Roxbourne Primary School

Roxbourne School Based Nursery

Sickness Policy

Author	Headteacher
Link Governor (if applicable)	N/A
Review Cycle	Annually
Approved By	The Headteacher
Date of Review	July 2026
Date of Next Review	July 2027
Requirement	Statutory

Roxbourne Primary School Based Nursery aims to provide the highest quality education and care for all our children. Our priority is the health and well-being of all children and staff.

Part 1: Reporting Absence

All schools are required to keep an attendance register and all pupils must be placed on this register. The attendance register will be taken at the start of the first session of each school day and once during the afternoon session.

The register for the morning register will be taken at the following times:

• Nursery – from 09:00 until 09:10

The register for the afternoon register will be taken at the following times:

• Nursery – from 13:00 until 13:10

Inform the school of your child's first day of absence and every day of absence thereafter.

Please use the following methods to inform the school:

• Call: 0208 422 9207

• Email: office@roxbourneprimaryschool.co.uk

Part 2: Illness / Infection Control

Common Childhood Illnesses & Exclusion Rules (Guidance from Public Health Agency)

We have sought guidance from the local and national health authorities, some GP's and a number of childcare settings in the borough. Using all the research gathered we have devised our own policy for our setting regarding all the illnesses and diseases commonly diagnosed in the UK.

Infection / Illness	Public Health/School Exclusion Period Required
Diarrhoea and/or Vomiting	Strict **48 hours** from the *last* episode of sickness or diarrhoea.
High Temperature (Fever)	Must remain home until the fever has subsided naturally for 12 hours without medication.
Chickenpox	At least **5 days** from the onset of the rash, and *all* blisters must be completely crusted over.
Hand, Foot, and Mouth	No official exclusion required *unless* the child is feeling too unwell or has open, weeping blisters. **Exclusion period of 5 days** from the onset of symptoms. The child must be well enough to return to nursery and free from a temperature for 24 hours.
Conjunctivitis	No exclusion required by UKHSA guidelines, but eye drops must be administered if prescribed. (Some nurseries adapt this if there is an

	active outbreak). Exclusion period of at least 24 hours after starting required medication
Impetigo	Until lesions are crusted and healed, or **48 hours** after starting antibiotic treatment.
Scarlet Fever	Can return **24 hours** after starting the appropriate antibiotic treatment.
Head Lice	Exclusion until head lice are treated
Ringworm	Exclusion until cleared up completely, if the skin is broken or weeping or exclusion until **48 hours** after the treatment began. If ringworm is on the scalp they must see a GP
Respiratory Infections (inc. COVID-19)	Children should stay home if they have a high temperature and are unwell. If they test positive for COVID-19, they should stay home for **3 days** after the test date.

The Calpol Rule

Children should not be brought to nursery if they have been given infant paracetamol (e.g., Calpol) or ibuprofen to mask a fever or illness before arrival. Once the medication wears off, the fever often returns, and the child may have already exposed others to an infection. Therefore, the child should only return to school if the temperature has returned to normal without any modification within 12 hours.

In exceptional circumstances, where a child has a significantly elevated temperature and the nursery has been unable to make contact with a parent/carer or any emergency contact within one hour, appropriately trained staff may administer Calpol (paracetamol) to the child in accordance with the manufacturer's dosage guidance and the nursery's medication procedures. This will only be permitted where written prior consent has been provided by the parent/carer as part of the child's registration. Any administration of Calpol will be fully recorded, and parents/carers will be informed as soon as contact is established.

Teething

Teething – if teething is suspected due to the child showing symptoms such as –

- Their gum is sore and red where tooth is coming through
- The have a mild temperature of less than 38°C
- They have a flushed cheek
- They have a rash on their face
- They're rubbing their ear
- They're dribbling more than usual
- They are gnawing and chewing on things a lot

• They are more fretful than usual
• They're not sleeping very well
We will consider that a temperature of 37.8 and 37.9 may be due to teething. If the child reaches 38°C then they must go home.

Medication:

If your child needs to take medication it must be prescribed by a doctor and the usual permission forms will need to be signed. In addition to this please make sure it is labelled with instructions for administering the medication. Please also share any known side effects of this medication.

After administration of new medicine, before returning to nursery the child must be monitored over 24 hours with you in case they react to the medication.

If your child has a rash of any kind then they need to be checked properly by a GP or the hospital for a diagnosis.

Part 3: Procedure for When a Child Becomes Unwell at Nursery

Babies and toddlers often put toys in their mouths and are not able to adhere to hygiene practices, which make the spread of infection easy. We cannot give any details, medical or otherwise of any parent or child in our care due to our confidentiality agreement. Obviously we will inform you if your children have been exposed to anything but we will not name names. Please see below details of the procedure we follow when a child displays symptoms or becomes unwell at nursery.

- **Assessment & Comfort:** The child will be moved to a quiet, comfortable area (or remain with their key person) to rest and minimise contact with other children.
- **Monitoring:** Staff will check the child's temperature and document their symptoms on an Illness Record Form.
- **Parent Contact:** If a child has a temperature of **38°C or above**, is vomiting, has diarrhoea, or is clearly too distressed/unwell to participate in the day, parents will be called for immediate collection.
- **Medical Emergencies:** In the event of a severe illness or allergic reaction, staff will call 999 immediately and contact the parents. A senior staff member will accompany the child to the hospital if parents have not yet arrived.

Emergency Contacts: Parents must provide at least two up-to-date emergency contact numbers and be available to collect their child promptly if called.

To complement our exclusion rules and support a safe environment for all children and staff, the nursery follows strict daily infection control protocols. Babies and young children frequently place resources in their mouths and are developing their hygiene practices.

Part 4. Regulatory Reporting (Ofsted & Public Health)

We have legal obligations to external bodies to reassure parents that public health is taken seriously.

- **Notifiable Diseases:** The nursery is legally required to report specific 'notifiable diseases' (such as measles, mumps, or whooping cough) to the local UKHSA Health Protection Team.

- **Ofsted Notification:** The nursery must notify Ofsted of any food poisoning outbreak affecting two or more children, or if a child is admitted to the hospital for more than 24 hours due to an illness contracted while at the setting.

If you are unable to obtain an appointment with your GP, you may seek advice and treatment from your local pharmacist for certain common conditions, including suspected ear infections, eye infections, and rashes. Community pharmacists are qualified healthcare professionals who can assess these conditions and, where appropriate, provide treatment or advise if further medical assessment is required.

Please inform your child's key worker if your child is feeling unwell or under treatment i.e. have chest infection with antibiotics. We can monitor your child on arrival and throughout the day, and will contact you if we have any concerns about their health or wellbeing.

Parents and carers must inform the School-Based Nursery as soon as possible if their child is diagnosed with, or develops, any medical condition that may affect their health, safety, or wellbeing while attending the setting. This includes, but is not limited to, autoimmune conditions, diabetes, heart conditions, epilepsy or seizures, severe allergies, asthma, or any newly diagnosed medical condition or allergy.

Providing us with up-to-date medical information enables us to put appropriate support and care plans in place, helping to ensure your child's safety and wellbeing at all times.