



Medication and illness Policy

Policy Statement:

While it is not our policy to care for sick children who should be at home until they are well enough to return to the setting, we will agree to administer prescribed medication as part of maintaining their health and well-being or when they are recovering from an illness.

Sick children:

Should a child become unwell during the day, every effort will be made to advise parents of the situation and keep them updated on the child's condition with regular contact via telephone and we shall discuss an agreed plan of action.

Parents will also be advised to begin making plans in the event we have to ask them to collect their child, depending on the seriousness of the illness and condition of your child. If parents are asked to collect their child, arrangements will be relayed to the staff with times and names of who will be collecting.

A member of staff that the child feels comfortable and secure with will give appropriate treatment under the guidance and supervision of the first aider (if they themselves are not an appointed first aider) on duty whilst we wait for the parents arrival. If your child has a fever, we will monitor regularly and record.

Children with sickness and/or diarrhoea will not return to nursery until 48 hours has passed since the last attack. If parents inform staff in the morning that their child has been sick or had diarrhoea in the night, staff will not accept your child into nursery and advise parents on the policy.

If a child has 2 episodes of sickness or diarrhoea at nursery, we will call the parent and inform them of the situation. We will advise that you will have to collect your child if they have another episode. If there is a known sickness bug

circulating, we will call after 1 episode and ask for the child to be collected immediately to minimise the risk of any sickness bug being spread further.

IT IS VERY IMPORTANT AND THE PARENTS RESPONSIBILITY TO ENSURE ALL CONTACT NUMBERS ARE UP TO DATE. CHANGES TO ANY OF THE INFORMATION HELD SHOULD GO DIRECTLY TO THE OFFICE.

Illnesses:

If a child has a type of contagious illness, we will recommend that advice from a GP is sought. They will not be accepted back into nursery until full recovery. If a child is prescribed a course of antibiotics, we will **recommend** that they do not return to nursery until 48 hours after the course of antibiotics is started. Children will be able to return when the parent feels they are well enough to attend nursery.

WRITTEN PERMISSION MUST BE GIVEN USING THE MEDICATION BOOK AND A SIGNATURE IS REQUIRED.

When the setting becomes aware or is formally informed of a notifiable disease, the manager will inform Ofsted and acts on any advice given by the Health Protection Agency.

Antibiotics:

Please note that once antibiotics have been prescribed by a GP and mixed by a pharmacist, they must be used within 7 to 14 days. If a child requires antibiotics, we will not be able to administer antibiotics that have been prescribed for longer than 14 days or are for another illness/condition.

WE WILL NOT ACCEPT A CHILD IF THEY ARE UNWELL WITH A FEVER. IF A CHILD HAS BEEN GIVEN MEDICATION SUCH AS CALPOL OR NUROFEN IN THE MORNING, WE WILL CALL PARENTS TO COLLECT IF FEVER RETURNS ONCE MEDICATION HAS WORN OFF.

If a child catches an infectious disease such as conjunctivitis, mumps or chicken pox, we expect parents to inform the setting so we are able to inform other parents of the signs and symptoms to be aware of and possible treatment. If 2 or more cases have been reported to the nursery, we will also contact 'The

Health Protection Unit' who will give us and the parent's guidance and advice on steps to take.

Children with conjunctivitis will have to have medication prescribed by a GP and this medication should be administered for 24 hours before they can return to the nursery. Staff are able to administer prescribed medication with written consent from the parent.

Administering Medication:

The setting has emergency paracetamol on site and when you join the nursery, we will ask you for permission to administer paracetamol in emergency situations. This will only be used if your child is running a very high fever, the staff will call you to let you know and if we have administered paracetamol you **MUST** come and collect your child and on collection we will ask you to sign a written record of medicine given. If you have not given us permission to administer emergency paracetamol you **MUST** make arrangements for collection as soon as the setting has called you.

Medicine must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent. Providers must keep a written record each time a medicine is administered to a child, and inform the child's parents on the same day or as soon as reasonably practicable.

Storage of medicines:

Antibiotics will be stored in the fridge, it will be clearly labelled with child's name and in its original bottle and box.

Paracetamol will be stored in a labelled medication box out of reach of children's reach.

Medication Records:

- The first aider will administer medication and a record of this will be entered into the medication book.
- Records should be retained for a reasonable period of time after children have left the provision (e.g. three years) or until the next Ofsted inspection after the child has left the setting (whichever is soonest).

- Medication will not be given if the medication book is not completed in full and signed.
- If the expiry date of the medication has elapsed, we will NOT administer it.
- When medication is opened, the date will be recorded on the bottle. The bottle or box will state that after opening, medication should be used within a certain time. We will return the medication to you at that point and a replacement will be requested.
- Staff will guide parents on how to complete the medication book and record details according to the medication policy.
- Staff will ensure medication is administered according to the parent's instructions.
- Staff will store the medication in an appropriate place.

Accidents and incidents:

A record of any accidents will be shown to and signed by a parent.

All incidents and accidents that have occurred at nursery or have been noted by staff on entry to the nursery will be recorded in the book and parents will be informed of the accident on collection and a signature will be required.

If a child has a serious wound/injury or any head injury, parents will be informed of the details via the telephone prior to collection and it shall be up to the parents to decide what course of action to take.

Accident records are kept in each room and once completed, they are filled and kept until the child is 21.

Chicken pox:

'The Health Protection Unit' advice a child should remain away from the nursery setting until the Blisters are scabbed over. This is normally 5-7 days but can vary depending on the severity of the case.

On-going medical needs and medication:

If the administration of medication requires specific technical/medical knowledge, the Manager will liaise with outside agencies to seek individual training from a qualified health professional.

Parents will be asked to fill out a 'Parental Consent' Form to administer on-going medication. This will be kept in a personal medication bag along with the medication. This will be stored in the child's room so that it can be accessed quickly if necessary.

The setting will aim to provide as much information as possible with regard to Illness, utilising information gathered from the NHS Direct and the Health Protection Agency.

If we do not have the necessary medication on site, we will not accept the child until it is provided.

At all times the administration of medication must be compliant with the welfare requirements of the Early Years Foundation Stage and follow procedures based on advice given in managing medicines in schools and Early Years settings (DfES 2005).

Asthma Policy:

If a child is asthmatic we will ensure:

- Prescribed medication is kept at nursery at all times(children without medication will have to be sent home or parent asked to bring it to nursery)
- Medication will be taken on trips and visits
- Each time the medication is administered, it will be recorded in the Medication Book and parents will be asked to sign it on collection of your child.

THE IMPORTANCE OF ADHERING TO THE POLICIES AND PROCEDURES IN PLACE IS PARAMOUNT TO THE QUALITY OF CARE WE ARE ABLE TO PROVIDE FOR ALL CHILDREN WITHIN THE SETTING

Legal Framework:

Medicines Act 1968

Human Medicines Regulations 2012

Policy Date: February 2020	Date to be reviewed: February 2021
Name of Signatory: Kristy Renshaw	Position: Manager
Signature:	<i>Signed on behalf of Apple Day Nursery</i>