

NURSERY CHILDCARE POLICY – MEDICATIONS & ILL HEALTH

This Policy details the Childcare Facility's approach regarding the administration and storage of medications.

POLICY STATEMENT

The health and well-being of the children attending the Childcare Facility is of paramount importance and the following procedures will be adhered to when parents bring medication for their child/children into the setting.

Non-Prescribed Medication - This includes paracetamol, teething gels/powders, some eye drops, and antihistamines.

1. Parents are requested during the induction process to provide Nursery with a bottle of paracetamol for emergency purposes only.
2. Should a parent feel that their child may require paracetamol during their day in Nursery they are requested to complete the necessary medication form stating the time of the last dose, what the medication is for and the correct dosage. Staff are not permitted to agree to give any other dosage other than what is stated on the bottle/packaging. A parent's signature is required prior to them leaving to give permission for staff to administer the medication.
3. Medication is stored in the correct place, the office or the milk room with the child's name clearly labelled on it. Parents are regularly reminded not to leave any medication in their child's bag.
4. Staff who administer medication should be observed by another member of staff and both staff are required to sign the medication form. This information is also documented on the child's daily diary.
5. Parents are required to sign the medication form on collection of their child.
6. It is made clear to parents during the induction process that paracetamol will only be administered to any child who is either presenting with a high temperature or it is required for pain relief. Paracetamol will not be administered as a precautionary measure or for coughs and colds. Staff will always advise parents not to give paracetamol for more than three days without speaking to a doctor or pharmacist as stated on the medicine packaging.
7. If children present with a high temperature during their day in Nursery (temperature of 38 degrees or higher) and have been in Nursery less than 4 hours, then staff will contact the parent to see if the child has been given any paracetamol earlier in the day. If the child has their own paracetamol in

Nursery and have been in for a period longer than 4 hours, then staff will administer the correct dose of paracetamol to the child and the necessary paperwork will be completed.

8. If a child presents with a high temperature during the day and does not have any paracetamol in Nursery, parents are contacted to collect their child.

Prescribed Medication – This includes antibiotics, pain relief, creams or ointments, eye drops, antihistamine, inhaler for chest infection/bronchiolitis.

1. All prescribed medication must display the doctor's label with the child's name, prescribed dosage and date when dispensed. Children will only be accepted into Nursery after antibiotics have been given over a 24-hour period.
2. Prescribed medication will be stored appropriately as stated on the packaging.
3. Follow point 4 and 5 of the **non-prescribed medication** section.
4. All prescribed medication must be returned to the parent at the end of the day. Parents are always reminded that it is only acceptable for a child to be in Nursery on medication if they can cope with the environment and do not require one to one care.
5. Ibuprofen will only be administered when it has been prescribed by a doctor to assist with illnesses.

Long Term Medication

1. For any child who requires medication on a long-term basis staff will complete a long-term medication form stating the name of the medication, what it is for and how often it is required. Parents are reminded that it is their responsibility to inform staff when the medication is no longer required or if there are any changes to it.
2. If a child is prescribed an inhaler for asthma, parents are required either to leave a spare inhaler in Nursery, or to bring one daily. Any child without an inhaler on site will not be allowed to be left in Nursery.
3. It is parents' responsibility to inform staff when any long-term medication is no longer required.

Sickness & Ill Health

If a child falls ill in the nursery a parent/carer will be contacted to collect the child immediately. In the interest of the health of both children and staff we reserve the right to exclude a child from the nursery if the illness is infectious to others, for a minimum of 48 hours. When a child starts a course of prescribed antibiotics, the nursery reserves the right to exclude the child for a minimum of 24 hours to ensure that there are no initial adverse effects from the medication whilst the child is in the care of the nursery. Parents/carers need to ensure that their child is well enough to cope in the nursery environment before their return to nursery. When a child becomes unwell the following sickness procedures will apply:

- When a child shows signs and symptoms of being unwell, or presents with a high temperature, he/she will be isolated if necessary.
- Where appropriate paediatric first aid will be administered.
- The parent/carer will be contacted immediately using the emergency contact numbers supplied on their registration form (please keep these updated).
- The parent/carer will be requested to collect the child as soon as possible and will be advised to seek medical attention if necessary.

Health Protection Agency recommendations are followed for guidance, exclusions, and communicable diseases.

SCOPE OF THE POLICY

This policy applies to all staff, parents & children of the childcare facility

ASSOCIATED POLICIES

- Equality & Inclusion
- Health & Safety
- Safeguarding & Child Protection
- Communication
- Special Educational Needs
- Confidentiality & Record Keeping
- Data protection & sharing of information
- Intimate Care
- Key Person & Settling In
- Visits & Outings
- Admissions & Registration
- Induction of Staff & Students
- Key Person & Settling In
- Working in Partnership with Other Agencies
- Transition
- Supervision
- Staff Behaviour

ACCESS TO THE POLICY

This policy will be issued to all Childcare Practitioners and made available to the users of the Childcare Facility. A copy of all policies & procedures will be kept in the Managers office and in the reception area for parents/carers to access.

POST HOLDER TO CONTACT

Director of marketing, recruitment & customer relations

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