**Absence & Sickness Policy**

The staff at Apple Tree Nursery are committed, in partnership with parents/carers to ensure the wellbeing and safety of all children.

**It is essential that parents/carers exercise responsibility to:**

* Keep the nursery up to date with telephone numbers and emergency contacts.
* Inform nursery of any pre-arranged absence.
* Inform nursery of their child’s absence by not later than 9.30am.
* Respond promptly to contact from nursery asking why their child is not in nursery.

**Apple Tree Nursery staff will:**

* Keep regular and accurate records of attendance for all children.
* Ensure that the name and contact details for each child’s Health Visitor is easily accessible.
* Ensure that parents/carers are aware of the range of communication methods they can use to notify nursery about their child’s absence from nursery. (email, telephone/text)
* Share any concerns they have about a child’s wellbeing with the child’s Health Visitor following the Code of Practice Relating to Information Sharing.
* Provide regular reminders to parents/carers about the importance of following nursery absence procedures.

**Should a child be absent from nursery without explanation the following procedure will be followed:**

* On the first day of absence Apple Tree nursery will make efforts to contact parents/carers or listed emergency contacts to establish a reason for absence and that the child is safe.
* If no contact can be made, management will take appropriate action to ensure the child is safe. This will include, notifying the child’s health visitor.
* As the health, safety and wellbeing of all children is of paramount importance, nursery will further implement Child Protection procedures when it is thought to be appropriate.

**Sickness**

Apple Tree Nursery will not admit children who are suffering from infectious or contagious illness or disease or any ailment that can be easily spread. Recommended incubation periods must be adhered to. Below are some of the common nursery ailments.

* Diarrhoea and/or sickness (48 hours from last episode)
* Doubtful rash (until checked by a Dr)
* Conjunctivitis (until eyes have stopped weeping)
* Hand, Foot and Mouth (5 days/until blisters have healed)
* Chicken pox (5 days from spots/rash healed or Dr’s advice)
* Headlice (until treated)
* Mumps (5 days from onset of swollen glands)
* Measles (4 days from onset of rash)
* Whooping cough (5 days from commencing antibiotics or 21 days from onset of cough if no antibiotics taken)
* Threadworm (at least until treatment has been administered, we ask for extreme vigilance after treatment as eggs can live outside the body for up to 2 weeks)

Further advice for treatments can be found on the NHS website.

**Respiratory Infections including COVID-19 Symptoms**

If your child is displaying symptoms of a respiratory infection such as coronavirus and have a high temperature or do not feel well enough to carry out normal activities, please do not bring them to nursery.

Symptoms of coronavirus, flu and common respiratory infections include:

* continuous cough
* high temperature, fever or chills
* loss of, or change in, your normal sense of taste or smell
* shortness of breath
* unexplained tiredness, lack of energy
* muscle aches or pains that are not due to exercise
* not wanting to eat or not feeling hungry
* headache that's unusual or longer lasting than usual
* sore throat, stuffy or runny nose
* diarrhoea
* feeling sick or being sick

Further advice and guidance can be found on NHS Inform.

**Coughs/colds/runny noses generally under the weather**

If your child or anyone in your household is feeling unwell cough, cold, runny nose, or just under the weather, please **do not** bring your child to nursery.

If your child becomes unwell while at nursery, we will isolate them and contact you to pick up.

Parents must inform the nursery as soon as possible if a child will be absent for a period of time due to illness.

If a child becomes ill at nursery we will contact the parent/carer to collect him/her immediately. Your child will be taken to an isolated area to rest until he/she is collected.

Parents/carers are required to inform the nursery where they can be reached in the event of accident or sudden illness. Parents are required to provide the manager with signed permission to act in their absence should Apple Tree Nursery be unable to contact them.

An illness notification sign is displayed for parents informing them of the number of cases of any infection/illness and if necessary and email issued. Care Inspectorate and Public Health will be notified if there are 3 or more cases of an infection/illness.

Fees are payable during periods of illness.

**Sickness/Absence reporting procedures**

**Holidays / Appointments**

Please email holiday and appointments and these will be noted in the diary.

**Sickness / Absence reporting procedures**

If your child is going to be absent from nursery please inform nursery of the reason for absence by 9.30am. To support staff during the busy morning drop off, we ask that you do not phone nursery. If you would like a call back please state this on your email or SeeSaw message.

We ask that you also contact nursery, using the contact information below, BEFORE bringing your child in:

* If you have any concerns or doubts about your child’s health and whether they should come to nursery.
* To update us on your child’s symptoms if they have been absent or sent home

Sickness / Absence contact information:

Email: [appletreenursery@hotmail.co.uk](mailto:appletreenursery@hotmail.co.uk)

SeeSaw Message

Call: 01738 561083