



Administration of Medication & Sick Child Policy

Statement of Intent:

We believe that the health of children is of paramount importance. We understand that children attending our setting may have short term illness which requires medication but which does not prevent them accessing the learning opportunities at preschool or pose a risk of infection to other children. We also acknowledge that some children may have long term health issues which require both ongoing support from our staff team and regular medication to promote the health, safety and wellbeing of the child.

Aim:

We aim to make children, parents and staff aware of our policy in relation to administration of medication and sick children to promote parent/carer setting partnership and to enable the children to thrive, learn, and play in the setting.

Method:

In order to achieve these aims we adhere to the following policy which set outs the procedure for administration of medication.

Medication

At Churchill Pre-School we follow the guidelines below regarding medication:

- Medication may be administered. It must be in-date and prescribed for the current condition.
- Children taking prescribed medication must be well enough to attend the setting.
- **As a setting we adhere to the Safeguarding and Welfare requirements set out in the Early Years Foundation Stage and we have agreed that no un-prescribed medication will be given to children.** If your child has a health reason to need medication such as Paracetamol or Calpol a GP or nurse should be able to prescribe this.
- No medication containing aspirin will be given to any child attending this setting, unless it has been prescribed by a Health professional.
- Children's prescribed drugs are stored in their original containers, in accordance with product and prescriber's instructions and are clearly labelled and are inaccessible to the children. All medication will be securely stored and out of reach of children at the rear of the stage if an inhaler for Asthma whereby this is brought and returned each session or in the cupboard above the sink in the kitchen for all other medication or on the top shelf of the fridge in the kitchen (where children are not permitted) if required by administration guidance set out on the medication.

- **Parents/carers must give prior written permission for the administration of medication by completing an 'Administration of Medication' permission form,** otherwise medication will not be given. This is available from the setting leader/s.
- Written consent will state the name of the child, name/s of parent(s), date the medication starts, the name of the medication and prescribing doctor, nurse or dentist, the dose and times, or how and when the medication is to be administered.
- If the administration of prescribed medication requires medical or technical knowledge, tailored training is provided for at least 2 relevant members of staff by a health professional prior to the child attending the setting.
- We use the Administration of Medication log to record any administration of medicine and record; time, date and dosage. The form is signed by both the staff member administering the medication and the parent/carer on collection of the child.
- We will ask you to review your Child's registration form and health requirements to check details are correct when children attend the setting with prescribed medication.
- No medication should be brought to setting without staff being informed by parents (or parents or carers representatives) that medication is required by the child and has been placed in the child's bag.
- If a practitioner at this setting is taking medication which they believe may affect their ability to care for children, they are required to inform the manager and only work directly with children after seeking medical advice and a thorough risk assessment being carried out in relation to their ability to work with children whilst taking medication, to include consideration of storage of medication in a safe location away from children. Churchill Pre-School will require evidence of the safety to work with children of staff taking medication before the practitioner is able to work directly with children.
- All staff medication whether prescribed or un-prescribed will be securely stored and out of the reach of children in the kitchen.

Policy Date: 1st April 2016

Review Date: 1st April 2017

Sickness Policy

All parents are shown this policy so that they are aware of our policy on the exclusion of ill or infectious children. This is also discussed with parents during our home visit, setting visit or initial settling-in visit to the setting. Our policy as to exclusion of ill and infectious children is confirmed within our terms and conditions, which all parents agree in advance of children enrolling at Churchill Preschool.

We do not provide care for children who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease. This is in line with the Health Protection Agency's Guidance on infection control in schools and other childcare settings.

The setting adopts a 48-hour rule for sickness and diarrhoea. This means that children and staff cannot return to the setting until 48 hours after their last bout of sickness and/or diarrhoea.

Children's nappies will be individually monitored. If a child is displaying obvious sickness and diarrhoea they will be sent home. However, loose nappies will be monitored and after two loose nappies, parents will be notified and asked to take the child home. For older children, with obvious sickness and diarrhoea, the parents/carers will be contacted and asked to collect them immediately.

In the event of your child/children becoming ill whilst at the setting, the staff will follow the outlined procedure below:

- Keyperson/Buddy Keyperson and person in charge to be informed.
- Description of the symptoms/problem to be relayed to the appropriate staff.
- Keyperson to assess the child/ren and decide on appropriate action required.
- If the child is thought to have an infectious disease or is deemed too unwell to attend the setting, the Keyperson/Back up Keyperson will contact the child's parents/carers to ask them to collect the child.
- If the child's parent/carers are unavailable emergency contact numbers will then be used.
- While the child is deemed well enough to attend the setting, or is awaiting collection by his/her parents, the child will be offered fluids and supported in a quiet or rest area.

Children with headlice are not excluded, but must be treated to remedy the condition. Parents are notified if there is a case of headlice in the setting.

Parents and visitors are notified if there is an infectious disease, such as chicken pox.

HIV (Human Immunodeficiency Virus) may affect children or families attending the setting. Staff may or may not be informed about it. Churchill Preschool is an inclusive setting and children, families or staff are not excluded because of HIV.

Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times. Staff ensure that children wash their hands regularly, before eating and after any activities which carry a risk of contracting illness or infection such as gardening, or digging in sand.

Staff suffering from sickness and diarrhoea do not handle food and are sent home as soon as staffing ratios allow. Staff are not able to return to work until they have been clear of sickness or diarrhoea for 48 hours.

North Somerset Council and the local Health Protection Team (North Somerset Health Protection Team) is notified of any infectious diseases that a qualified medical person considers notifiable (Infectious Disease [Notification] Act 1889).

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