Illness and Administering Medication Policy

Illness

- If a child shows signs of illness whilst at nursery, we will contact their parent/carer and ask for them to come and collect their child as soon as possible.

- In the event of your child being diagnosed as having an infectious disease you must keep him/her at home. We also ask if you could inform us of the nature of the infection so that if required, we can alert other parents/carers and make careful observations of any child/ren who seem unwell.

- Individual long term health care plans will be completed detailing the required treatment of individual needs such as allergies, epilepsy or diabetes. Individual needs will be discussed on a one-to-one basis as part of settling in arrangements and recorded with details of appropriate action to be taken. This will be signed and dated by staff and parents, and a risk assessment may be drawn up if needed. The health care plan will be reviewed six monthly.

- Staff will refer to the relevant Public Health England document for detailed advice on incubation periods etc. Parents/carers should note that some infectious diseases are 'notifiable' to local authority officers under the Health Protection (Notification) Regulations 2010.

- In the case of sickness/diarrhoea your child will not be allowed to attend nursery for **48 hours** after the last bout of sickness or diarrhoea.

- We will inform you if head lice have been seen in your child's hair and ask that you take appropriate action. We would ask that the appropriate treatment be administrated immediately to prevent the spread of infection.

Administering Medication

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

If it is necessary for a child to receive medication whilst at nursery, the following steps will be followed:

- A discussion between a staff member and the parent/carer about why the child is on medication and how long the child has been taking it. Please allow enough time for this conversation when you arrive at nursery.

- Before medication can be administered a parent/carer must complete a medication request form, in full, before leaving the premises. One form is required per medication request and must be completed daily. The areas for parent/carers to complete are highlighted in blue. Failure to complete this form in full may result in the medication not being administered.

- This form includes:

    - Name of child receiving the medication
    - Date
    - Parental consent – print name and sign
    - Name of the medication and expiry date
    - Reason for medication
    - Dosage in the last 24 hours & times given
    - Dosage required
    - Times the medication should be administered
    - On arrival to collect your child you will be asked to review the form and sign to accept you agree with the information presented.

- Every time medication is administered, a member of staff will complete the areas on the form highlighted in grey. One row will be completed per every dosage given.

- These include:

    - Date, time & dosage when medication is administered
    - Print name to indicate who has administered each dose
    - A staff witness will also print their name to indicate that they have checked the medication against the information on the form (inc. date, time, type of medication and dosage) prior to the medication being

administered and that they have witnessed the administration of the medication.

- There is space on the reverse of the form to detail if the medication has not been administered and the reasons why. This section is for staff members to complete only and will need signing by parents on their return, where a full explanation will be given as to why the medication has not been administered.

Which Medicines will we administer?

Non-prescribed Medicines

The only non-prescribed medicine we will administer is liquid paracetamol, liquid ibuprofen, nappy cream and teething gel/crystals. We will only administer liquid paracetamol or liquid ibuprofen when asked to do so by a parent/carer when there is an acceptable health reason. Parents/carers will be asked to sign a medication form for nappy cream, teething gel and liquid paracetamol/ibuprofen daily.
We will not administer liquid paracetamol and ibuprofen at the same time, although they will be administered at different times if this has been prescribed by a doctor and if the child is well enough to attend nursery.

Prescribed Medication

If your child has been prescribed medication, then as far as is reasonably possible it should be administered at home. For example, medication which is needed three times in a day can be given at home before nursery, when picked up and at bedtime. If the prescription is very clear for example saying that medication must be given after meals, then after a discussion with a staff member we could administer once a day after lunch.

Parents/carers will be asked to keep your child at home for the first **24 hours** when they have been prescribed antibiotics, ear drops or eye drops. This is to ensure that any allergic reactions to the medication can be detected. Your child will be allowed back into nursery after **24 hours** only if they are well in themselves and no

reactions have been detected. However, should your child become unwell during the day we will contact you to come and collect them.

- If your child needs ear drops/eye drops, please speak to a member of staff regarding administration of this medication as it may require for you to come in to administer

- Medicine containing aspirin will only be given if they have been prescribed by a doctor.

- Medication will be stored in accordance with the instructions on the label either in the medication cupboard or medication fridge. At all times it will be kept out of reach of children.

- Medication can only be given to the child it is intended for; staff will check this and dates before administering.

- All medication must be in its original packaging or bottle with the original pharmacy label on it. If we do not have all the relevant information, the medication will not be administered.

- Only medication which is the requirement of a health care plan will be stored on site overnight, any other medication must go home on collection every day.

Please do not leave medication in your child's bag as this presents a Health and Safety risk to both your own child and to other children in the nursery.