



Administering medicines, Sickness, Illness and Accidents

Policy statement

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

In many cases, it is possible for children's GP's to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the setting. If a child has not had a medication before, it is advised that the parent keeps the child at home for the first 48 hours to ensure no adverse effect as well as to give time for the medication to take effect.

The manager is responsible for ensuring all staff understand and follow these procedures.

The staff are responsible for the correct administration of medication to children for whom they care for. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures.

Procedures

We seek parental written notification of what medication to administer and require the following information:

All information provided will be transferred to the medication record book.

- Children taking prescribed medication must be well enough to attend the setting.
- Only prescribed medication and age appropriate over the counter medicine supplied by the parent is administered. It must be in-date and prescribed for the current condition.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents give prior written permission for the administration of medication. The staff receiving the medication must ask the parent to sign a consent form stating the following information. No medication may be given without these details being provided:
 1. full name of child and date of birth;
 2. name of medication and strength;
 3. who prescribed it;
 4. dosage to be given in the setting;
 5. how the medication should be stored
 6. any possible side effects that may be expected should be noted;
 7. signature and printed name of parent and date.
- The administration is recorded accurately each time it is given and is signed by a staff member and witness. Parents sign the record book to acknowledge the administration of a medicine. The medication record book records:
 - name of child;
 - name and strength of medication;
 - the date and time of dose;
 - dose given and method; and is
 - signed by the staff that administered the medication; and is verified by parent signature at the end of the day.

- If the administration of prescribed medication required medical knowledge, individual training is provided for all staff by a health professional.

Storage of medicines

- All medication is stored safely in a high cupboard or in the fridge in the kitchen area if it is required that the medication is chilled.
- All staff are responsible for ensuring medicine is STORED SECURELY THOUGHTOUT THE DAY and handed back at the end of the day to the parent. Overall medicine responsibility lies with the nominated first aider.
- For some conditions, medication may be kept in the setting. Staff check that any medication held to administer on an as and when required basis, or on a regular basis, is in date and returns any out-of-date medication back to the parent.
- If rectal diazepam is given another member of staff must be present and co-signs the record book.
- Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell staff what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

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

- A risk assessment is carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility of the manager alongside the staff team. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents will also contribute to a risk assessment. They should be shown around the setting, understand the routines and activities and point out anything which they think may be a risk factor for their child.

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

Managing medicines on trips and outings

- If children are going on outings, staff accompanying the children must include another member of staff who is fully informed about the child's needs and/or medication.
- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name, name of the medication, Inside the box is a copy of the consent form and a card to record when it has been given, with the details as given above.
- On returning to the setting the card is stapled to the medicine record book and the parent signs it.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name, name of the medication. Inside the box is a copy of the consent form signed by the parent.

Sickness and Illness

Lyn Lockyear is obligated to ensure the health, safety and well-being of all children and adults within the setting. This policy applies to children AND STAFF.

- If a child arrives at the setting and appears unwell the key member of staff reserves the right to ask the parent to keep the child at home, for the benefit of that child, and to control risk of contamination to other children and staff within the setting. We have a duty of care to all children and adults.
- We use the Spotty Book 2010 and the HPA poster as a guide from the medical professional to ensure appropriate exclusion periods are adhered to for all childhood illnesses and diseases. Copies are held on the playschool site and also information is given to parents as required.
- If a child falls unwell whilst at the playschool we will contact the parent and request that they collect their child as soon as possible.

First Aid Boxes

The main First Aid box is located in the reception of the setting, (on the kitchen worktop). All first aid boxes are checked Monthly using the checklist contained within each box.

Accidents and emergencies

Our priority is to maintain safety and security for all children and staff. Our premises meet the statutory requirements of the EYFS - Suitable Premises and we review, update and practice safety routines.

We have a qualified first aider on site as a requirement of our registration and have permission slips completed by all parents of children within the setting to get emergency treatment if necessary.

In the event of emergency - the nominated first aider will assess and deal with the initial incident and make all persons involved comfortable to:

- a. **Preserve life**
- b. **Promote recovery**
- c. **Limit the effects of any injury**

If deemed necessary we will call 999 for further medical assistance. We will contact parents of children concerned and advise them in a calm and professional manner. We will complete incident/accident report forms and seek parental signage on all forms. If hospitalisation is required we will notify Ofsted within 14 days of the incident.

Furthermore we follow Ofsted guidance on what incidents, accidents and occurrences should be reported to them.

In the event of concerns or complains around the administration of medicine or sickness and illness, follow the setting complaints procedure.

This policy was adopted at a meeting of _____

Held on _____

Date to be reviewed _____

Name of review person _____

