

## Medicine & Illness Policy

### Policy Overview

**At our nurseries we believe in order to provide the best care for your little one, medicines should only be allowed in our nurseries when essential to the health of your child.** This includes non-prescribed medication or homeopathic remedies for non-contagious conditions such as temperature control, pain relief and mild to moderate allergies.

In this policy we refer to Public Health England (PHE) guidance, of which more information can be found on their [website](#).

**In order to keep children safe within our nurseries, we ask you to adhere to and be aware of the following guidance:**

- Children must be well enough to attend the nursery and able to participate in the full range of indoor and outdoor activities.
- You need to inform the nursery about any illnesses or conditions affecting your child.
- You need to inform the nursery if your child is unable to attend their session due to being ill or infectious.
- You need to inform the nursery about any medical needs your child has before their settling in sessions or as soon as you are aware of your child developing a medical condition.
- If your child becomes ill at the nursery, we will contact you to make arrangements for your child to be collected.
- All medical needs relating to your child will be recorded on their Medicine Administration Form and transferred to their individual file.
- A Critical Care Plan will be completed for children with specific medical needs.
- You will need to provide the nursery with details of any medication that needs to be administered to your child along with the time of administration, and if medication has been administered before attending the nursery.



In an event where there is an outbreak of an infection at nursery that requires an 'exclusion period' for both children and staff in order to control the spread, the following procedure will be followed to ensure everyone's safety:

1. The Nursery Manager will notify the Public Health England about the suspected outbreak, and the guidance provided will be followed.
2. All relevant personnel, including regulatory bodies, will be notified.
3. A Serious Incident Summary will be completed and submitted by the nursery within 48 hours of the outbreak.
4. Signs informing parents/carers and visitors of the incident will be placed on the main entrance door and room doors. These will be removed 48 hours after the last reported case at the nursery and parents/carers will also be updated electronically.
5. Necessary steps will be put in place to support and protect those at potential risk of exposure.

**When administering prescribed medication, our procedure is...**

1. When a child with a complex medical condition registers with the nursery, they will be appointed either a one-to-one carer or a key person, both will be Paediatric First Aid trained and trained to administer certain medication e.g. Epi-pens.
2. If a child is diagnosed with a complex medical condition after settling in, the child will be unable to attend nursery until a member of staff has received sufficient training.
3. Parents/carers need to provide written permission for the nursery to administer their child's medication.
4. The Nursery Manager will ensure that a second, suitably trained staff member is present to witness administration of medicines.
5. A Medicine Authorisation Form will be signed by the one-to-one carer and witness at the point of medicine administration. Parents/carers will need to sign this form at the end of their child's session to acknowledge that medicine has been administered and returned.
6. Children who have been prescribed antibiotics cannot attend nursery for the first 24 hours of the course treatment, as the first full dose of any medicine must be given to the child at home e.g. if antibiotics are to be administered three times a day, these three doses must be given before the child returns to nursery.
7. All prescribed medications will be stored in accordance with the product instructions in the nursery's assigned medicine area or labelled and stored in the fridge if refrigeration is required. Both locations will be inaccessible by children.



- Non-prescribed medications will only be administered for the following reasons:
  - + Teething
  - + Mild skin conditions
  - + Mild allergies such as hay fever
  - + Mild eye inflammations/infection.
  - + Fever relief – (Parents/carers should be reminded that administration of Calpol or Ibuprofen could mask systems of illness and if a child has a consistently high temperature, appropriate medical advice should be sought)
- The nursery will follow the manufacturers' guidelines to administer non-prescribed medicines.
- Parents/carers need to provide written consent before the nursery can proceed with giving non-prescribed medications to a child.
- With the exception of teething gel, no more than 2 doses on 2 consecutive days of non-prescribed medication will be administered by the nursery.
- The nursery will keep an emergency supply of fever relief (Calpol) and antihistamines (Piriton) to take on nursery outings.
- Medicines containing Aspirin will never be administered by the nursery unless prescribed by a doctor.
- All non-prescribed medication will be stored in the nursery's assigned medicine area. Non-prescribed medication that requires refrigeration will be stored in fridge. Both locations will be inaccessible by children.

**If your child develops a high temperature or an undiagnosed allergic reaction at nursery, our procedure is...**

- 1.** To record the child's temperature every 10 minutes in the Child Temperature Record.
- 2.** Nursery staff will try and cool down the child with the following actions:
  - a.** Giving them a cold drink of water.
  - b.** Removing all their clothing except from their vest/t-shirt and underwear.
  - c.** Minimise the amount of physical contact.
- 3.** If the child's temperature remains at 38°C or above, a single dose of Calpol will be administered if prior written consent has been provided by the parent/carer.
- 4.** Parents/carers will be contacted to inform them of the high temperature and administration of medicine. The Medicine Authorisation Form will need to be signed by the parent/carer on collection.



5. After the emergency dose has been administered, the child's temperature will be monitored every 10 minutes.
6. If the child's temperature does not reduce within 45 minutes, the nursery will advise the parents/carers to collect their child.
7. If the child's condition worsens, the Nursery Manager will call either 111 or 999 depending on severity of the condition to seek medical advice from a professional. Parents/carers will be contacted immediately to be made aware of the situation.
8. If an undiagnosed allergic reaction is discovered by staff, the Nursery Manager will contact the parents/carers to inform them of the reaction and will ask for consent to administer Piriton.
9. In cases where a child shows signs of anaphylaxis, the nursery will call an ambulance immediately and a qualified first aid member of staff will administer first aid. Parents/carers will be contacted immediately to be made aware of the situation.

In the event where a child refuses to take medication, they will not be forced to take it. If a child does not swallow all the medication or vomits directly after administering it, nursery staff will not give any additional medication to the child. However, in both cases, the incident will be noted on the Medicine Administration Sheet.

**In the event of a child having an allergic reaction to medication or the wrong medicine/dose being administered, the nursery will proceed with the following procedure:**

1. The Nursery Manager, or most senior member of staff, will be notified and the child will remain supervised.
2. The nursery will call 111 to seek medical advice and the child's parents/carers will be contacted.

**For more information on this policy, please contact your Nursery Manager.**

