



Illness and Medication Policy

April 2020

Review April 2022

Acorn Childcare Centre (the Centre) aims to promote a healthy environment for the children in its care and needs parental and staff cooperation to achieve this.

Children will have the opportunity to play in the fresh air throughout the year.

If parents/carers notice their child becoming ill or infectious they must inform the Centre and must have regard to the Public Health England list of illnesses with particular regard to the exclusion information.

If a child becomes unwell at the setting, every effort will be made to contact the parents/carer. It is essential therefore that the setting has up to date information in order to be able to contact the parents/carers during settings hours.

Procedures for children who are sick or infectious

If children appear unwell during the day ie appear to have a temperature, or is suffering sickness, diarrhoea or pains, particularly in the head or stomach, a member of the Acorn team will call the parents and ask them to collect the child, or send a known carer to collect the child on their behalf. After sickness or diarrhoea, parents are required to keep children home for 48 hours. A child's temperature is taken using a digital ear thermometer.

Fever

Fevers are common in young children and are often a signal that something is wrong. If your child has a fever of 37.5C or higher, please keep him or her home. If your child develops a fever of 37.9C whilst at the Centre, parents will be called to pick him/her up.

If a child has a temperature and the environment is warm, they are helped to stay at a comfortable temperature by covering them with a lightweight sheet or opening a window. Our policy is that your child must remain free of fever (remaining in a normal range without the use of paracetamol/ibuprofen) before returning to the Acorn Childcare Centre.

In extreme cases of emergency, the child should be taken to the nearest hospital and the parent informed. The Centre reserves the right to take the child to the General Practitioner or hospital in an emergency, and in the event of parents/carers not being available. In this event every effort would be made to contact parents or other emergency contacts.

Details of the child's temperature will be recorded on the Unwell Child Form (see appendix).

Medicines

If your child requires medication to be administered four times daily, the Centre can administer the medicine after written consent is obtained. Liquid paracetamol will only be administered if your child develops a fever or is teething whilst attending the Centre and with prior signed consent.

Notification of Exposure to Infectious Diseases

Public Health England maintains a list of exposure limitations to infectious diseases which the Centre follows at all times. If a child has any form of infection disease, parents/careers are asked to check with the Centre in advance of bringing their child in. Notification of exposure to Infectious diseases will be via an emergency newsletter and information posted on the notice board.

In the event of an outbreak of a notifiable disease the Centre will inform the Public Health England, and Ofsted. Notification will be made as soon as possible but within 14 days. The Centre will display the up to date exclusion period information from Public Health England on the notice board. All recommendations made by Public Health England and Ofsted will be followed.

Pupil Medication

The Centre recognises that there may be times when children require medication to be administered during their time in the setting. In order that this is regulated we will ensure that:

- Information is collected regarding children's medical and medication needs which will be updated regularly.
- Both prescription and non-prescription medicines will be administered from the Centre but only when written permission has been obtained from the child's parent/carer on the Centre's Medication Consent Form (see appendix).
- Only prescribed medication that is required to be taken four times a day is administered.
- Liquid paracetamol, which the parents provide, can be administered if a child has a temperature of 37.9° or above and the parent/carer has previously signed a consent form and the parent/carer is on their way to collect their child from the Centre.
- Teething gels and powders can be administered upon signed permission by the parent/carer. Liquid paracetamol may be administered at the discretion of the room manager/nursery manager and only to ease teething pains with prior written consent and verbal consent at the time from the child's parent/carer.
- Medication is stored out of reach of children.
- Parents have given signed permission for administration including the name of the child, the name of the parent, date, name of medication, the dose and times to be administered, the date, time and dose when last administered and how the medication is to be administered.
- That the administration of medication is recorded on the Medications Consent Form and includes the signature of a witness, date, time, dosage. Parents must sign this before they leave the premises, to acknowledge they know the medication has been administered.

- That medicine is only administered by staff members who hold a relevant Level 3 Early Years qualification or above.

Administration of Specialist Medication

Specific permission, instruction and training will be obtained before an agreement is reached with a parent to administer specialist medications (e.g. nebuliser), and life saving / emergency medications (such as adrenaline injections). This will include:

- A letter from the child's G.P./Consultant stating that the child is fit enough to attend and information about the child's condition.
- Instructions on how and when the drug/medicine is to be administered and what training is required.
- Written proof of training, if required, in the administration of the medication by the child's G.P., a district nurse, specialist or community Paediatric nurse.
- Prior written consent from the parent/guardian to allow medication to be administered.
- Any child who has a long-term medical need including medication will have an healthcare plan written by the Centre Manager and/or the SENDCo and/or the parents/carers as necessary.

Staff Medication

The Centre recognises that there are times when staff members may need to take medication. Acorn Childcare Centre will ensure that systems are in place to ensure that staff/setting will seek medical advice if medication is likely to affect their ability to care for children and staff will only work directly with children where it has been confirmed that medication does not affect their ability to care for children. Staff medication will be stored securely out of reach of children.



Unwell Child Form

If a child becomes unwell whilst in the Centre's care, staff should document the symptoms and actions below at regular intervals of at least 15 minutes. Ensure that senior staff are notified so appropriate care can be put into place.

Date:	Child's Name:			Room:	
Time:	Temperature taken	Symptoms/Signs of Child	Actions taken (Parent contacted, child made comfortable)	Staff signature	Senior staff signature

Staff Signature:

Parent Signature:

Date:

All forms must be signed by parents upon collecting their child, one copy to be given to parent and the original copy to be stored in their own individual files.



Medication Consent Form

Child's Name:		Date:	
Details of Medication to be checked: If any of these are not correct then you cannot administer the medication Is medication in its original container? Name of medication prescribed: Expiry date of medication: Does it have the correct child's name on the label: Y/N			
Date and time of last dosage:		Amount given at last dosage:	
Name of medication to be given	Time due	Dosage due	How to be administered

Parental/Carer Consent

I sign to confirm the information given as last dosage to be correct and consent to the above medication to be administered in accordance with the above instructions:

Signature:

Date:

Tel No:

See Medication Administered Form overleaf

