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Staff Illness Policy

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Written by	Gina Backhouse
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Introduction

As an Ofsted registered childcare provider we meet the statutory requirements of the Early Years Foundation Stage (EYFS 2014) as well as legislation Equality and Human Rights Commission and United Nations Convention on the Rights of the Child (1992). To this end, we have developed a policy that sets out how we will respond if a child, parent or member of staff become ill at our setting. This policy meets the EYFS specific requirements 'Providers must have procedures for instances in which a child receives minor injuries or becomes ill whilst on the premises'; 'If someone on the premises contracts a notifiable disease, the Local Health Protection Unit will be able to provide advice on any action or precautions that need to be taken'.

Policy

It is our policy to keep children safe when they are in our care, promote good health and take necessary steps to prevent the spread of infection within our childcare setting.

If there is a child in our setting who becomes ill whilst in our care, or whom I believe has an infectious illness or disease (for example vomiting or diarrhoea) we will;

- Contact the parents as agreed to arrange for the immediate collection of the child
- Ensure the child is excluded from our setting until they have been well for **48 hours**, in accordance with Health Authority guidelines.

If a parent becomes ill, we will take every effort to make them comfortable in a safe place, and call for someone to collect them and take them home. If we deem they are very ill we will call an ambulance and a member of staff will accompany them to the hospital. We will follow procedure for 'If a child is not collected from our setting' and contact the people on the child's contact form. A member of staff will stay with the child until they are collected by a responsible adult.

If a member of staff becomes ill, we will take every effort to make them comfortable in a safe place, and call for someone to collect them and take them home. If we deem they are very ill we will call an ambulance and another member of staff will accompany them to the hospital. We will call in extra staff if necessary to care for the remaining children in the setting. We will ensure that the staff ratios are adhered to as quickly as possible.

If we believe a member of staff in our setting is suffering from a notifiable disease, identified as such in the Public Health (Infectious Diseases) Regulations 1988, we will act on advice given by the Health Protection Agency (details of which can be found at www.hpa.org.uk) and inform OFSTED of any action taken.

Procedure

We will make staff aware of our sickness exclusion policy and keep a record of the arrangements for the exclusion of a member of staff should they become ill whilst in our setting.

We will immediately clean up any spillage of body fluids using a disposable cloth and gloves.

Conclusion

We will take every precaution to ensure the safety of children and staff whilst in our care; this includes the spread of infectious illnesses.

Signed _____ (Director and registered person)

Date _____

Signed _____ (Director and registered person)

Date _____



Notifiable Diseases List

Diseases notifiable (to Local Authority Proper Officers) under the Health Protection (Notification) Regulations 2010:

- Acute encephalitis
- Acute meningitis
- Acute poliomyelitis
- Acute infectious hepatitis
- Anthrax
- Botulism
- Brucellosis
- Cholera
- Diphtheria
- Enteric fever (typhoid or paratyphoid fever)
- Food poisoning
- Haemolytic uraemic syndrome (HUS)
- Infectious bloody diarrhoea
- Invasive group A streptococcal disease and scarlet fever
- Legionnaires' Disease
- Leprosy
- Malaria
- Measles
- Meningococcal septicaemia
- Mumps
- Plague
- Rabies
- Rubella
- SARS
- Scarlet fever
- Smallpox
- Tetanus
- Tuberculosis
- Typhus
- Viral haemorrhagic fever (VHF)
- Whooping cough
- Yellow fever

As of April 2010, it is no longer a requirement to notify the following diseases: dysentery, ophthalmia neonatorum, leptospirosis, and relapsing fever.