



The Heatons Preschool Group

Policy overview for parents

Our full policies are available from our nursery managers upon request, however, please find an overview of the main points from our parent policies below:

- At The Heatons Preschool Group we expect that children are vaccinated in accordance with the government's health policy and their age. We ask that parents please **inform us if their children are not vaccinated** so that we can manage any risks to their own child or other children/staff/parents in the best way possible. The nursery manager must be aware of any children who are not vaccinated within the nursery in accordance with their age.
- Prescription medicine will only be given when prescribed by a doctor, dentist, nurse or pharmacist and for the person named on the bottle for the dosage stated. Medicines must be in their original containers with their instructions printed in English. If the nursery feels a child would benefit from medical attention, we reserve the right to refuse nursery care until the child is seen by a medical practitioner.
- If a child becomes ill during the nursery day, we will contact their parents to inform them and ask permission to administer one dose of Calpol if needed. The child will then be closely monitored, and parents will be called back within the hour to inform them how their child is.
- If a child has a high temperature (38 degrees upwards) and permission has previously been given, we will administer one dose of Calpol, if other temperature reducing methods haven't worked. (This will only be given after a conversation with the parent or after the child has been in Nursery for over 4 hours).
If the child's temperature does not return to normal and/or they are still unwell, a phone call will be made to ask parents to collect their child. **If a child has had a fever, they will be allowed to return to nursery once their fever is under control without the need for any medication. If they are still unwell overnight/in the morning and are still needing Calpol or other medication, they should not return to nursery.**
If the child's fever does return to normal and they improve after Calpol, they are allowed to stay at nursery **only if they are well and coping with the nursery day.**
- We follow the guidance given to us by Public Health England on exclusion times for specific illnesses, such as sickness and diarrhoea, measles, and chicken pox. **Should a child have an infectious disease, such as sickness and diarrhoea, they must not return to nursery until they have been clear for at least 48 hours.**
- We ask that children **do not attend nursery for 48 hours after being admitted to hospital.** Nursery must be informed if your child has attended A&E/received emergency medical assistance, sedation or anaesthetic, to ensure that they are well enough to attend nursery.
- We have the right to refuse admission to a child who is unwell. This decision will be taken by the manager on duty and is non-negotiable.
- **We exclude all children on antibiotics for the first 24 hours of the course** (unless this is part of an ongoing care plan to treat individual medical conditions e.g., asthma and the child is not unwell). It is important to closely monitor children during the first 24 hours on medication which

is best done at home. Antibiotics must be started as soon as they are prescribed. Parents must not delay the start of an antibiotic course.

- The nursery will not release a child to anyone other than the known parent unless staff have been made aware of the change to usual arrangements upon the child's arrival at nursery. In the case of any emergency such as a parent being delayed and arranging for a designated adult to collect a child, the parent should inform the designated person of the agreed procedure and password and contact the nursery about the arrangements as soon as possible. If in any doubt the nursery will check the person's identity by ringing the child's parent or their emergency contact number (please refer to the late collection policy) and ask for the password.
- All registered early years providers must have and implement a policy and procedures to safeguard children. If a provider has any cause for concern or suspects that a child is at risk of serious harm or abuse, it is their duty to refer their concerns to the local children's social care services, and in an emergency, the police. Early years providers may make a referral to local children's social care services without a parent/carer's knowledge or consent, depending on the circumstances.
- As part of our requirements under the statutory framework, we are required to monitor children's attendance patterns to ensure they are consistent and no cause for concern. We ask parents to inform the nursery prior to their children taking holidays or days off, and all incidents of sickness absence should be reported to the nursery the same day, so the nursery management are able to account for a child's absence.
If a child has not arrived at nursery by 10am, the parents will be contacted to ensure the child is safe and healthy. If the parents are not contactable then the emergency contacts numbers listed will be used to ensure all parties are safe.
If contact cannot be established, then we would assess if a home visit were required to establish all parties are safe. If contact is still not established, we would assess if it would be appropriate to contact relevant authorities, including the police, for them to investigate further.
- Early years providers have a responsibility to inform parents/carers of any accidents or injuries a child sustains whilst in their care. It is essential that parent/carers inform their early years providers of any accidents or injuries that their child sustained at home or elsewhere. Early years providers are required to record any accidents or injuries and the first aid treatment given to a child in their accident book. In this event parents/carers will be asked to read and sign this book.
- At The Heatons Preschool Group we have morning, afternoon and all-day sessions between the hours of 8am and 6pm. Parents are able to collect their child from the nursery flexibly within this time period. We ask them to be no later than the session end time, for example if they attend the morning session we expect children to be collected no later than 1pm, and afternoon or all day session no later than 6pm. We understand that some parents may arrive earlier to collect their child, which is acceptable. However, the full fees still remain in place for the allocated session times. You may be issued with a late fee if you fail to collect your child by the session end time, as per your contract.