



Sickness Policy



1	Summary	Sickness Policy			
2	Responsible person	Margaret Dennis			
3	Accountable SLT member	Caroline Knight			
4	Applies to	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
5	Who has overseen development of this policy	Caroline Knight, Margaret Dennis and Governors			
6	Who has been consulted and recommended policy for approval	Senior Leaders			
7	Approved by and date	September 2024			
8	Version number	4			
9	Available on	Every	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Trust website Academy website SharePoint	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N
10	Related documents (if applicable)	Administrating medicines policy			
11	Disseminated to	<input type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
12	Date of implementation (when shared)	September 2024			
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			



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1. Introduction

- 1.1. This policy represents the agreed procedures for sickness in children in the pre-nursery setting.

2. Aim of the policy

- 2.1. The aim is to ensure all children are well enough to attend nursery. It provides procedures to follow for any child who becomes ill during the nursery session.

3. Implementation of the policy

- 3.1. The pre-nursery manager is not allowed to admit onto the premises any child who appears to be suffering from an infectious or contagious illness or disease. Any child who has a sore throat, discharge from the eyes or nose, sickness, diarrhoea or any contagious/infectious illness should be kept at home until they are fully recovered or 48 hours have elapsed since the last outbreak. Parents/carers are asked to not bring children who are unwell into the pre-nursery as they will be sent home upon arrival.
- 3.2. Parents/carers are required to keep the nursery informed of any changes to phone numbers so they can be reached in the event of an accident or sudden illness. However, since it may sometimes be impossible to find a parent/carer in an emergency, parents/carers are required to provide the pre-nursery manager or Head of School with signed permission for her/him to act in their absence if their child requires immediate hospital treatment. This is signed on the Registration Form that parents/carers complete during home visits or visits to nursery.
- 3.3. If a child were suddenly taken ill, a member of staff would be allocated to taking care of the child. Another staff member would contact the parent/carer to come and collect immediately. A quiet corner with a blanket and pillow would be prepared in the setting and a staff member would stay with the child until the parent/ carer came to collect.
- 3.4. If a child becomes seriously ill or injured during his/her attendance at the nursery, the nursery reserves the right to call for emergency assistance and, if necessary, remove him/her to hospital and give permission for emergency treatment to be administered. If we have to take a child to hospital as a result of an illness or accident, we will do our utmost to inform parents/carers immediately (using the details on the Registration Form). It is therefore vital



that this information is kept up to date. Parents/carers are asked to inform the Pre-Nursery Manager of any changes to these details as soon as possible.

- 3.5. Parents/carers are asked to inform us as soon as possible if their child will be absent for a period of time due to illness.
- 3.6. All accidents are reported on Accident Forms which are upload onto Every. Parents/carers are given a copy in the event of their child having an accident at the end of the day the accident occurred. In some cases parents/carers are contacted immediately after the accident for example a bump to the head.