



## **ILLNESS AND MEDICATION**

### **Illness**

A child should not attend nursery if they are unwell or have an infectious illness. If your child is ill you must inform the manager or deputy when you arrive at the pre-school as your child may not be allowed to attend that session. For more information, please see the children sickness policy.

We refer to the latest guidance from the Health Protection Agency regarding exclusion period due to illness. This is for reference only and the final decision regarding a child's exclusion period is made by the manager and will be dependent on current circumstances.

### **Medication**

We have no legal obligation that requires us to administer medicine, and we do so, if and only if, we are requested to do so by a parent. However, in exceptional circumstances due to the nature of the treatment requested, we reserve the right to refuse to administer medication or treatment to a child. Where we do accept to administer medication or treatment to a child the following procedure should be observed:

- Medicines should only be brought into the pre-school when essential and when prescribed.
- Medicines should be handed to the practitioner who is caring for the child. Medicine must never be left in a child's bag, as children's bags are in the reach of other children.
- If the pre-school has not administered the medication previously a child should not attend the pre-school until they have had 3 full doses of the prescribed medication to ensure no allergic reaction occurs.
- All prescribed medication should be in the original container, have the pharmacist's details attached, show the child named on the bottle, detail the prescribed dosage and state the date the prescription was issued. If any of these details are not present, we reserve the right to refuse to administer the medication.
- Any leaflet relating to the medication should also be brought with the medicine, where there may be side effects, discussion with the parents should take place to establish the appropriate course of action.
- If a parent's request for administering a prescribed medicine requires a more personal approach, then a discussion will be held with the manager, room manager and parent on how to proceed. We will always take into consideration the child's dignity and privacy and the practitioner's welfare during this discussion, a solution will be based on each individual child's need but in exceptional circumstances, we reserve the right to refuse to administer the treatment/medication.

- During the induction of a child into the pre-school the parent will be asked to sign a consent form to enable practitioners to administer a non-prescribed medication in the case of an emergency.

The only non-prescribed medications we will administer are Calpol and Piriton syrup, Calpol will only be administered to reduce a high temperature and Piriton for preventing an allergic reaction e.g., food or insect bite. They will only be administered if the child's consent form is signed and providing the medication has been administered on previous occasions.

### **If a child becomes unwell or develops an illness during the day**

If a child becomes ill during the day the following procedure will be followed:

- Contact will be made with the child's parents using the contact details provided to ask them to collect their child as soon as possible. If the child is well enough to stay at the pre-school but requires a non-prescribed medicine the procedure for administering medication will be followed.
- While waiting for the parent to arrive the child will be comforted by their key person in a quiet area of pre-school.
- If treatment time is critical and contact with parents is difficult the manager or deputy will act as a 'good' parent and seek medical advice or treatment in the best interest of the child. The manager will continue to try to contact the parent.
- If we have reason to believe that any child is suffering from a notifiable disease, we will inform the Health Protection Agency and Ofsted (if appropriate). We will act on any advice given to us by the Health Protection Agency.
- Ofsted and the Local Safe Guarding Children's Board will be notified of any serious accidents, illness, injuries, or deaths of any child whilst in our care. We will act on any advice given by them.

### **Procedure for receiving and administering medication**

- Parents are to complete all columns on a medicine form when dropping their child off at the beginning of the session – child's name, the medicine, dosage, batch number, expiry date, time required, last time medicine was administered and the reason for the treatment along with a signature.
- Practitioners are to enquire if the child has had 3 previous doses or that the pre-school has administered this medication before.
- Practitioners are to check the information on the form against the information on the medicine to ensure that the information is correct.
- Practitioners are to place the medicine in sealed container with the child's name, date and room written on. The medicine is then to be placed in the medicine cupboard or fridge as required.
- Practitioners are to inform the manager of children requiring medicine each day.
- Only practitioners who hold an up to date Paediatric First Aid certificate will be allowed to administer medication.
- The practitioner that is administering the medicine is to refer to the completed medicine form, a second practitioner will check all the details and both practitioners will sign the form.
- Practitioners will make regular observations once the medicine has been given.
- Practitioners are to ensure parent signs the medicine form at the end of the session.

### **Procedure for administering Medication if child becomes unwell during the day**

- The above procedure will be followed with the nominated practitioner completing all the columns on the medicine form adding a note of the written permission given on registration forms.

### **Long term Medical Needs**

- At the time of registration, the manager expects to be advised of any long term illness or medical conditions that a child may suffer from or any religious beliefs that may affect first aid or medical treatment in the event of an emergency.
- Treatment that is to be administered to a child on a regular basis must be authorised in writing on a medical form during a meeting with the manager or deputy regarding the child's medical need and will be continually reviewed.
- If the administration of prescribed medication requires technical and medical knowledge, then we will seek to obtain individual training for practitioners from a qualified health professional. Training will be specific to the child concerned.
- If medication stays on site it is kept in a sealed box with the child's name, date of birth, room, medication, batch number and expiry date.
- Emergency medication, such as inhalers and Epi-pens will be kept within easy reach of staff in case of immediate need but will remain out of children's reach and under supervision at all times.

### **Notification of changes**

Parents must notify the pre-school immediately if a child's circumstances or medical needs change. Parents must also ensure the pre-school holds relevant and up to date contact information.

This Policy was adopted January 2020

Policy reviewed January 2021.

Policy reviewed January 2022.