



St Thomas More Playgroup

Administration of Medication and Sick Child Policy

When each child starts at the setting parents/carers will be asked to provide as much information as possible on their child's past medical history and any health problems. This will remain confidential and any written records will be stored safely.

Parents/carers will also be asked to sign to confirm that they give their permission for staff to seek emergency medical assistance, treatment or advice.

Medication

The guidelines below regarding medication will be followed:

- Medication may be administered. It must be in-date and prescribed for the current condition.
- Children taking prescribed medication must be well enough to attend.
- No medication containing aspirin will be given to any child attending, unless it has been prescribed by a health professional e.g. doctor, dentist, nurse or pharmacist.
- Parents/carers must provide prior written permission for the administration of medication. If the child requires continuous medication parents will be asked to complete a Long Term Medication Treatment Record. If the medication is required on a temporary basis parents will be required to complete a Short Term Medication Treatment Record. Both forms state the name of the child, name/s of parent(s), date the medication starts, the name of the medication and how and when the medication is to be administered. Staff will sign and log any medicines that are administered and parents will be asked to acknowledge this with a signature at the end of each day.
- If a child becomes unwell, contact will be made to the parent/carer by telephone to inform them of their child's temperature/illness.
- 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 locked cupboard in the kitchen.
- Non - prescribed drugs, eg. Calypol if prescribed, must be prescribed for the child and their current condition.
- Non prescription medication can be administered, must be in date and signed permission given.
- If the administration of prescribed medication requires medical or technical knowledge, then staff will need tailored training by a health professional prior to the child attending.
- Medication Forms will be used to record any administration of medicine and record; time, date, dosage and the form is signed by staff when administering the medication and the parent/carer on collection of the child.
- Parents/carers will be routinely asked to review their child's registration form and health requirements to check the details are correct, particularly when children attend the setting with prescribed medication. Please try to remember to notify staff immediately if anything has changed.

Sickness

All parents are made aware of this policy, it is also discussed with parents during the application process and settling in visits.

Care can not be provided 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 2017'.

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

Loose nappies will be monitored and after two loose nappies, parents will be notified and asked to take the child home. 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 playgroup, staff will follow the outlined procedure below:

- Description of the symptoms/problem to be noted.
- If the child is thought to have an infectious disease or is deemed too unwell to stay staff will contact parents/carers and be asked to collect their child as soon as possible.
- If the parent/carers are unavailable emergency contact numbers will be used.
- While the child is deemed well enough to attend, or is awaiting collection by his/her parents, staff will offer the child fluids and make them as comfortable as possible 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.

Parents and visitors are notified if there is an infectious disease, such as chicken pox.

Staff adopt good hygiene practice at all times (see risk assessment of setting)

Child needs to be sent home immediately	Child does not need to be sent home immediately
Make contact parent/ carer	Make child suitably comfortable
Make child suitably comfortable, Encourage rest/ fluids, whatever is required/ appropriate to their illness symptoms	Encourage rest/ fluids, whatever is required/ appropriate to their illness symptoms
Move child to a more appropriate area of the setting	Encourage quiet activity
Dress/ undress appropriately	Inform any assistant of the situation and advise close monitoring if child moves away to play
Comfort and reassure child/ren	Dress/ undress appropriately
Update and inform parents/ carer on collection	Regularly assess child/ ren
Advise Doctors appointment if this is felt necessary	Update and inform parents/ carer on collection
Request the parent/ carer phones later/ next day/ after Dr. appointment to inform of diagnosis	Advise doctors appointment if felt necessary
	Request parent/ carer phones later/ next day if there is any developments or diagnosis

If a child is discovered to have an infectious/contagious condition/illness respecting the privacy of the ill child/family

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

Notify Public Health England of any notifiable disease / Rochdale Environmental health.

If applicable contact Ofsted e.g. two or more cases of food poisoning, inform them of any action taken including what steps are being taken to minimise the risk.

Signed:.....

Policy Date: September 2018

Review Date: September 2019