**exclusion of children who are unwell and/or infectious policy**

**Aim**

To ensure the wellbeing of all children and staff at the preschool and to ensure parents/carers are notified efficiently and sensitively if their child is unwell.

**Parent notifying setting of an absence.**

Parents/Carers are required to contact the preschool by telephone and advise a staff member of the nature of the illness.

The staff member should consult the advisory exclusion poster displayed in the foyer and if relevant, advise the parent/carer of any exclusion period required.

The staff member should enter the child’s details, illness and exclusion period in the staff communication book.

**Child becoming unwell during a session**

If a child becomes unwell during the session/day showing signs of raised temperature, the staff member will take the child’s temperature and complete illness monitoring form. The staff member then should take measures to cool the child down by:

* Calming and comforting the child
* Offering regular sips of fluid
* Removing top layers of clothing

After 10 minutes the staff member will take the child’s temperature again and log temperature on illness monitoring form. If the child’s temperature is over 38°c parents and carers will be contacted immediately. The child will be excluded from Pre-School for 24 hours once the child’s temperature has returned to normal.

In the case of a child who has suffered with sickness and diarrhoea they will be excluded from Pre-School for 48 hours once the sickness and diarrhoea has cleared. This is to ensure that the child does not pose a risk to other children and staff.