

Procedures

Medication

We can only give medication to your child with prior written notice. Permission to administer long-term medication can be given when we fill out the contract. If your child needs a short course of medication you will be asked to complete the necessary documentation before any medication can be administered.

Illness

If your child becomes unwell or comes into contact with any infectious condition, please let us know as soon as possible, as we will need to inform the parents of the other minded children.

If your child becomes unwell whilst in our care, we will contact you and ask you to collect him / her as soon as possible. If we are unable to contact you, we will contact your named emergency contact. Under Department of Health guidelines, a child with vomiting and / or diarrhoea must be excluded for a minimum of 48 hours after the last episode of vomiting / diarrhoea.

Collecting children

The names of everyone who will normally collect your child should be included in the written contract. Those we have not met before should bring photographic proof of identity with them the first time they collect the child. If someone not named on the contract is to collect your child, we will need your prior written permission and proof of ID.

A telephone call and prearranged password will suffice in unforeseen circumstances. Please do not send someone not named on the contract to collect your child without informing me, as we cannot hand over the child.

Uncollected children

If your child is not collected within 15 minutes of the agreed collection time, we will call your contact numbers. If this is unsuccessful, we will call your emergency contacts.

We will continue to call both your and your emergency contacts' numbers, but after one hour we will contact the local authority duty social worker on 01323 747373 (out of hours: 0769 9391462). During this time we will continue caring for your child.

Lost or missing children

We will safely supervise children at all times and will teach the children about safety whenever appropriate.

In the unlikely event of a child going missing we will inform the police and search the area. We will then contact you and Ofsted.