



# HUMPTY DUMPTY PRE-SCHOOL

All Saints Centre, New Road, Hackbridge, Surrey CR4 4JN

## SICKNESS & MEDICATION POLICY

Staff/Parents Pack

Here at Humpty Dumpty Pre-school, children should not be left if they are unwell. If a child is unwell then they will prefer to be at home with the parent(s) rather than at nursery with their peers. We will follow these procedures to ensure the welfare of all children within the nursery:

- If a child becomes ill during the nursery day, their parent(s) will be contacted and asked to pick their child up as soon as possible. During this time the child will be cared for in a quiet, calm area with their key person.
- Should a child have an infectious disease, such as an eye/ear infection or sickness and diarrhoea, they should not return to nursery until they have been clear for 48/72 hours
- We follow strictly the advice given to us by our registering authority and exclude specific contagious conditions e.g. sickness & diarrhoea, conjunctivitis and chicken pox to protect other children in the nursery. Illnesses of this nature are very contagious and it is exceedingly unfair to expose other children to the risk of an infection
- If a contagious infection is identified in the nursery, parents will be informed to enable them to spot the early signs of this illness. All equipment and resources that may have come into contact with a contagious child will be cleaned and sterilised thoroughly to reduce the spread of infection.
- For the welfare of the child we would not disclose the name of the child who is suffering from the illness. We would give parents as much information on spotting the signs and symptoms. In any case the infected child would have been excluded for that period.
- It is important that children are not subjected to the rigours of the nursery day, which requires socialising with other children and being part of a group setting, when they have first become ill and require a course of antibiotics.
- The nursery has the right to refuse admission to a child who is unwell. This decision will be taken by the manager on duty and is **non-negotiable**

- Information/posters about head lice are readily available and all parents are required to regularly check their children's hair. If a parent finds that their child has head lice we would be grateful if they could inform the nursery so that other parents can be alerted to check their children's hair. It is our policy that if a child continuously has head lice, we will ask that they are kept away from the setting until they are clear.

### **Meningitis procedure**

If a parent informs the nursery that their child has meningitis, the nursery manager would contact the Infection Control of their area, Ofsted Care and Social Services. They will give guidance and support in each individual case.

### **Transporting children to hospital procedure**

- If the sickness is severe, call for an ambulance immediately. We would NOT attempt to transport the sick child in our own vehicles.
- Whilst waiting for the ambulance, we would contact the parent and arrange to meet them at the hospital.
- A senior member of staff would accompany the child and collect together registration forms, relevant medication sheets, medication and the child's comforter.
- Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance

## **Medication**

We promote the good health of children attending Pre-school, 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**

- Long term prescription medication i.e. asthma pump etc. will only be given to the person named on the box for the dosage stated
- Medication 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 box. The staff member should note the details of the administration on the appropriate form and another member of staff should check these details.

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- Those with parental responsibility must give prior written permission for the administration of each and every medication. We will accept written permission once for the ongoing use of a particular medication under the following circumstances

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.

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.

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 senior 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 pre-scribed form. (It is important to note that staff working with children are not legally obliged to administer medication)
- If the child refuses to take the appropriate medication then a note will be made on the form.
- Where medication is "essential" or may have side effects, discussion with the parent will take place to establish the appropriate response.

### **Non-prescription medication**

- If the nursery feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse nursery care until the child is seen by a medical practitioner.
- For any non-prescription cream for skin conditions e.g. sudocreme, 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 a 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.
- The nursery does not administer any medication unless prior written consent is given for each and every medicine.

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### **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 mediation**

The first aid box for staff should be kept in a readily accessible position, but out of reach of children.

### **Storage**

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

Emergency medication, such as inhalers and epi-pens, will be within easy reach of staff in case of immediate need, but will remain out of children's reach and under supervision at all times.

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

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

This Policy is revised and updated January 2018  
It will be renewed annually