

## Administering Medicines & Care of Sick Children Policy

### Statement Intent

In order to control the spread of infection we need to exclude sick children with infectious illness from the Preschool. It is also our policy that sick children need to be at home in order to recover from sickness where they are more comfortable this includes both infectious and non infectious illness. Preschool life can be demanding and the environment is not conducive to supporting children's recovery.

### Method

- In the case of children having diarrhoea and or vomiting, with or without a specified diagnosis, they should remain absent from preschool for at least 48 hours after the last bout of illness. In this case the preschool adheres to Government guidelines.
- If a child becomes ill while at the preschool, staff will make every effort to make the child comfortable until the parent arrives.
- Staff will contact parents in order to arrange for the child to be collected
- If parents cannot be contacted, the Preschool Manager will contact the emergency contact persons and arrange for the child to be collected.
- If a child is prescribed Antibiotics, then we request that the child does not attend the setting for at least for the first two days, this will give the child a chance to start recovery.
- In the case of a child being in pain through an illness, while on antibiotics or not, then the child will certainly need to be at home recovering where one to one care may be given and the child will not have to cope with the demands of group care.
- Medicines can only be accepted for children with ongoing non-infectious ailments or where a course of medicine is being completed, e.g. antibiotics.
- Staff will not administer medicines to children who are unwell and need to recover at home.
- At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
- Parents sign consent on the Enrolment form to allow staff to call an ambulance in the event of an emergency, on the understanding that parents have been informed and are on their way to the hospital.
- Parents of children with specific medical or allergy needs are required to complete a separate healthcare form, permission to administer medicine and provide written evidence from a hospital/doctor of the care required.
- Parents are required to keep the preschool fully informed of any changes to children's health.

**It is imperative that parents/carers notify staff if they have administered medicine or if they suspect their child is unwell.**

**If it is the case that the parent has administered medicine for high temperatures that morning then the child should not attend the Preschool until consulting their GP.**

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## Administration of medication

- Children taking medication must be well enough to attend the setting.
- All medication must be in-date, in the original container and clearly labelled with the child's name. All medicines are inaccessible to the children.
- Parents must confirm the date and time of the last dose given. A record is kept on the administering medicine form and should be signed by the parent.
- If parents wish us to administer medicines whilst their child is at preschool for dietary or allergy reasons, a 'medicine administering form' will need to be completed. The medicines are kept in an individual, clear plastic box, clearly labelled and out of reach of any children. We will only accept prescription medicine with prescription information on the bottle. Parents must give prior written permission for the administration of medication. This states the name of the child, name/s of parent(s), date the medication starts, the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered.
- If parents wish us to administer 'one off' medicines whilst their child is a nursery, then a 'medicine administering form' is completed. Staff will keep medicines in a refrigerator or cupboard inaccessible to the children.
- Staff will always check in the child's file and parents written instructions to make sure when the next dose is due, how much to administer. **2** members of staff are required to witness and sign for any dispensing of medicines to a child. The administration is recorded accurately each time it is given and is signed by **two** staff members, one to administer medicine and the other to double check dosage. This should be recorded on the child's medicine record sheet and the parent/carer should sign to acknowledge the dispensing of the medicine.
- Every time medicine is administered, staff will enter onto a medicine form, the amount administered as well as the time and date given.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

**If you are in doubt about giving medicine check with the Preschool Manager**

## Children who have long term medical conditions and who may require ongoing medication

- A healthcare plan is drawn up for each child with long term medical conditions that require ongoing medication. This is the responsibility of the preschool leader alongside the key person. Other medical or social care personnel may need to be involved in the health care plan and ongoing risk assessments.
- Parents will also contribute to a Healthcare Plan. They should be shown around the setting, understanding routines and activities and point out anything which they think maybe a risk factor for their child.
- For some medical conditions key staff will need to have training in basic understanding of the condition as well as how the medication is to be administered correctly. The training needs for staff, is part of the health care plan.

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- The healthcare plan includes vigorous activities and any other preschool activity that may give cause for concern regarding an individual child's health needs.
- The healthcare plan includes arrangements for taking medicines on outings and the child's GP's advice is sought, if necessary where there are concerns.
- A healthcare plan is drawn up with the parent; outlining the key person's role and what information must be shared with other staff.
- The healthcare plan should include the measures to be taken in an emergency.
- The healthcare plan is reviewed every six months or more if necessary. This includes reviewing the medication e.g. changes to the medication or dosage, any side effects noted etc.
- Parents/carers receive a copy of the Healthcare plan and each contributor, including the parents, signs it.

## Other Healthcare Issues

- Children with head lice are not excluded but must be treated to remedy the condition.
- Parents are notified if there is a case of head lice in the setting.
- Parents 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.
- Children or families are not excluded because of HIV.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times.
- Staff suffering from sickness and diarrhoea should follow government guidelines and remain absent from work for at least 48 hours.
- Ofsted is notified of any infectious diseases that a qualified medical person considers notifiable.

## First aid

At least one member of staff with current first aid training is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children.

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981;
- is regularly checked by a designated member of staff ( Health & Safety Officer) and restocked as necessary;

## Staff taking medication/other substances

- Staff must not be under the influence of alcohol or any other substances that may affect their ability to care for children.
- Staff medication on the premises must be securely stored and out of reach of children at all times.

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**The following procedures and documentation in relation to Administering Medicines and Care of Sick Children are in place:**

- Statutory Framework for the Early Years Foundation Stage 2012, 2014, 2017

*Section 3: The Safeguard and Welfare Requirements 2017- Medicines 3.44-3.46*

- Giving Medication to Children in registered childcare: A childcare fact sheet (Ofsted)
- Managing Medicines in Schools and Early Years Settings (DfES/DH Guidance ref 1448-2005CL-EN)
- HPA Infection Prevention and Communicable Disease Control Guidance for Early Years and School Settings March 2019

Legalisation

SEN & Disability Act (2001)

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