

23. Sickness & Medication Policy for Children

Statement of Intent

This pre-school believes that the health and safety of all children is of paramount importance, ensuring that all children with medical needs receive proper care and support in our setting and on outings. This includes children:

- Who become unwell at pre-school
- Who have short-term illness
- Who have long term illness
- Who require life saving treatment

Aim

We aim to provide an environment that links with the Every Child Matters 2003 – Green Paper, where all children remain healthy, stay safe, enjoy & achieve, are able to make a positive contribution and have economic wellbeing (not prevented by economic disadvantage from achieving their full potential in life). We assure parents/carers that their child is well cared for, their needs are met and they are enjoying and exploring their new play environment.

Sickness

Through the Welcome Pack when families join the pre-school staff make parents aware of the following procedures:

- Parents/carers are asked to keep their children at home if they have any infection and to inform the pre-school as to the nature of the illness so that the pre-school Manager can alert other parents/carers to any infection.
- Parents/carers are asked not to bring their child into pre-school if they have vomited or had diarrhoea until at least 48 hours has elapsed since the last attack.
- Parents/carers are asked to keep their children at home if they have had to be given Calpol or other non prescribed medicine the morning of their attendance.
- Parents/carers are asked to keep their children at home if they have conjunctivitis until it has been successfully treated. The committee are aware that the NHS state that children can attend pre-school but it is our policy that they do not attend as it is highly contagious. This is to protect the staff and other children from contracting the infection.
- Parents/carers are asked to keep their children at home if they have Hand Foot and Mouth until the last blister has gone. The committee are aware that the NHS state that children can attend pre-school once they are feeling better but it is our policy that they do not attend as it is highly contagious. This is to protect the staff and other children from being infected.

The pre-school Manager must notify Ofsted if they have reason to believe that any child is suffering from a notifiable disease identified as such in the Public Health (Infectious Diseases) Regulations 1988. The pre-school will act on any advice given by the Health Protection Agency and inform Ofsted of any action taken.

If a child becomes unwell at pre-school they will be supervised on a one to one basis, in a quiet area away from the other children to reduce the risk of infection spreading. The child will be made comfortable, monitored and their needs met, taking into consideration health and safety issues regarding hygiene in the event of cleaning up bodily fluids. The parents/carers will be informed and asked to collect their child as soon as possible. In the event parents/carers are unavailable the named person on the emergency contact sheet

recorded in the register will be contacted. Either the parents/carers or emergency contact will be advised to seek advice from the family GP.

Medication

The pre-school can only accept the responsibility of medicines where it would be detrimental to a child's health if the medicine were not administered during the session. The pre-school can only accept and administer prescription medicines. Medicines should always be provided in the original container as dispensed and include the GP'S instructions for administration. It is helpful where clinically appropriate if medicines are prescribed in dose frequencies, which enable it to be taken outside of session hours. No child will be given medicines without their parent's written consent. Two members of staff will be present when any medication or treatment is given to a child.

Methods:

We will inform parents/carers of the designated person who will deal with the administration of written records and administer the prescribed medication this will be the Manager or in her absence the Supervisor.

The designated staff will check:

- The child's name
- Medicine is in original container as dispensed by GP
- Name of medicine
- Expiry date
- Prescribed dose as provided by the GP on the label on the container
- Method of administration
- Time/frequency of administration
- Side effects
- Storage requirements

All the above information will be recorded in the medication record book. Any child with additional medical requirements or life threatening conditions shall have the information both recorded and displayed in the Kitchen Area, Blue Room. We make sure all staff and regular students/volunteers know what procedure to follow in the event of an emergency. They are also made aware of the following information:

- Location of medication, medical equipment of each child and medication record book
- Location of first aid box
- Important medical information

We ensure that children's medication and medical equipment are placed in a sealed folder, labelled with their full name and a copy of the medication record sheet enclosed. This is placed out of reach from other children but accessible to staff. We ensure that a record is kept each time a child takes their medication to include the time and dosage. When the child is collected, the parent / carer must read the record and sign to confirm that they have received this information.

Important Information and Responsibilities for Parents

We ask parents before their child starts at pre-school to contact their GP to order a spare inhaler which must be provided to the pre-school in it's original box as supplied by the

Pharmacist which will be kept at the group in case of emergencies. We ask parents to make and retain a note of the medication expiry date and ensure a new one is provided in advance of this date.

Storage

Any medication, which needs to be put in the fridge, must be placed in a sealed plastic container supplied by parents clearly marked with their child's name. This includes any inhalers, epi-pens, insulin syringes, insulin pens or other medication. These will be stored in individual clear folders, clearly marked with your child's name and medical requirements. All medications and equipment are stored out of the children's reach but accessible to designated staff.

We make sure the child's medication, medical equipment and record are always taken as necessary when playing outside and on outings. It will be kept safe but easily accessible to designated staff only.

Disposal of Medicines

Parents are responsible for ensuring that date expired medicines and sharps boxes are returned to a pharmacy/hospital for safe disposal. They should also collect medicines held at the end of each term.

Sharps boxes need to be supplied by parents. Staff will ensure this equipment is kept on a high shelf.

Hygiene and Infection Control

All staff are familiar with normal precautions for avoiding infection and follow hygiene procedures according to our **Policy No. 8 Health and Safety**. Staff will wear protective disposable gloves and take care when dealing with spillages of blood or other body fluids, disposing of dressings or equipment and administering medicines.

Self-Care

We encourage children where appropriate, after consultation and written consent with parents, according to their age and stage of development to help with the administration of their medicine. We reassure children through the use of toys, equipment, books, stories and play experiences, to help support them in to effectively carry out their self-care.

All staff are aware of issues regarding privacy and dignity for children with particular needs and when providing intimate care. Also being aware of and respecting the practices of different cultures. Some children may like others watching them use their inhaler another child may require privacy when having an injection. Children with epilepsy may require rectal diazepam this will vary in age, background and ethnicity.

Two staff members will be present and in emergencies staff will protect the dignity of the child.

Refusal To Take Medication

If a child refuses to take medicines which are not life threatening staff will not force them to do so, but record the missed dose and parents/carers will be informed on the same day. If a refusal to take medicines results in an emergency the Manager will contact the emergency

services. The parents will be notified, if they cannot be contacted the named person on the emergency contact record will be called. The Manager and another member of staff will monitor and stay with the child until help arrives. If no contact can be made with either the parent or named person on the emergency contact record a member of staff will accompany the child in the ambulance and stay at the hospital with the child (if appropriate) until the parents arrive. This member of staff will take the child's emergency record form and pass to the medical staff. Duty of care and any decisions regarding medical intervention would be passed to the hospital doctor and is not the responsibility of the pre-school staff. This is clearly documented on the child's emergency record form showing written consent from the parent.

Outings

The Manager will be responsible for any medication and specific health care plans, these will be held by them during the journey and visit in case of emergencies. All staff/volunteers will be made aware of any medical needs and relevant emergency procedures. An operational plan will be made in preparation for the visit.

Sporting Activities

We recognise most children with medical conditions can participate in physical activities.

Risk assessment is carried out on all activities/equipment these records are kept in the Quiet Room and are accessible on a daily basis. This ensures all children can participate, stay safe, enjoy and achieve in activities appropriate to their own abilities. We recognise some children may need to take precautionary measures before or during exercise such as using an inhaler. Physical activity can benefit social, mental and physical health and overall well-being and we will work with the parents, child and other health professionals to adapt individual health plans to ensure all children enjoy and achieve in physical activities and play. As far as possible resources and equipment will be accessed or purchased as required and activities and play environments will be adapted to meet the needs of the individual child.

If the Manager or any staff member has any concerns about whether she can provide for a child's safety or other children she will seek parental views and medical advice from health professionals.

Long Term Medical Needs

The Special Educational Needs (SEN) Code of Practice 2001 advises that settings need to know about any particular needs before a child is admitted to ensure those needs are met. We will work with the parents, child and relevant health professionals to develop a written health care plan. This would also apply to a child who has already joined the group previously whose medical needs have changed. An individual health plan clarifies for staff, parents and the child the help that can be provided. Staff will agree with parents how often they should jointly review the health care plan. The pre-school will notify Ofsted and the Local Safeguarding Children's Board of any serious accident, injury, serious illness, or death of, any child whilst in our care, and act on any advice given. The pre-school is aware that without reasonable excuse if they fail to comply with this requirement they commit an offence and may be subject to prosecution.

Training / Education

Walton Under Fives Pre-School is responsible for making sure that staff have appropriate training to support children with medical needs. Making sure staff have sufficient understanding and confidence, arrangements are put in place to provide up to date training on a regular basis. A health care professional will provide written confirmation of proficiency in any medical procedure and it will be recorded. All staff to are trained in Peadiatric first aid and attend regular training every 3 years.

Links to other policies, legislation and forms:

- **Reporting of Injuries, Diseases & Dangerous Occurrences (Amendment) Regulations 2012 – UK Statutory Instrument**
- **Public Health (Infectious Diseases) Regulations 1988**
- **Special Educational Needs (SEN) Code of Practice 2001**
- **Health Protection Agency**
- **Policy 1 Additional Needs**
- **Policy 3 Asthma Policy**
- **Policy 13 Health and Safety**
- **Policy 21 Serious Injury or Fatality**
- **Policy 25 Staff Development, Training and Employment**

This policy was adopted at a meeting of Walton Under Fives Pre-School held July 2011. It was reviewed and adapted at a committee meeting in November 2017

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Signed (Pre School Leader) Date

Signed (Committee Chair) Date