

## **Medication and Illness Policy and Procedure**

We promote the good health of children attending nursery and take necessary steps to prevent the spread of infection. If a child requires medicine we will obtain information about the child's needs for this, and will ensure this information is kept up-to-date.

When dealing with medication of any kind in the nursery, strict guidelines will be followed.

### **Prescription medication**

Any child who has been given medication from a doctor, dentist, nurse or pharmacist will be expected to have received the first dose at least 24 hours before they come in to nursery, this is to ensure the child does not have any allergic reaction from the medication.

- Prescription medicine will only be given to the person named on the bottle for the dosage stated
- Medicines must be in their original containers
- Those with parental responsibility of any child requiring prescription medication should allow a senior member of staff to have sight of the bottle. The staff member should note the details of the administration on the appropriate form and another member of staff should check these details. The form should then be shared with the Nursery Manager
- Those with parental responsibility must give prior written permission for the administration of each and every medication. However we will accept written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:
  1. The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed
  2. The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed
  3. Parents should notify us IMMEDIATELY if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.
- The nursery will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by a doctor's letter
- The parent must be asked when the child had last been given the medication before coming to nursery; this information will be recorded on the medication form. Similarly, when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times
- At the time of administering the medicine, a member of management (witnessed by a member of staff) will ask the child to take the medicine, or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form.
- Medication will not be administered within the first four hours of the child being at nursery (unless otherwise stated on the prescription label i.e one hour before food)
- Parent/carers will be asked to document the time of the last dose given before attending nursery and sign to confirm any administration instructions, as per the prescription label.

### Non-prescription medication

- Over-the-counter medicine such as pain and fever-relief and teething gel may be administered. However, the same procedures must be followed regarding documenting the dosage to be given and when it is administered (medicine form) (\*).
- The nursery will administer non-prescription medication for a short initial period, dependant on the medication or the condition of the child. After this time, medical attention should be sought
- The nursery will have a supply of liquid paracetamol which can be used when needed. For this to be administered a medicine form must already be in place, the child must have been in nursery for a minimum of four hours (\*) and the child's parents contacted beforehand.
- **(medicines containing aspirin will only be given if prescribed by a doctor)** – staff will check non – prescribed medication to ensure it does not contain aspirin
- Giving liquid paracetamol will be a last resort and the nursery staff will use other methods first to try and reduce a child's temperature, e.g. remove clothing. The child will be closely monitored until the parents collect the child
- Pain and fever relief i.e liquid paracetamol will only be administered in the event of a child developing a high temperature whilst at nursery (other procedures relating to medicine must also be followed)
- For any non-prescription cream for skin conditions e.g. Sudocrem, prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child's name
- If any child is brought to the nursery in a condition in which he/she may require medication sometime during the day, the manager will decide if the child is fit to be left at the nursery. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form
- As with any kind of medication, staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at the nursery, together with the times and dosage given
- The nursery **DOES NOT** administer any medication unless prior written consent is given for each and every medicine
- In the case of medication that may need to be given to a child due to them becoming ill during the day, e.g. liquid paracetamol for temperature reduction, parents will be contacted before any medication is administered.
- Liquid paracetamol will not be administered until the child has been in the setting for at least four hours due to administration times (the above procedures will also be followed) (\*). If the child's health is decreasing or the child's temperature is rising and the child has not been at the setting for at least four hours, liquid paracetamol will be given to the child only if the parent requests it in writing via an email to the nursery. The email must state the dose to be administered to the child and include details of any liquid paracetamol that the child has had earlier that day along with the time that it was administered.

**\*In an emergency situation this may differ depending on the advice given by a medical professional i.e paramedic**

### **Injections, pessaries, suppositories**

As the administration of injections, pessaries and suppositories represents intrusive nursing, they should not be administered by any member of staff unless appropriate medical training is given to each member of staff caring for this child. This training would be specific for each child and not generic.

### **Staff medication**

Staff medication on the premises must be securely stored in the medicine cabinet in the reception/office area, if the medication needs to be refrigerated then it must be stored in the lockable fridge box

Staff must inform their manager if they are bringing any medicine on to the premises and ensure that it doesn't impair their ability work.

### **Storage**

All medication for children must have the child's name clearly written on the original container and kept in a locked box at reception/office, which is out of reach of all children and under supervision at all times.

Emergency medication, such as inhalers and epipens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach and under supervision at all times. Epipens must be stored in a sealed box clearly labelled with the child's name. These must be checked and replenished when necessary.

Any antibiotics requiring refrigeration must be kept in a locked box in an area inaccessible to children.

Medication **MUST NOT** be stored in children's bags.

All medications must be in their original containers, legible and not tampered with or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

### **Administration**

Prior to administering medication the child's parent/carer must complete the medication form with a member of staff (see above section). The staff member must sign to state they have discussed this with the parent/carer and attach a photograph of the child to the medication form. The child's initials and time the medication is required should be recorded on the medication planner in the room. The medication is to be stored correctly (see above section). The form will be shared with the manager who will keep it on file and record the details on their medication planner. Staff will collect the form when medicine needs administering.

Medicine will only be administered to children by a first aid trained member of management. Another member of staff must witness this taking place. In the absence of a member of management (i.e late hour) the most senior member of staff will administer medicine. Both staff are required to check the details on the medication form and sign the form stating the medication was administered.

The nursery will allow children to self-administer inhalers if felt by the staff and parent/carer that the child is competent to do so. However, the medication will still need to be stored out of reach of children.

All medication records are stored within the office whilst the medication is running and then filed confidentially.

If at any point during the course of medication staff administer the treatment incorrectly the parents will be telephoned immediately and the management will take appropriate measures, this could be either calling a local GP, NHS direct or taking the child in to hospital.

### Illness

- Children must not be brought into nursery if they have any types of infection or illness, e.g. chicken pox, diarrhoea etc. Any child found to be unwell will be sent home. A separate exclusion for illness policy is given to the parents that clearly states the exclusion periods for most common childhood ailments.
- Parents must inform the nursery if any child attending the nursery is admitted to hospital for any reason the nursery must then Inform Ofsted.
- There may be occasions when these exclusion times are extended due to regional outbreaks of contagious illnesses.
- If your child is sent home by the nursery staff your fees for that session are still payable. If a child is off sick for any reason fees are still payable.

### **Measures for High Temperature**

If you suspect a child has a temperature 38C (110.4F) or above the following steps must be followed:

- Take child's temperature using the ear thermometer.
- Record the child's temperature on a monitoring form
- Record comment's that shows what measures have been done to help reduce temp.
- Take layers of clothing off to help reduce temperature
- Give the child some water to drink

- Call the Parent and record time of call on the monitoring sheet
- Inform parents that their child will be monitored for 30mins once Calpol has been administered, if no improvement and the temperature does not reduce then they will be contacted to collect their child.
- Comfort the child if upset (however try not to cuddle them for too long as your body heat will add to temperature)
- Record and monitor every 10 minutes
- If continues to rise call parent again to see how long before collection
- If you are unable to bring the temperature down and it continues to rise, and you cannot contact the parent/carers contact other named persons on the child's registration pack.

#### **Temperatures 40c and above**

- If child's temperature is 40c or above complete monitoring form and inform manager
- Manager to check child's temperature and contact parent/carers and ask them to collect
- If parent/carers unable to collect immediately inform them that the temperature will continue to be monitored for 10 minutes and if there is no change we will call 111 and follow their advice due to high risk of febrile convulsions
- Review the child's file for medical needs and/or allergies and follow the advice of medical professional/paramedic
- Continue to monitor temperature and reduce layers of clothing
- If we are advised to call an ambulance, then a senior member of staff is to accompany the child to hospital ensuring they take the child's registration pack with them and a mobile phone.
- Upon returning to the setting the manager is to inform Ofsted and RIDDOR.

<b>Policy adopted on</b>	<b>Date for review</b>
20.12.19	December 2020

**Procedure for exclusion for Illness/communicable disease at Townsend Montessori Nurseries Limited.**

These exclusion periods have been introduced from the guidance from the health protection agency and advice from Ofsted. These have been set to ensure the safety of all children and staff and prevent the spread of infection.

**Ailment/Medicine**

**Exclusion Period**

<b>Antibiotics</b>	First 24 hours at home (in case of an allergic reaction)
<b>Eye Drops</b>	24 hours (in case of an allergic reaction)
<b>On Going Medication</b>	Regular Monitoring
<b>Vomiting</b>	If sent home ill, child must be off for 48 hours
<b>Diarrhoea</b>	48 hours clear of Diarrhoea
<b>Conjunctivitis</b>	None (Unless treatment given – see above)
<b>Chicken Pox</b>	5 days from appearance of rash or until scabbed over
<b>Impetigo</b>	Until lesions are crusted and healed, or 48 hours after commencing antibiotic treatment
<b>Infective Hepatitis</b>	7 days from onset of jaundice
<b>Measles</b>	5 days from appearance of rash
<b>Meningococcal Meningitis</b>	Until recovered
<b>Bacterial Meningitis</b>	Until recovered
<b>Mumps</b>	Until swelling has subsided and no sooner than 5 days from onset of illness
<b>Pertussis (Whooping Cough)</b>	5 days after antibiotics have been started
<b>Rubella (German Measles)</b>	5 days from onset of rash
<b>Scarlet Fever</b>	24 hours after commencing antibiotics
<b>Shingles</b>	Exclusion only applies if rash is weeping and cannot be covered
<b>Streptococcal Throat Infection</b>	No less than 3 days from start of treatment
<b>Slapped Cheek / Fifth disease</b>	No need to be off
<b>Hand foot and Mouth</b>	No need to be off
<b>Head Lice</b>	None

<b>Tonsillitis</b>	No need to be off unless antibiotics prescribed, then first 24 hours
<b>Flu</b>	Until recovered
<b>Glandular Fever</b>	No need to be off

**The following conditions require treatment, but once given children need not to be excluded:**

- Ringworm of the body
- Ringworm of the scalp
- Plantar warts
- Scabies

**The following illnesses require a child to be declared free from infection by a GP before they can return:**

- Gastroenteritis
- Poliomyelitis
- Dysentery
- Food poisoning
- Tuberculosis
- Salmonellosis
- Typhoid Fever

**Please note: We also follow our medication policy (set by Ofsted regulations). You will be required to complete a medicine form giving us permission to administer. You are also free to come in during your child's session to administer medication yourself, please be aware this could unsettle the child.**

***For information regarding infections not listed above, please speak to the Nursery Manager who will make reference to the Health Protection Agency.***

