

# Sickness and Medication Policy

EYFS: 3.45, 3.46, 3.47, 3.48

**This policy is underpinned by:**

**The Human Medicines Regulations (2012)**

**Further guidance**

**Managing Medicines in Schools and Early Years Settings (DfES 2005)**

While it is not our policy to care for sick children, we agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

- Parents are required to complete a permission slip for prescribed medicines before they leave the premises.
- Where possible a child's parents should administer medicine.
- In the event a child has a high temperature over 38oc the parent will be called to authorise the administration of any oral infant paracetamol suspension e.g., Calpol or Neurofen paracetamol. A Medicine Form will be completed with a name, date, time, and dosage which will then be signed by the parent on collection of their child.
- When a child becomes ill at nursery it would be normal practice for the child to be collected and taken home.
- We are happy to administer one dose of oral infant paracetamol suspension e.g., Calpol or Neurofen if your child needs it. However, if your child is still unwell after a 4-hour time period, we will ask that you plan for your child to be collected as soon as possible.
- Oral infant paracetamol suspension e.g., Calpol or Neurofen will only be administered, to a child if they have a temperature over 38oc or if a doctor has prescribed it due to illness and will not be given as a preventative measure. If parents/carers know their child will need this type of medication in advance, then it must be provided by them.

- When a child has been sent home with Covid related symptoms and a LFT test comes back negative, we will be happy to accept the child back into nursery as long as they are fit and well in themselves and not had a temperature during the last 24 hours prior to return.
- When medication is administered, two members of staff are required to be present to witness this and both must sign the medication form.
- When a child arrives at nursery and the parent/carer informs a member of staff that the child has been given medication during the night or before their visit, a medicine form must be completed by the parent before they leave the nursery to confirm the time and dosage of the last administration so that medication is not administered again too early.
- If a child has not had a medication before, we advise that the parent keeps the child at home for the first 24 hours to ensure there are no adverse effects, as well as to give time for the medication to take effect.
- Medication is kept in a high cupboard in the main kitchen which is inaccessible to children. If medicine needs to be stored in the fridge it is put in a labelled box.
- All medicines must be in the original containers and clearly labelled with the child's name.
- Parents are required to complete a medicine form detailing the exact times and dosage that should be administered.
- For some conditions, medication may be kept in the setting. The key worker must check and record that any medication held to administer on an 'as and when' required basis, or on a 'regular' basis, is in date and any out-of-date medication is returned to the parent. This record is kept within the medicine box in the kitchen.
- Teething – If you believe your child is teething and may need medication for this whilst in our care, please ensure that you inform the nursery before or when you bring your child to in, by either sending an email or writing a note in their diary.
- All medicines prescribed by a doctor or other professional must be accompanied with clear written instructions from the professional.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- Once the parent has completed the medicine form on arrival of the child, the Key Person will then make a note on the register and the medicine white board located in the child's room with details of the child's name and what medicine is due at what time throughout the day.

- Any medication given is checked for Aspirin, as any medication containing Aspirin cannot be administered, unless prescribed by a doctor.
- When the medicine has been administered during the day the register will be ticked off and the child's name on the white board will be ticked so that all staff are fully aware at all times of when a child is due medication and if it has already been administered.
- On collection of the child the medication will be handed back to the parent/carer and the parent/carer must sign the medicine form to verify their acceptance that the medication has been given.
- No member of staff or child should attend the nursery if they are or suspect they are suffering from any form of contagious/infectious illness. Once they are better, they should return unless they pose a risk of infection to others. All infectious illnesses are to be reported, to the nursery as soon as possible and precautions to limit the spread of infection will be implemented immediately.
- The first aid kits are inspected every month to ensure they are complete, and all dressings are within their use by date.
- Should a child cut or graze themselves whilst at nursery the wound will be cleaned and dressed appropriately by a member of staff wearing gloves. The accident is recorded on the accident sheet which the parent will need to sign on collection of their child.
- A Healthcare plan is put into place for any child that needs additional support, this would be done in liaison with the parents/carers as well as other care professionals if appropriate.
- The nursery will require any child with head lice to be treated before the child returns and parents will be informed if there is a case of head lice in nursery.

### Emergency Treatment

- Parents are required to complete on registration a detailed care form giving details of their child's health including giving permission to apply plasters and sun cream. We will also require emergency contact details.
- Parents are asked to keep their children at home if they have any infection and inform the nursery as to the nature of the infection so that the nursery can alert other parents and make careful observations of any child who seems unwell.

- If a child or member of staff suffers from sickness or diarrhoea whilst at nursery they should go home straight away. Parents will be contacted and asked to collect their child as soon as possible. All such phone calls are logged so that an accurate record is kept. In the meantime, the child will be cared for away from other children with a member of staff present. There must be at least a 48-hour period since the last occurrence before they return to nursery.
- If a child becomes ill with an infectious illness such as chicken pox or has a temperature the parent will be called immediately and asked to collect the child as soon as possible. Whenever a child has their temperature taken it is logged so that a record is available to the parent. In the meantime, the child will be cared for away from other children with a member of staff present and their condition closely monitored.
- We have a written procedure displayed in the office which gives clear guidelines to staff on when to call for an ambulance. It also states the procedures for then calling parents and accompanying the child to hospital. If a child is taken to hospital a member of staff will accompany the child in the ambulance. A senior member of staff would follow in their car to give extra support.
- First Aid Kits are stored in each room, in the kitchen and in the main office.

#### COVID -19

- If a staff member or child is displaying symptoms of COVID - 19 which can include: (NHS symptoms)
  - A high temperature or shivering
  - A new continuous cough
  - A loss or change to sense of smell or taste
  - Shortness of breath
  - Feeling tired or exhausted
  - An aching body
  - A headache
  - A sore throat
  - A blocked or runny nose
  - Loss of appetite
  - Diarrhoea
  - Feeling sick or being sick

These symptoms are similar to symptoms of other illnesses, such as colds and flu.

- The staff member should take a LFT test, if available, to ensure that it is not covid or try to isolate for 5 days from symptoms. Also, they must try to avoid meeting people at higher risk from Covid -19 for at least 10 days.
- Negative test - to return to nursery as soon as they feel fit and well in themselves and have been clear of a high temperature for 24 hours.
- When they return to nursery – We do not require a negative lateral flow prior to returning to nursery. They can return if fit and well in themselves and have had no temperature for the previous 24 hours.
- Children are required to isolate for 3 days if they receive a positive LFT test result or have symptoms and do not take a test to rule out Covid -19.
- Please be informed that the nursery employs staff and cares for children who are clinically vulnerable and are at a higher risk of serious illness from COVID-19.

Signed:

Name of signatory:

Jan Wythe

Role of signatory:

Manager

Date:

April 2022

Date to be reviewed:

April 2023

(May need to be reviewed earlier if changes occur)

