

PROMOTING HEALTH AND HYGIENE

Administration of Medication, Managing Children with Allergies and Sick Child Policy

Medication

At all times the administration of medication must be compliant with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage and follow procedures based on advice given within 'Guidance on Infection Control in Schools and Other Childcare Settings '.

At Dundry Pre-school we follow the guidelines below regarding medication:

- [Medication may be administered. It must be in-date and prescribed for the current condition.
- [Our designated person for administering medication is **Clair Northwood**.
- [Children taking prescribed medication must be well enough to attend the setting.
- [We adhere to the Early Years Foundation Stage, Safeguarding and Welfare Requirements 2014 and we have agreed that no un-prescribed medication will be given to children. If a child has a health reason to need medication such as Paracetamol or Calpol a GP or nurse should be able to prescribe this.
- [No medication containing aspirin will be given to any child attending our setting, unless it has been prescribed by a health professional e.g. doctor, dentist, nurse or pharmacist.
- [Children's prescribed drugs are stored in their original containers, in accordance with product and prescriber's instructions and are clearly labelled and are inaccessible to the children. All medication will be securely stored and out of reach of children in a lidded box on the top shelf of the classroom during a session, or if required in the fridge in the kitchen. The lidded box is locked in the filing cabinet out of pre-school hours.
- [Parents/carers 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, nurse, dentist or pharmacist, the dose and times, or how and when the medication is to be administered.
- [If the administration of prescribed medication requires medical or technical knowledge, e.g. epipen, tailored training is provided for at least 2 relevant members of staff by a health professional prior to the child attending our setting.
- [We use the PLA Medication book to record any administration of medicine and record; time, date, dosage and the form is signed by both the staff member administering the medication and the parent/carer on collection of the child. This medication log is kept in the locked filing cabinet.

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- [We will ask parents to review their child's registration form and health requirements to check details are correct when their child attends our setting with prescribed medication
- [If a practitioner at our setting is taking medication which they believe may affect their ability to care for children, they will inform the manager and only work directly with children after seeking medical advice and a thorough risk assessment being carried out. We will require evidence of this before the practitioner is able to work directly with children.
- [All staff medication whether prescribed or unprescribed will be securely stored and out of the reach of children in the kitchen.

Children with Allergies

Dundry pre-school is aware that children who attend our setting may suffer from allergies; these include but are not limited to, allergies to food, bee/wasp stings, animal and nuts. We believe all allergies should be taken seriously and dealt with in a professional and appropriate way.

- [When a child starts at the setting the registration form their parent / carer completes asks about any allergies their child has
- [If a child has an allergy a risk assessment form is completed detailing the following
 - The allergen (the substance, material or living creature the child is allergic to).
 - The nature of the allergic reaction e.g. anaphylactic shock reaction, including rash, reddening of skin, swelling, breathing problems etc.
 - What to do in case of allergic reaction, any medication used and how it is to be used (e.g Epipen).
 - Control measures – such as how the child can be prevented from contact with the allergen.
 - Review
- [This form is kept in the child's personal file and a copy is also displayed where staff can easily access it. Any food allergies will be noted on the child's placemat.
- [We ensure staff are trained in how to administer special medication in the event of an allergic reaction (see medication section of this policy).
- [We are a nut free setting and parents are made aware so that nuts are not brought in packed lunches or party food.
- [Children are discouraged from sharing and swapping food with one another.
- [For children suffering life threatening conditions, or requiring invasive treatments, we will inform our insurance company and will follow their requirements.

Sickness Policy

All parents are shown this policy during their child's induction period so that they are aware of our policy on the exclusion of ill or infectious children.

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We do not provide care for children who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease. This is in line with the Health Protection Agency's 'Guidance on Infection Control in Schools and other Childcare Settings September 2014'.

We adopt a 48-hour rule for sickness and diarrhoea. This means that babies, children and staff cannot return to the setting until 48 hours after their last bout of sickness and/or diarrhoea.

For any young children wearing nappies, these will be individually monitored. For older children, with obvious sickness and diarrhoea, the parents/carers will be contacted and asked to collect them immediately.

In the event of your child/children becoming ill whilst at the setting, the staff will follow the outlined procedure below:

- [Keyperson and person in charge to be informed.
- [Description of the symptoms/problem to be relayed to the appropriate staff.
- [Keyperson to assess the child/ren and decide on appropriate action required.
- [If the child is thought to have an infectious disease or is deemed too unwell to attend the setting, the Keyperson will contact the child's parents/carers to ask them to collect the child.
- [If the child's parent/carers are unavailable emergency contact numbers will then be used.
- [While the child is deemed well enough to attend the setting, or is awaiting collection by his/her parents, the child will be offered fluids and supported in a quiet area.

Children with headlice are not excluded, but must be treated to remedy the condition. Parents are notified if there is a case of headlice in the setting.

Parents and visitors 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 do not handle food and are sent home as soon as staffing ratios allow. Staff are not able to return to work until they have been clear of sickness or diarrhoea for 48 hours.

The Public Health England South Region (Tel 0300 303 8162) is notified of any infectious disease that a qualified medical person considers notifiable. (Infectious Disease (Notification) Act 1889)

Child needs to be sent home immediately	Child does not need to be sent home immediately
Contact parent/ carer	Make child suitably comfortable Encourage rest/ fluids, whatever is required/ appropriate to their illness
Make child suitably comfortable,	

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<p>Encourage rest/ fluids, whatever is required/ appropriate to their illness symptoms</p> <p>Move child to a more appropriate area of the nursery</p> <p>Dress/ undress appropriately</p> <p>Comfort and reassure child/ren</p> <p>Update and inform parents/ carer on collection</p> <p>Advise Doctors appointment if this is felt necessary</p> <p>Request the parent/ carer phones later/ next day/ after Dr. appointment to inform Nursery of diagnosis</p>	<p>symptoms</p> <p>Encourage quiet activity</p> <p>Inform all staff of the situation and advise close monitoring if child moves away to play</p> <p>Dress/ undress appropriately</p> <p>Regularly assess child/ ren</p> <p>Update and inform parents/ carer on collection</p> <p>Advise doctors appointment if felt necessary</p> <p>Request parent/ carer phones later/ next day if there is any developments or diagnosis</p>
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Notify other users of the pre-school if the child is discovered to have an infectious/contagious condition/illness whilst respecting the privacy of the ill child/family

Advise parent/carer on the agreed time of return to pre-school, taking into consideration the illness and required incubation periods.

Notify Public Health England of any notifiable disease followed by Ofsted (including what steps are being taken to minimise the risk).

Signed

Date.....

Review Date.....

Further Guidance:

www.food.gov.uk/science/allergy-intolerance

Guidance on infection control in schools and other childcare settings 2014

