



Administering medicine and child sickness policy

POLICY INFORMATION

Policy review dates (frequency of review: Every 3 years unless regulatory change)

Review Date	Changes made	By whom
January 2020	Administering medicine and child sickness Policy created	J Ayrton/P Dawson
September 2020	Policy Review	S Bennett-Acres
September 2021	Policy Review	S.Bennett-Acres
September 2022	Policy Review	S. Bennett-Acres
September 2023	Policy Review	S. BennettoAcres

Ratification by Governing Body

Academic year	Date of ratification	Chair of Governors
2019-20	January 2020	Katie Oliver
2020-21	September 2020	Katie Oliver
2021-22	September 2021	Katie Oliver
2022-23	September 2022	Katie Oliver
2023-23	September 2023	Katie Oliver

Administering Medicine and Child Sickness Policy

Aim

To provide a safe and healthy environment for children to play, develop and learn.

Policy

We know that children occasionally become sick and we do allow children to attend school and nursery if they have a cold, but if they are not well enough in themselves and require one to one care, then we ask that they stay at home until they well enough to benefit from being in the school and nursery environment.

It is your responsibility to ensure your child does not attend the setting and put other children/staff at risk. Please note that a child that is sick needs one-to-one attention that we cannot provide in the setting.

If an on going medical problem occurs, the Head teacher/ Nursery manager will decide whether a child can attend the setting as long as others are not put at risk.

Procedure

1) You will be contacted by staff if your child becomes ill. We will make a telephone call to notify you that we may be sending your child home if there is no improvement. In the Nursery staff will administer Calpol on request if your child is unwell and you have provided some for your child. If your child's temperature goes above 39 degrees they will be sent home.

2) If your child shows no sign of improvement after Calpol, or requires a second dose you will be contacted to collect your child. Your child will be cared for by a member of staff in a quiet area away from other children until collected.

3) You will be expected to keep your child at home until they are well enough to return.

Sickness and Diarrhoea

Children can be sick for a variety of different reasons. On the first occasion of your child being sick, a telephone call will be made to you to notify you that we may be sending your child home. We will monitor your child for the next hour. If they are sick again, you will be contacted to come and collect your child.

If your child has a loose stools, you will be phoned to notify you that we may be sending your child home. Obviously children, in particular babies, have runny nappies due to a number of reasons: teething, weening of new foods etc. Upon the third loose stool, you will be contacted to come and collect your child.

At least one parent or emergency contact must be available at all times during the day. Please ensure you inform the office of any changes to contact details.

You are requested to report all absences due to sickness to the staff in the settings first thing in the morning when they are due to attend.

Please use the following guidelines before bringing your child back to school/nursery:

- ◆ Colds and Flu - The child should have a normal temperature and feel fit and healthy.
- ◆ Conjunctivitis - Cream/drops must have been received from the doctor and 24 hours of treatment should have commenced. Eyes should not have any discharge from them (Usually 24-48 hours) this is vitally important for the under twos who have little understanding of being able to leave their eyes alone.
- ◆ Chicken Pox - All spots must be completely scabbed over.
- ◆ Impetigo - Medical advice must have been sought and sores must no longer be weeping.
- ◆ Hand, Foot and Mouth - All sores must have been treated by a doctor and sores should not be weeping.
- ◆ Head lice - Children will not initially be sent home, however, parents will be notified so the treatment process can

commence as soon as the child gets home. A child's hair must be tied back (if long enough) to minimise spread. Letters/texts will be sent home to the class/group. Failure to treat the problem will be viewed as neglect.

- ◆ Sickness/diarrhoea - At least 48 hours should pass since the last bout if it was a sickness bug. Other examples of sickness caused by overeating, heat etc will be advised on a case by case basis
- ◆ Temperature - The normal temperature for a child is around 37 C. If your child reaches 38 C or above, parents will be contacted for medical advice or collection.
- ◆ Unknown rashes - Medical advice should be sought.
- ◆ Broken Limbs / Stitches - According to medical advice and based on the individual child. This will be discussed with parents and risk assessed.

Also if a child has a notifiable illness (as advised by NHS guidelines), the school/nursery will contact the Department of Health (02392) 835144 and Ofsted (In the case of the nursery).

Administering Medicine.

School – Medicines will only be administered to children in school where it is not possible for the prescribed number of doses to be given outside school hours. Parents will normally be requested to attend school to administer the medicine to their child, however when this is not possible the school will administer the medicine as long as the medicine has been provided to the school in the original packaging with the attached administration/prescription label.

Nursery - We will administer prescribed medicine. However, on the first occasion that a new antibiotic is prescribed, which a child has not previously taken before, this must be 48 hours after the first dose has been given. This time period is to allow the child to recover from illness and ensure that there is no adverse reaction

to the medicine. After 48 hours your child may come back to nursery with the antibiotics, providing they are well enough. The prescription label must be present on the bottle and the medicine form must be completed each day before it can be administered. Repeat prescriptions will be administered by staff as long as your child is well enough to be in nursery.

Non-prescribed medicine (such as allergy relief, pain relief and teething gel) will administered when this has been recommended by a health care professional, doctor, nurse or dentist.

All medicine must be clearly labelled. Staff will only administer non-prescription medication if your child displays clear signs of needing it (eg high temperature, signs of pain) – a verbal/written consent will be gained before any medicine is administered, and staff will abide by the dosage stated on the medicine packaging. If your child has an inhaler, the prescription label will also need to be on the inhaler itself. Administration of non-prescription medicine is also at the discretion of the manager. Non-prescription medicines will not be administered for a period of longer than 3 days.

School and nursery - It is the parent's responsibility to ensure that school/nursery staff are aware of any medication that has been administered before attending and the reason for this.

All medication should be handed over to a member of staff who will ensure it is stored appropriately.

Procedure.

Parents are required to complete a medicine form prior to administration of medicine. The following information is required.

- ◆ Child's name.
- ◆ Date
- ◆ Name of medication and reason for medication.
- ◆ Time that medication is required.
- ◆ Time of last dose administered.
- ◆ Amount of medication required.

- ◆ Parent/carers signature/ staff signature
- ◆ Medication expiry date

Medicine will be administered/witnessed by two members of staff and both will sign to confirm it has been given. Medication will only be administered when appropriate; ensuring the recommended dosage is not exceeded. Every time medicine is administered both the witness and person administering will check the date, name of child, medicine name and amount and expiry date before medicine is given.

If a child takes regular medication (such as inhalers, etc), a permission and dosage slip is required to be completed by the parent to administer it on a regular basis. This will be kept in a zipped up bag along with the inhaler/s. Staff will record when this regular medication has been given to the child, and parents must sign to acknowledge this.

Nursery - If a child has already had any medication before coming in, parents/carers must inform staff who will document this information in the communication book to prevent an overdose of medication.