe and workable in practice.

LENGTH AND FREQUENCY OF TRANSITION SESSIONS

Transition sessions will ordinarily last approximately two to three hours rather than a full nursery day. The number, timing and duration of sessions will be determined by Management according to the individual child, their injury, stage of recovery and the nature of their usual nursery environment.

A child may be required to complete more than one transition session before progressing to longer or normal booked sessions.

Transition sessions may be gradually increased where appropriate.

There is no automatic entitlement to return to a full session after completing a particular number of transition sessions.

WHAT WILL BE ASSESSED DURING TRANSITION SESSIONS

During transition sessions, educators and Management will consider how the child manages within the normal rhythm and environment of their room, including:

- Their mobility and ability to move safely around the environment
- Their comfort levels and whether they display signs of pain, fatigue or distress
- Their ability to participate safely in normal play and learning experiences
- Their ability to manage routine transitions throughout the session
- Toileting, personal care and other physical support needs where relevant
- Their ability to access indoor and outdoor areas safely
- The impact of the activity and movement of other children around them
- The likelihood of accidental knocks, falls or further injury
- Whether any cast, brace, medical boot, sling or other medical support can be safely managed within the nursery environment
- The amount and frequency of adult assistance required
- Whether the support required can be provided within normal staffing arrangements without compromising ratios, supervision or the needs of other children

The child's return will be assessed according to how they manage in practice, rather than solely on how they are expected to manage before attending.

INCREASING ATTENDANCE

Following each transition session, Management will consider the child's presentation, observations made during the session, the effectiveness of the risk assessment and whether any additional risks or support needs have become apparent.

Management may decide to:

- Continue with transition sessions of a similar duration
- Increase the duration of the child's next session
- Introduce particular parts of the child's normal routine gradually
- Amend the child's risk assessment or return arrangements
- Request further medical information or clarification
- Postpone progression to longer sessions
- Determine that the child is ready to resume their normal booked sessions

Progression will be based on the child's individual recovery and demonstrated ability to participate safely. It will not be determined simply by the number of transition sessions completed.

The Nursery Manager or most senior member of the Management Team will make the final decision regarding when attendance can be increased and when the child can return to their normal booked sessions.

PARENT OR CARER AVAILABILITY DURING TRANSITION

During the transition period, a parent or carer must remain contactable and available to collect the child promptly should Holly Trees determine that the session needs to end earlier than planned.

Management may require a parent or carer to remain available for immediate collection, particularly during the child's initial transition session or where there remains uncertainty regarding how the child will manage within the nursery environment.

Immediate collection may be required where:

- The child experiences pain, significant discomfort or excessive fatigue
- The child becomes distressed or is unable to comfortably continue
- Their mobility or physical ability is different from that anticipated
- The child requires a level of individual support which cannot safely be provided within normal staffing arrangements
- The environment presents a greater risk of further injury than anticipated
- The child's condition or presentation changes
- The return to nursery risk assessment is no longer considered sufficient to safely manage the child's needs
- Management otherwise considers that continuing the session would not be in the child's best interests or could compromise their safety

Where a parent or carer cannot be available for prompt or immediate collection when this has been identified as a requirement of the child's transition arrangements, the transition session may need to be postponed.

RETURNING TO NORMAL BOOKED SESSIONS

Completion of transition sessions does not automatically guarantee that a child will be able to resume their normal booked attendance.

Where transition sessions demonstrate that the child is not yet able to participate safely within the nursery environment, requires continuous one to one support, or presents risks which cannot reasonably be managed, Holly Trees may postpone the child's return or maintain reduced attendance while their recovery continues.

Where Management is satisfied that the child can safely manage increased attendance, their sessions may be gradually extended until their normal booked attendance can resume.

During any period of transition sessions, reduced attendance or graduated return following an injury, the child's normal booked sessions will continue to be charged at the usual rate. Fees will not be reduced, refunded or credited because the child is attending for shorter periods as part of their return to nursery arrangements.

The child's nursery place and usual booked sessions remain reserved for them throughout this period. Transition or reduced sessions form part of the arrangements being put in place to support the child's safe return and do not constitute a temporary change to the child's normal booking or contracted attendance.

A return to normal booked sessions does not necessarily mean that all return arrangements or risk assessments will immediately end.

Reasonable restrictions, adjustments or monitoring may remain in place for as long as Management considers them necessary.

ONGOING REVIEW FOLLOWING RETURN

A child's return following a significant injury will remain under review for as long as Holly Trees considers necessary.

Educators and Management will continue to observe how the child manages within the nursery environment and whether the agreed arrangements remain appropriate.

The return arrangements may be reviewed where:

- The child experiences increased pain, discomfort or fatigue
- Their mobility or physical ability changes
- They require substantially more adult support than anticipated
- There are concerns regarding the safety of the child or others
- The child's medical advice or restrictions change
- A cast, brace or other medical support is changed or removed
- The child experiences a further injury or setback
- The existing risk assessment is no longer considered sufficient

Where concerns arise, Holly Trees may amend the child's risk assessment, reduce the duration of their sessions, require further transition sessions, request updated medical information or temporarily suspend attendance while the child's needs are reassessed.

PARENT AND CARER RESPONSIBILITIES

Parents and carers are expected to work openly and cooperatively with Holly Trees throughout the child's recovery and return.

Parents and carers must:

- Provide accurate and current information regarding the child's injury and recovery
- Inform Holly Trees of medical advice, restrictions or changes which may affect attendance
- Provide requested medical information where reasonably required to assess the child's safe return
- Inform Holly Trees of medication or pain relief relevant to the child's attendance
- Follow agreed return and transition arrangements
- Remain available for collection where required
- Inform Holly Trees promptly of any deterioration, further injury or change in the child's condition

Parents and carers must not withhold relevant information regarding an injury, medical restriction or recovery arrangement where that information could affect Holly Trees' ability to safely care for the child.

MANAGEMENT AUTHORITY AND FINAL DECISION

The Nursery Manager or most senior member of the Management Team will have the final decision regarding whether a child can safely return following a significant injury and when their normal booked attendance can resume.

In reaching this decision, Management may consider:

- Medical information available
- The child's individual needs and stage of recovery
- The return to nursery risk assessment
- The outcome of transition sessions
- The child's demonstrated ability to participate safely
- The physical environment of the child's room
- The activity and needs of other children within the room
- Staffing arrangements and required ratios
- The amount of individual support required
- The likelihood of further injury

- Any reasonable adjustments which can safely be made
- Any other relevant information or circumstances

Medical confirmation that a child is medically able to return, or a parent or carer's preference for the child to return, does not override Holly Trees' responsibility to determine whether the child's attendance can be safely and reasonably accommodated within the nursery environment.

Where Management is not satisfied that a child's return can currently be safely supported, attendance may be postponed, reduced or subject to further assessment until appropriate arrangements can be agreed.

The child's health, safety and wellbeing, the safety and appropriate supervision of other children, required staffing ratios and Holly Trees' ability to safely meet the child's needs will remain central to all decisions regarding return following a significant injury.

CHILDREN WITH ONGOING OR LONGER TERM MEDICAL NEEDS

Holly Trees is committed to supporting children with ongoing or longer term medical conditions to access nursery safely and participate as fully as possible in nursery life.

Children's medical needs vary considerably. Some conditions require no specific action during nursery hours, while others may require medication, monitoring, adjustments, specialist knowledge or a defined emergency response.

Holly Trees will consider each child's needs individually and will work collaboratively with parents, carers and, where appropriate, relevant healthcare professionals to determine the arrangements required to safely support the child.

The safety and wellbeing of the individual child, the safety of other children, appropriate supervision, staffing requirements and Holly Trees' ability to safely and consistently meet the child's needs will remain central to these arrangements.

INFORMING HOLLY TREES OF A MEDICAL CONDITION

Parents and carers must inform Holly Trees of any diagnosed or suspected medical condition which may be relevant to their child's care, safety or participation at nursery.

Sufficient information must be provided for Holly Trees to understand the condition and any implications for the child's attendance.

This may include:

- The nature of the condition
- Known symptoms and warning signs
- Known triggers
- Medication requirements
- Emergency medication or equipment
- Action required if symptoms occur
- Any activity or environmental considerations
- Relevant dietary or personal care requirements
- Advice provided by an appropriate medical professional
- Any other information relevant to the child's safe care

Where Holly Trees does not have sufficient information to understand or safely meet a child's medical needs, Management may require further information before the child begins or continues attendance.

INDIVIDUAL HEALTHCARE PLANS

An Individual Healthcare Plan provides staff with clear and consistent information about a child's medical needs and the arrangements required while they are attending Holly Trees.

The existence of a medical diagnosis does not, by itself, automatically mean that an Individual Healthcare Plan is required.

The determining factor will be whether the child's condition requires Holly Trees to take specific action, provide medical management or make individualised arrangements beyond its usual procedures during the child's attendance.

WHEN AN INDIVIDUAL HEALTHCARE PLAN WILL ORDINARILY BE REQUIRED

An Individual Healthcare Plan will ordinarily be required where a child's medical condition involves one or more of the following:

- Regular or emergency medication during nursery attendance
- Specific monitoring or observation of symptoms
- Recognition of particular warning signs which require staff action
- A defined response if the child's condition changes or deteriorates
- Emergency procedures specific to the child's condition
- Restrictions or modifications to physical activity, routines or other aspects of the nursery day which require specific arrangements beyond Holly Trees' usual procedures

- A food allergy, intolerance or other dietary-related medical need which requires medication, emergency action, specific monitoring or other individualised medical arrangements beyond Holly Trees' standard allergen and dietary procedures
- Specific personal care or physical support associated with the medical condition
- Reasonable adjustments specific to the child's medical needs
- Specialist equipment or medical devices
- Specific instructions from a medical professional which staff are required to follow
- Staff training or additional knowledge necessary to safely meet the child's needs
- Any other individualised medical arrangement which Management considers necessary for the child's safe attendance

Examples may include epilepsy, diabetes, a significant allergy requiring an individual emergency response, asthma requiring medication during nursery hours, a condition requiring prescribed emergency medication, or another medical condition which may require a specific response from staff.

WHERE AN INDIVIDUAL HEALTHCARE PLAN MAY NOT BE REQUIRED

A formal Individual Healthcare Plan will not ordinarily be required where a child's condition is stable and does not require Holly Trees to provide specific medication, medical monitoring, intervention, emergency action or individualised arrangements beyond the nursery's established procedures.

Examples may include:

- Stable eczema requiring no treatment or intervention during nursery hours
- A historical or ongoing diagnosis which remains relevant to the child's medical records but does not currently affect their care at nursery
- A food intolerance, allergy or dietary requirement which can be safely and fully managed through Holly Trees' established allergen and dietary procedures and does not require medication, individualised medical monitoring or a specific emergency response
- A minor ongoing condition which requires no specific action from staff and can be appropriately managed through another established nursery procedure

The child's medical information will still be appropriately recorded where an Individual Healthcare Plan is not required.

Parents and carers remain responsible for informing Holly Trees of any subsequent change which may affect the child's care.

MANAGEMENT DECISION

Where there is uncertainty regarding whether an Individual Healthcare Plan is required, the Nursery Manager or most senior member of the Management Team will make the final determination.

As a general principle:

Where Holly Trees needs to administer medication, undertake medical monitoring, recognise and respond to specific symptoms, follow an individual emergency response, make individualised adjustments beyond its normal procedures, or otherwise implement specific medical arrangements for a child, an Individual Healthcare Plan will ordinarily be required.

Management may require an Individual Healthcare Plan at any time where they reasonably consider one necessary to safely and consistently meet the child's needs.

Where a plan is required, Holly Trees may determine that the child cannot begin or continue attendance until sufficient information has been provided and appropriate arrangements are in place.

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN

Where an Individual Healthcare Plan is required, Holly Trees will work with the child's parent or carer and, where appropriate, relevant healthcare professionals to establish the arrangements necessary for the child's attendance.

The plan may include:

- Details of the child's condition
- Usual symptoms and presentation
- Known triggers
- Signs that the child's condition may be deteriorating
- Medication requirements
- Emergency medication or equipment
- Instructions regarding when and how action should be taken
- Emergency procedures
- Activities or circumstances requiring particular consideration
- Reasonable adjustments
- Relevant dietary or personal care arrangements
- Staff training requirements
- Parent and emergency contact arrangements
- Circumstances requiring collection or medical assistance
- Any other information necessary to safely and consistently support the child

The level of detail included will reflect the individual child's needs.

PRESCRIBED EMERGENCY MEDICATION AND ESSENTIAL MEDICAL EQUIPMENT

Where a child's Individual Healthcare Plan identifies prescribed emergency medication or medical equipment as necessary for their safe attendance, it must be available whenever the child attends Holly Trees.

Medication must be supplied in accordance with the medication requirements contained elsewhere within this policy and must be appropriately labelled, in date and available for use.

Essential medical equipment must be suitable for its intended purpose and provided in accordance with any arrangements agreed with Holly Trees.

Where essential prescribed emergency medication or equipment required for the child's safe attendance is not available, Holly Trees may refuse to accept the child into nursery or require collection until the required medication or equipment is available.

For example, where a child's emergency arrangements require prescribed adrenaline auto-injectors, the child cannot safely attend without the required medication being available.

This requirement exists because Holly Trees cannot knowingly accept responsibility for a child where staff would be unable to implement the agreed emergency response should it become necessary.

STAFF KNOWLEDGE AND TRAINING

Management will determine what information and training staff require in order to safely support a child with an ongoing medical condition.

Relevant members of staff caring for the child will be made aware of the information necessary to fulfil their responsibilities.

Where a child's medical needs require specialist or condition-specific training, Holly Trees must be given sufficient opportunity to ensure appropriate arrangements are in place.

Attendance may need to be postponed where:

- Required training has not yet been completed
- Sufficient appropriately trained staff are not available
- Holly Trees has not received sufficient information or instruction regarding the child's needs
- Management is not satisfied that the agreed arrangements can yet be safely implemented

Holly Trees will not expect staff to undertake medical procedures or responsibilities for which they have not received appropriate information, instruction or training.

REASONABLE ADJUSTMENTS AND SAFE ATTENDANCE

Holly Trees will work collaboratively with families and relevant professionals to consider reasonable adjustments which enable children with medical needs to safely access nursery and participate as fully as possible.

The nature of any adjustment will depend upon the individual child's needs.

Arrangements must also be capable of being delivered safely within the nursery environment, taking account of the child's needs, appropriate supervision, staffing arrangements, required ratios and the health, safety and wellbeing of all children attending.

Where a child's needs cannot immediately be safely accommodated, Management will work with the family to consider what further information, adjustments, support or arrangements may be required.

The existence of a medical condition will not, by itself, be a reason to prevent attendance. Decisions will be based upon the child's individual needs and the arrangements reasonably required to enable their safe care.

ASSESSING HOLLY TREES' ABILITY TO MEET A CHILD'S MEDICAL NEEDS

Holly Trees is committed to working collaboratively with families and relevant professionals to support children with ongoing and longer term medical needs wherever it is safe and reasonably possible to do so.

As part of this process, Management must also be satisfied that Holly Trees has the capability, appropriate arrangements and sufficiently trained staff to safely and consistently meet the individual child's medical needs.

Where a child's needs are complex or require significant additional arrangements, Holly Trees will consider what reasonable adjustments, training, equipment, professional advice, funding or other support may enable those needs to be safely accommodated.

This assessment may include consideration of:

- The nature and complexity of the child's medical needs
- The frequency and urgency of intervention that may be required

- The level of medical or technical knowledge required of staff
- Whether appropriate staff training can reasonably be obtained and maintained
- Any specialist equipment or environmental arrangements required
- The level and consistency of supervision or support required
- The effectiveness and practicability of reasonable adjustments
- Staffing and deployment arrangements
- The impact of the proposed arrangements upon the safe supervision and care of other children
- Any relevant advice from healthcare professionals, the Local Authority or other appropriate services
- Any other health, safety or operational considerations relevant to the child's safe care

The complexity of a child's medical condition will not, by itself, be a reason to determine that Holly Trees cannot meet their needs.

Holly Trees will first consider the child's individual circumstances and what reasonable steps and adjustments could enable their safe attendance.

However, there may be circumstances where, even after appropriate consultation and consideration of reasonable adjustments and available support, Management reasonably determines that the child's medical needs cannot be safely, appropriately and consistently met within the nursery setting.

Where this occurs, Holly Trees will communicate openly and sensitively with the child's parents or carers. Management will explain the particular needs or risks which Holly Trees considers it is unable to safely accommodate, the adjustments or alternatives that have been considered and, where appropriate, whether further professional advice, external support or alternative arrangements could enable the position to be reconsidered.

Where Holly Trees remains unable to safely meet the child's needs, Management will discuss this with the family and may advise that a setting with different or more specialist provision may be better able to meet the child's particular medical needs.

Any decision to restrict, postpone or determine that attendance cannot safely be provided will be made on an individual basis, having regard to Holly Trees' legal responsibilities, including its duty to make reasonable adjustments where applicable.

A decision will not be made solely because a child has a particular diagnosis, disability or medical condition.

CHANGES TO A CHILD'S MEDICAL NEEDS

Parents and carers must inform Holly Trees promptly of any change to their child's medical condition or the arrangements required to manage it.

This includes changes to:

- Diagnosis
- Symptoms or their frequency or severity
- Known triggers
- Medication
- Dosage or administration instructions
- Emergency medication or equipment
- Medical advice
- Activity restrictions
- Emergency response arrangements
- Personal care requirements
- Any other information relevant to the child's safe attendance

Parents and carers must not assume that information provided previously remains sufficient where the child's circumstances have subsequently changed.

Where a significant change occurs, Management may require the Individual Healthcare Plan and associated risk assessments to be reviewed before the child continues attendance.

Attendance may need to be temporarily postponed where Holly Trees requires additional medical information, staff training, medication, equipment or other arrangements before the child's changed needs can be safely supported.

MEDICAL EMERGENCIES RELATING TO AN ONGOING CONDITION

Where a child experiences symptoms associated with an ongoing medical condition, staff will follow the child's Individual Healthcare Plan and any agreed emergency arrangements.

The Management Team will be informed immediately where the child's condition requires urgent or emergency action.

Where emergency medical assistance is required, the emergency procedures contained within Section: Accidents, Injuries and Medical Emergencies will apply.

Necessary emergency treatment or contact with the emergency services will not be delayed while waiting for a parent or carer to arrive or for parental permission to be obtained.

Parents and carers will be contacted as soon as possible in accordance with the circumstances of the incident.

REVIEW OF INDIVIDUAL HEALTHCARE PLANS

Individual Healthcare Plans will remain under review for as long as they are required.

A plan may be reviewed:

- At intervals considered appropriate by Management
- Where the child's condition or needs change
- Following a change in medication or treatment
- Following updated medical advice
- Following a significant incident relating to the child's condition
- Where existing arrangements are no longer considered effective or appropriate
- Where staff identify new concerns
- At the reasonable request of the parent, Management or a relevant healthcare professional

Where changes are required, the revised arrangements must be communicated to relevant staff before they are relied upon.

Management may require updated medical information where this is necessary to ensure that the plan remains accurate and appropriate.

CONFIDENTIALITY AND SHARING MEDICAL INFORMATION

Information relating to a child's medical condition will be handled appropriately and with due regard to confidentiality.

However, information necessary to safely care for the child must be available to those members of staff who reasonably need it in order to fulfil their responsibilities.

This may include information regarding symptoms, medication, emergency procedures, restrictions, adjustments or other relevant aspects of the child's Individual Healthcare Plan.

Parents and carers should understand that Holly Trees cannot agree to withhold information from relevant members of staff where doing so could compromise the child's health, safety or appropriate care.

Medical information will only be shared to the extent reasonably necessary for the child's safe care or where Holly Trees is otherwise required or permitted to disclose information.

PARENT AND CARER RESPONSIBILITIES

Safe management of an ongoing medical condition requires open and timely communication between Holly Trees and the child's family.

Parents and carers are responsible for:

- Providing accurate and sufficiently detailed information regarding their child's medical needs
- Providing requested medical information where reasonably necessary
- Informing Holly Trees promptly of changes
- Supplying required medication and equipment
- Ensuring medication remains appropriately labelled and in date
- Following agreed healthcare arrangements
- Attending reviews or discussions where reasonably required
- Remaining contactable while their child attends nursery
- Responding promptly where collection or further medical action is required
- Not withholding information which could affect Holly Trees' ability to safely care for their child

Where parents or carers do not provide information, medication, equipment or cooperation reasonably required for Holly Trees to safely meet the child's medical needs, attendance may need to be postponed until appropriate arrangements are in place.

MANAGEMENT AUTHORITY

The Nursery Manager or most senior member of the Management Team will have final oversight of arrangements for children with ongoing or longer term medical needs.

Management will determine, where appropriate:

- Whether an Individual Healthcare Plan is required
- What information is necessary
- Whether further medical information or professional advice is required
- What staff training is necessary
- Whether required medication and equipment arrangements are sufficient
- What reasonable adjustments can safely and appropriately be implemented
- Whether Holly Trees has the capability, appropriate arrangements and sufficiently trained staff to safely and consistently meet the child's individual medical needs

- What reasonable adjustments, external support, training or other arrangements should be considered before determining that a child's needs cannot safely be accommodated
- Whether further professional or Local Authority advice should be sought where a child's needs are particularly complex
- Whether the child's needs can currently be safely supported
- Whether attendance needs to be temporarily postponed while necessary arrangements are established or reviewed

These decisions will be made on an individual basis, taking account of the child's needs, relevant professional information, the nursery environment, reasonable adjustments and Holly Trees' responsibilities towards all children in its care.

Holly Trees will make every reasonable effort to support children with ongoing medical needs. However, the nursery must ultimately be satisfied that it has the capability and appropriate arrangements to meet those needs safely, appropriately and consistently.

INFECTION PREVENTION AND HYGIENE

Holly Trees recognises that young children are particularly susceptible to the spread of infection and that the nature of an early years environment involves close contact between children, shared resources, personal care routines and frequent interaction with staff.

It is not possible to eliminate all risk of infection within a nursery environment. However, Holly Trees will take reasonable and proportionate measures to reduce the risk of infection spreading and to maintain a clean, hygienic and safe environment for children.

Effective infection prevention is a shared responsibility. Holly Trees will maintain appropriate procedures and standards within the nursery, while parents and carers are expected to support these arrangements by following the illness, exclusion and communication requirements contained within this policy.

HAND HYGIENE

Good hand hygiene is one of the most important measures for reducing the spread of infection.

Children will be supported, according to their age and stage of development, to develop appropriate handwashing habits and understand why keeping their hands clean is important.

Children will be encouraged and supported to wash their hands at appropriate points throughout the nursery day, including:

- After using the toilet
- Following nappy changing or personal care where appropriate
- Before eating or participating in food-related activities
- After contact with bodily fluids
- After coughing, sneezing or blowing their nose where practicable
- After activities which result in hands becoming visibly dirty
- At other times where staff consider handwashing appropriate

Staff will model good hand hygiene and support children to wash, rinse and dry their hands appropriately.

Staff will also maintain appropriate hand hygiene when undertaking personal care, food-related activities, cleaning, first aid and other tasks where there is an increased risk of contamination.

RESPIRATORY HYGIENE

Children will be supported, in a developmentally appropriate way, to develop good respiratory hygiene.

This includes encouraging children to:

- Cover coughs and sneezes appropriately
- Use tissues where appropriate
- Dispose of used tissues promptly
- Wash their hands following coughing, sneezing or nose wiping where practicable

Staff will model appropriate respiratory hygiene and provide children with the support they require according to their age and stage of development.

CLEANING AND ENVIRONMENTAL HYGIENE

Holly Trees will maintain appropriate cleaning arrangements throughout the nursery.

Particular attention will be given to areas and surfaces which are frequently touched or present an increased risk of contamination, including:

- Tables and frequently handled surfaces
- Door handles and other high-contact points
- Toilets and bathroom areas
- Nappy-changing and personal-care areas

- Food preparation and eating areas
- Frequently used toys and resources
- Shared equipment
- Other areas identified as requiring increased attention

Detailed cleaning frequencies, products and operational procedures will be managed through Holly Trees' cleaning schedules and associated health and safety procedures rather than prescribed within this policy.

Where infection levels increase or a particular contamination risk is identified, Management may increase cleaning frequency or introduce additional cleaning and disinfection arrangements.

TOYS, RESOURCES AND SOFT FURNISHINGS

Holly Trees recognises that shared toys and resources form an important part of children's play, learning and development.

Resources will therefore not ordinarily be unnecessarily restricted simply because children share them. Instead, appropriate cleaning and infection prevention measures will be used according to the nature of the resource and the level of risk.

Resources which become visibly contaminated with bodily fluids will be removed from children's use until they have been appropriately cleaned, disinfected where necessary, or disposed of.

Where a resource cannot be appropriately cleaned following contamination, it will not be returned to children's use.

MOUTHED RESOURCES

Holly Trees recognises that babies and young children placing toys and resources in their mouths is a normal part of their development and exploration.

Staff should not attempt to prevent developmentally appropriate mouthing simply for infection-control purposes.

However, resources known to have been placed in a child's mouth should, where practicable, be removed from shared circulation and appropriately cleaned before being returned to use.

Particular attention will be given to this practice within baby and younger children's rooms where mouthing resources occurs more frequently.

Where infection levels are increased, Management may introduce enhanced arrangements for the cleaning, rotation or temporary removal of shared resources.

NAPPY CHANGING, TOILETING AND PERSONAL CARE

Nappy changing, toileting and personal care will be managed in a manner which protects children's dignity while reducing the risk of cross-contamination and infection.

Appropriate arrangements will include:

- Using designated and suitable changing or personal-care areas
- Maintaining appropriate hand hygiene
- Cleaning changing surfaces appropriately between use
- Using appropriate personal protective equipment according to the task and anticipated exposure
- Safely disposing of nappies and contaminated waste
- Supporting children with appropriate hygiene following toileting
- Cleaning contaminated equipment or surfaces appropriately
- Taking reasonable measures to prevent contamination between personal-care areas and other areas of the nursery

Children will be supported to develop increasing independence in their own personal hygiene according to their age, ability and stage of development.

BLOOD, VOMIT, URINE, FAECES AND OTHER BODILY FLUIDS

All bodily fluids will be treated as potentially infectious and managed using appropriate infection prevention procedures.

Where an area, surface, resource or item becomes contaminated with blood, vomit, urine, faeces or another bodily fluid:

Children will be moved away from the affected area → access will be restricted → appropriate personal protective equipment will be used → the contamination will be safely cleaned and disinfected as appropriate → contaminated waste will be safely disposed of → appropriate hand hygiene will be completed → the area will only return to normal use once it is safe to do so.

Staff will follow Holly Trees' relevant cleaning, health and safety and hazardous-substance procedures when dealing with bodily fluids.

Specific cleaning products, concentrations and methods will be determined through the nursery's operational procedures rather than this policy.

PERSONAL PROTECTIVE EQUIPMENT

Appropriate personal protective equipment will be available for tasks where there is a foreseeable risk of exposure to bodily fluids or other contamination.

The type of personal protective equipment required will depend upon the task and level of anticipated exposure.

Personal protective equipment may be used when:

- Changing nappies or providing particular personal care
- Cleaning blood, vomit, urine, faeces or other bodily fluids
- Providing first aid where exposure to bodily fluids is reasonably anticipated
- Undertaking cleaning or disinfection requiring protective equipment
- Management determines that additional protection is appropriate because of a particular infection risk

The use of personal protective equipment does not replace appropriate hand hygiene or other infection prevention measures.

VENTILATION AND AIR QUALITY

Holly Trees recognises that appropriate ventilation contributes to maintaining a healthy nursery environment and can help reduce the transmission of respiratory infections.

The nursery will seek to maintain appropriate ventilation and air quality while also ensuring that the environment remains safe, secure and comfortable for children.

Ventilation arrangements may include the appropriate use of natural or mechanical ventilation according to the building, room, weather conditions and circumstances at the time.

Management may review or enhance ventilation arrangements where there is an increased prevalence of respiratory illness or another identified need.

ENHANCED MEASURES DURING INCREASED INFECTION OR AN OUTBREAK

Where there is an increase in cases of infectious illness, evidence of transmission within the nursery, a suspected or confirmed outbreak, or another heightened infection risk, Management may introduce additional infection prevention and control measures.

Measures will be proportionate to the circumstances and may apply to an individual room, a particular group of children or the nursery as a whole.

Enhanced measures may include:

- Increasing the frequency or intensity of cleaning and disinfection
- Reinforcing hand hygiene and respiratory hygiene measures
- Increasing the cleaning or rotation of shared toys and resources
- Temporarily removing or restricting resources which are difficult to clean effectively
- Reviewing ventilation and air circulation arrangements
- Reviewing activities, room arrangements or use of shared spaces
- Temporarily cohorting rooms or groups and restricting unnecessary movement between different areas of the nursery
- Temporarily requiring educators to remain primarily within their allocated room or area and limiting movement of staff between rooms, except where movement is necessary for the safe operation of the nursery
- Restricting access to the nursery kitchen and other food preparation areas to designated or essential personnel
- Reviewing how meals, resources, equipment and other items are transferred between rooms to reduce unnecessary cross-contact
- Temporarily limiting non-essential visitors, contractors or other persons entering affected areas
- Communicating additional precautions or requirements to affected families
- Reviewing the attendance of children who are symptomatic or where there are concerns regarding potential transmission
- Seeking advice from the Health Protection Team where appropriate
- Implementing additional measures recommended by public health or other relevant professionals

TEMPORARY COHORTING AND MOVEMENT RESTRICTIONS

Where temporary cohorting or movement restrictions are introduced, their purpose is to reduce unnecessary contact between different groups and limit the opportunity for infection to spread from one area of the nursery to another.

For example, where increased infection is concentrated within one room, Management may temporarily require the children and educators within that room to operate as a more contained group and reduce unnecessary movement of staff between that room and other areas.

Similar restrictions may be applied to the kitchen, food preparation areas and other shared operational spaces, with access limited to designated personnel where Management considers this appropriate.

These arrangements may be introduced, amended or withdrawn by Management according to the nature and extent of the infection risk.

Any restriction on staff movement will remain subject to Holly Trees' overriding responsibilities for safe staffing, required ratios, safeguarding and emergency response. Staff will not be prevented from moving between areas where their presence is necessary to protect a child or maintain the safe operation of the nursery.

MANAGEMENT OF A SUSPECTED OUTBREAK

Where Management identifies a pattern or number of cases which may indicate an outbreak or otherwise gives cause for concern, the circumstances will be reviewed.

Management will consider:

- The number and nature of cases
- Whether cases are concentrated within a particular room or group
- The timing and apparent pattern of illness
- The potential for further transmission
- Whether enhanced infection prevention measures are required
- Whether affected families need additional communication
- Whether advice should be sought from the Health Protection Team
- Whether any additional measures recommended by relevant public health professionals should be implemented

The existence of more than one illness within the nursery does not automatically mean that an outbreak has occurred or that the Health Protection Team must be contacted.

The circumstances will be considered in accordance with the illness-specific requirements and Health Protection Team escalation arrangements contained earlier within this policy.

PARENT AND CARER RESPONSIBILITIES

Parents and carers play an important role in protecting the wider nursery community from avoidable infection.

Parents and carers are expected to:

- Inform Holly Trees promptly where their child has been diagnosed with, or is reasonably suspected of having, an infectious illness
- Provide accurate information regarding symptoms, diagnosis and relevant medical advice
- Follow the exclusion and return requirements contained within this policy
- Not knowingly bring a child to nursery where they are unwell or where attendance is inconsistent with the requirements of this policy
- Inform Holly Trees of relevant infectious illness within the household where this may have implications for the nursery and advice has been requested
- Follow reasonable additional infection prevention arrangements communicated by Management during an outbreak or period of increased infection
- Collect their child promptly where Holly Trees determines that they are not well enough to remain at nursery

Parents and carers must not knowingly withhold relevant information regarding infectious illness where doing so could place other children or staff at avoidable risk.

The requirements elsewhere within this policy relating to children being brought to nursery while knowingly unwell, including the administration of medication before attendance, continue to apply.

COMMUNICATION DURING INCREASED INFECTION

Where there is a significant increase in infection, a confirmed outbreak or another circumstance which Management considers families should reasonably be made aware of, Holly Trees may communicate with affected parents and carers.

Information shared may include:

- The nature of the infection or illness where known
- Symptoms families should be aware of
- Relevant exclusion or attendance requirements
- Additional infection prevention measures introduced by Holly Trees
- Actions families are being asked to take
- Relevant public health advice where appropriate

Holly Trees will respect the confidentiality of individual children and families and will not ordinarily identify an affected child when communicating information about infection within the nursery.

MANAGEMENT AUTHORITY

The Nursery Manager or most senior member of the Management Team will have oversight of infection prevention arrangements within the nursery.

Management may determine:

- Whether enhanced infection prevention measures are required
- Which rooms, groups or areas those measures should apply to
- Whether temporary cohorting or movement restrictions should be introduced
- Whether staff movement between rooms should be temporarily reduced
- Whether access to kitchens or other shared operational areas should be restricted
- Whether cleaning, resource management or ventilation arrangements should be enhanced
- Whether additional communication with families is required
- Whether advice should be sought from the Health Protection Team or another relevant professional
- When enhanced measures can be reduced or withdrawn

Decisions will be proportionate to the nature and extent of the identified infection risk and will take account of the health, safety and wellbeing of children and staff, required staffing ratios, safeguarding responsibilities and the safe operation of the nursery.

Holly Trees may introduce additional reasonable and proportionate infection prevention measures where Management considers them necessary to protect the wider nursery community.

NOTIFICATIONS, REPORTING AND RECORD KEEPING

Holly Trees recognises that appropriate recording, internal escalation and external reporting form an important part of maintaining children's safety and ensuring accountability following significant incidents.

Records and notifications will be completed in accordance with the nature of the incident, Holly Trees' procedures and applicable statutory requirements.

Not every accident, illness, injury or medical event will require external notification. Where an external reporting requirement may apply, Management will consider the circumstances of the individual incident and determine what action is required.

INTERNAL RECORDING

Appropriate records will be maintained for incidents and arrangements covered by this policy.

Depending upon the circumstances, these may include records relating to:

- Accidents and injuries
- Head injuries
- First aid provided
- Illness occurring during nursery attendance
- Medication administered
- Allergic reactions or other medical events
- Medical emergencies
- Individual Healthcare Plans
- Return to nursery risk assessments following significant injury
- Relevant discussions or communications with parents and carers
- Advice received from healthcare, public health or other relevant professionals
- External notifications or reports made by Holly Trees

Detailed recording requirements relating to accidents, injuries and medication are contained within the relevant sections of this policy and Holly Trees' associated procedures.

Records will be completed accurately and as soon as reasonably practicable following the relevant event.

INFORMING PARENTS AND CARERS

Parents and carers will be informed of accidents, injuries, illness and medical events in accordance with the requirements contained within this policy.

Where a child sustains an accident or injury while in Holly Trees' care, parents or carers will be informed on the same day or as soon as reasonably practicable.

The method and timing of communication will reflect the nature and severity of the incident.

For example, a minor incident may ordinarily be communicated during collection or handover, whereas a significant injury, medical concern or emergency may require immediate telephone contact.

Nothing within this section changes the specific parent communication requirements established elsewhere within this policy, including the head injury procedures contained within Section 10.

NOTIFICATION TO OFSTED

Holly Trees will comply with its statutory responsibilities to notify Ofsted of serious accidents, illnesses, injuries or deaths involving children while in its care.

Where a child experiences a serious accident, illness or injury while attending Holly Trees, Management will assess whether the circumstances meet the threshold for notification to Ofsted.

Where notification is required, Holly Trees will inform Ofsted as soon as reasonably practicable and, in any event, within the applicable statutory timeframe.

Not every accident, injury, hospital attendance or episode of illness automatically requires notification to Ofsted.

The Nursery Manager or appropriately authorised senior member of Management will determine whether the applicable notification threshold has been met.

Where Management is uncertain whether notification is required, Holly Trees will seek appropriate advice rather than assume that no notification is necessary.

OFSTED REPORTING QUICK REFERENCE

Report: Serious accident, illness or injury to, or death of, a child while in Holly Trees' care where the statutory notification requirement applies.

Reporting timeframe: As soon as reasonably practicable and within the applicable statutory timeframe.

Telephone: 0300 123 1231

Email: enquiries@ofsted.gov.uk

Statutory notification: Use Ofsted's designated online notification service or form where applicable.

Management rule: Where there is uncertainty about whether the notification threshold has been met, escalate internally and seek advice rather than assume that notification is unnecessary.

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS

Holly Trees will comply with its responsibilities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations where applicable.

Not every accident involving a child is reportable. A serious injury, broken bone or visit to hospital does not, by itself, automatically mean that a report must be made.

For an accident involving a child, Management should ordinarily apply the following two-part test.

THE TWO-PART REPORTING TEST FOR A CHILD

1. Did the accident arise out of or in connection with how Holly Trees operated, organised or managed the nursery, activity or environment?

This may include circumstances where the accident was caused or contributed to by:

- The condition or maintenance of the premises
- Defective, unsuitable or poorly maintained equipment
- The way equipment was provided or used
- Inadequate supervision
- The way an activity was organised or managed
- A failure to implement an identified safety measure
- Another aspect of Holly Trees' work activity or management of the environment

AND

2. Was the child taken directly from the scene of the accident to hospital for treatment of the injury?

If the answer to both questions is yes, the incident is likely to require reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations and must be escalated to the appropriate senior Management representative for confirmation and reporting.

Examination, observation or diagnostic tests alone do not necessarily constitute treatment for this purpose.

PRACTICAL EXAMPLES

Example 1| ordinarily reportable

A child falls from nursery equipment because part of the equipment is defective, sustains a significant injury and is taken directly from Holly Trees to hospital for treatment.

Why? The condition of the nursery's equipment contributed to the accident and the child was taken directly to hospital for treatment.

Example 2| ordinarily reportable

A child sustains an injury during an activity where the required level of supervision was not provided and is taken directly from Holly Trees to hospital for treatment.

Why? The way the activity was supervised contributed to the accident and the hospital-treatment requirement is met.

Example 3| not ordinarily reportable

Two children accidentally collide while running during appropriately supervised outdoor play. One child fractures their arm and is taken directly to hospital.

Why? Although the injury is serious and the child went to hospital, there is nothing to indicate that the accident resulted from the premises, equipment, supervision or the way Holly Trees organised the activity. It arose from the ordinary risks associated with children's play.

Example 4| not ordinarily reportable

A child has a seizure or asthma attack at nursery because of an underlying medical condition and is taken to hospital.

Why? The hospital attendance resulted from the child's medical condition rather than an accident arising out of or in connection with Holly Trees' work activity.

Example 5| not ordinarily reportable

A child bumps their head and Management recommends hospital assessment as a precaution. The child is examined and discharged without treatment for an identified injury.

Why? Precautionary hospital attendance or diagnostic examination does not, by itself, satisfy the treatment requirement.

WHERE A CHILD GOES TO HOSPITAL LATER

Where a child has an accident at Holly Trees, leaves the nursery and is later taken to hospital by their parent or carer, this will not ordinarily satisfy the requirement that the child was taken directly from the scene of the accident to hospital.

This does not mean that Holly Trees will disregard the incident.

Internal accident recording, Management review, safeguarding considerations and any separate Ofsted notification requirements will still be considered where relevant.

STAFF INJURIES

The two-part test above applies specifically to children and other people who are not at work.

Different Reporting of Injuries, Diseases and Dangerous Occurrences Regulations thresholds apply to employees and other workers, including certain specified injuries, occupational diseases and injuries resulting in more than seven consecutive days' incapacity.

Management will therefore assess staff incidents separately under the applicable reporting requirements.

HEALTH AND SAFETY EXECUTIVE | REPORTING QUICK REFERENCE

For an accident involving a child, ask:

1. Did something about Holly Trees' premises, equipment, supervision, organisation or management of the activity contribute to the accident?

AND

2. Was the child taken directly from the scene to hospital for treatment of the injury?

YES + YES → Escalate for Reporting of Injuries, Diseases and Dangerous Occurrences Regulations consideration.

NO to either → The child accident will not ordinarily be reportable under this route.

Important: A serious injury or hospital attendance alone does not make an incident reportable.

Reporting method: Health and Safety Executive online reporting service.

Telephone reporting: Used only in the circumstances permitted by the Health and Safety Executive.

Reporting timeframe: Within the applicable statutory timeframe for the type of reportable incident.

Who reports: The appropriately authorised responsible person on behalf of Holly Trees.

If uncertain: Do not guess. Escalate internally and obtain appropriate advice before deciding that no report is required.

HEALTH PROTECTION TEAM AND INFECTIOUS DISEASE REPORTING

Holly Trees will seek advice from or notify the relevant Health Protection Team where required or appropriate.

The circumstances in which Health Protection Team involvement may be necessary are addressed within the infectious illness and outbreak provisions contained elsewhere within this policy.

The existence of an infectious illness within the nursery does not automatically require external notification.

Management will consider the illness, number and pattern of cases, applicable public health guidance and any other relevant circumstances when determining whether advice or notification is required.

UK HEALTH SECURITY AGENCY | EAST OF ENGLAND HEALTH PROTECTION TEAM QUICK REFERENCE

Area: Essex / East of England

Telephone: 0300 303 8537

Email: eastofenglandhpt@ukhsa.gov.uk

Out of hours: 0300 303 8537

When to contact: In accordance with the illness-specific escalation requirements in Section 8, where a suspected outbreak or other health protection incident requires notification or professional advice.

Reporting timeframe: Depends upon the infection or incident. Where the policy or public health guidance identifies urgent notification, Management should contact the Health Protection Team promptly.

Management rule: The presence of an infectious illness does not automatically mean the Health Protection Team must be contacted. Apply the specific triggers contained within Section 8 and seek advice where the position is uncertain.

SAFEGUARDING CONCERNS ARISING FROM AN INJURY OR MEDICAL PRESENTATION

An accident, injury, illness or medical presentation may, in some circumstances, raise a safeguarding concern.

This may include circumstances where:

- An injury is unexplained or the explanation provided is inconsistent with the injury observed
- There are repeated or concerning patterns of injury
- Information provided by a parent or carer gives rise to a safeguarding concern
- There are concerns regarding a child's access to necessary medical care
- Relevant medical information appears to have been deliberately withheld in circumstances which may place the child at risk
- Staff otherwise identify circumstances which may indicate abuse, neglect or another safeguarding concern

Where a safeguarding concern arises, staff must follow Holly Trees' safeguarding procedures and inform the Designated Safeguarding Lead or appropriate safeguarding lead without delay.

The requirements of this policy do not replace or limit Holly Trees' safeguarding responsibilities. Where both safeguarding and external reporting requirements apply, Management will ensure that each is appropriately considered.

SAFEGUARDING QUICK REFERENCE

Internal escalation: Designated Safeguarding Lead or, in their absence, the appropriate Deputy Designated Safeguarding Lead.

Timeframe: Immediately. Safeguarding concerns must not be held until the end of the day or delayed while other reporting decisions are considered.

External referral: Follow Holly Trees' Safeguarding Policy and current Local Authority safeguarding referral arrangements.

Important: An Ofsted, Health Protection Team or health and safety notification does not replace a safeguarding referral where safeguarding concerns are also present.

EXTERNAL ADVICE AND PROFESSIONAL LIAISON

Depending upon the nature of an incident, Holly Trees may seek information, advice or assistance from an appropriate external organisation or professional.

This may include, where relevant:

- Ofsted

- The Health Protection Team
- The Health and Safety Executive
- Healthcare professionals
- Emergency services
- The Local Authority
- Safeguarding partners or services
- Another relevant regulatory or professional body

Seeking advice does not necessarily mean that Holly Trees considers a statutory reporting threshold to have been met.

Where Management is uncertain about its responsibilities following a significant incident, Holly Trees will seek appropriate advice rather than assume that no notification, report or further action is required.

RESPONSIBILITY FOR EXTERNAL NOTIFICATIONS

Staff members must promptly escalate significant accidents, injuries, illnesses, medical incidents and other concerns through Holly Trees' internal Management procedures.

Individual educators and Room Quality Leads are not expected to independently determine statutory reporting requirements or make regulatory notifications on behalf of Holly Trees unless specifically authorised to do so.

The Nursery Manager or another appropriately authorised senior member of Management will determine whether an incident meets an external reporting or notification threshold and will ensure that any required notification is completed within the applicable timeframe.

Where necessary, the matter may be escalated within Holly Trees' senior leadership structure before a notification is submitted.

Nothing within this requirement prevents a member of staff from exercising any individual legal or safeguarding right or responsibility they may have to raise a concern with an appropriate external body.

RECORDS OF EXTERNAL NOTIFICATIONS

Where Holly Trees makes a statutory notification or external report, an appropriate record will be retained.

This may include:

- The incident giving rise to the notification
- The organisation or authority notified
- The date the notification or report was made
- The person responsible for making it
- Information supplied
- Any reference number or acknowledgement received
- Advice or instructions provided in response
- Subsequent action taken by Holly Trees

Detailed record-retention periods will be governed by Holly Trees' applicable records management and data-retention arrangements rather than duplicated within this policy.

MANAGEMENT OVERSIGHT

The Nursery Manager or appropriately authorised senior member of Management will have oversight of statutory notifications and external reporting arising under this policy.

Management will ensure, where applicable, that:

- Relevant information has been appropriately recorded
- Parents and carers have been informed in accordance with this policy
- Safeguarding implications have been considered
- Applicable Ofsted notification requirements have been considered
- Reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations have been considered
- Health Protection Team involvement has been considered where relevant
- Required external notifications are completed within applicable statutory timescales
- Advice is sought where the reporting position is uncertain
- Appropriate records of notifications and subsequent actions are maintained

Internal recording of an incident does not replace any external notification or reporting requirement that may also apply. Equally, the fact that an incident does not meet an external reporting threshold does not remove Holly Trees' responsibility to appropriately record, review and respond to the incident internally.

Version	Updated	By	Authorisation Status
1.0	08/2026	Director	