Sickness and illness and Medication Policy

This policy was adopted on	Date for review
11th September 2024	*11th September 2025*

Early Years Foundation Stage Statutory Framework: 3.51, 3.52, 3.53, 3.54

At Broadwaters Children's Centre we promote the good health and good oral health of children attending our nursery taking the necessary steps and following the appropriate guidance to prevent the spread of infection.

https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities

To help keep children healthy and to ensure that we minimise the spread of infection, *we do not expect children to attend nursery if they are unwell.*

Why your child shouldn't attend nursery if they are unwell:-

- **Preventing the spread of infections/illness** – In nursery, children are in very close contact with each other and staff members making it easy for contagious illnesses to spread. If a child is sick and attends nursery, they can pass this illness to other children and/or staff which could result in an outbreak.
- **Protecting vulnerable children and staff** – There are times when we have children and/or staff members in our nursery with medical needs and/or underlying health conditions which may make them more susceptible to severe complications from common illness. Keeping your child home if they are sick helps to protect these vulnerable members of our community.
- **Ensuring proper rest and recovery** – When a child is unwell they require adequate time to recover fully. Returning to nursery when they are not fully recovered may prolong your child's sickness and could also worsen their symptoms leading to further medical complications.
- Here at Broadwaters Children's Centre we provide high quality **Early Education** and our daily routines reflect this. If your child is unwell they would not be able to fully participate in their learning. If a child is unwell, this may also have an impact on the learning and development of the other children in the class.

Our Sickness and Illness procedures:

- If a child becomes ill during the nursery day, we contact their parent(s) and ask them to pick up their child *as soon as possible*. During this time we care for the child away from the other children in a quiet, calm area with their key person, wherever possible.
- We follow the Public Health England Guidance on Infection Control in Schools and other Child Care Settings. This guidance indicates which illnesses a child should be excluded from attending our setting with and for what period of time, for example, diarrhoea.
  (https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities)

- We inform all parents if there is a contagious infection identified in the nursery, to enable them to spot the early signs of this illness. We thoroughly clean and sterilise all equipment and resources that may have come into contact with a contagious child to reduce the spread of infection.

- The application of preventative creams such as sun cream/block or nappy rash cream as well as teething gels will also need a parental consent form (which we normally obtain in your application pack) new creams will need new consent. We expect all of our children to be provided with sun cream during the summer months.
- We do not administer any other non-prescription/alternative medicines due to the problem of unknown side-effects and possible counter effects of combining other medicines or foods. We would therefore encourage you to seek your doctor's advice for any condition and obtain written confirmation from the doctor if any medication is to be administered. Alternatively parents/carers would need to come to the centre to administer the medicine.
- We make information/posters about head lice readily available and all parents are requested to regularly check their children's hair. If a parent finds that their child has head lice we would be grateful if they could inform the nursery so that other parents can be alerted to check their child's hair. Children can continue to attend the nursery as usual.

We have the right to refuse admission to a child who is unwell. This decision will be taken by the leadership team or most senior member of staff on duty and is non-negotiable.

Medication Procedures

If a child has a specific medical and/or health need we will work with parents/carers to develop an individual health care plan (please see appendix 1). This would then be reviewed as and when required.

We follow strict guidelines when dealing with medication of any kind in the nursery and these are set out below.

Medication prescribed by a doctor, dentist, nurse or pharmacist:-

- Any medication containing aspirin must be prescribed by a medical professional.(https://www.nhs.uk/medicines/low-dose-aspirin/who-can-and-cannot-take-low-dose-aspirin/)
- All prescribed medication must be kept in the original containers displaying the prescription details.
- Prescription medication will only be administered to the person named on the container. Only the prescribed dosage will be given.
- Those with parental responsibility for any child requiring prescription medication should discuss with the child's key person/co-key person who will then note the details of the administration on our medication administration form (Appendix 2) This will then be checked by the senior leaders.
- Written permission must be given prior to the administration of each and every medication. However, we will accept written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:

1. The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed
2. The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed
3. Parents must notify us IMMEDIATELY if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.
4. The parent must be asked when the child has last been given the medication before coming to nursery; and the staff member must record this information on the medication form. Similarly when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times (Appendix 2)

- We will always try to ensure that it is the key person/co key person or a familiar staff member who administers any medication.
- If a child refuses medication, we will not force them to do so. In this instance we would contact parents/ carers immediately.

Non-prescription medication *(these will not usually be administrated)*

- The nursery DOES NOT administer any medication unless prior written consent whether prescribed or not.
- In some extenuating circumstances, we would administer Capol to a child (for example, if child is at increased risk of fibril convolutions) However,
    - Capol must be provided by the parents/carers – we do not keep our own supply of any medications in the setting.
    - Only one dose will be given. As soon as the dose has been administered, parents/carers will be contacted and you MUST collect your child within 2hrs of the dose being given.
    - A member of the Senior Leadership Team must before informed before Capol is administered.
    - This would only be given as a final resort after everything else has been tried, for example, removing clothing, wet clothes to decrease temperatures.
    - If you administered Capol to your child because they were unwell before nursery, it is highly likely you will be called to collect your child once this has worn off, therefore, if your child is unwell enough to require Capol, please keep them at home.

    (This does NOT apply to children being given Capol due to teething)

- We would administer appropriate antihistamine medication to any children who may require it, for example, those with hay fever. Parent/carers would be required to provide this medication and complete the form (see appendix 3)
- Giving non-prescription medication will be a last resort and the nursery staff will use other methods first to try and alleviate the symptoms, e.g. for an increase in temperature the nursery will remove clothing, use fanning, tepid cooling with a wet flannel. The child will be closely monitored until the parents collect the child

- For any non-prescription cream for skin conditions e.g. Sudocrem, prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child's name.

Injections, pessaries, suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for this child. This training is specific for every child and not generic. The nursery will do all it can to make any reasonable adjustments including working with parents and other professionals to arrange for appropriate health officials to train staff in administering the medication.

Staff medication

All nursery staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or too unwell to meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy. If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform their line manager and seek medical advice. The nursery manager/person's line manager/registered provider will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment.

Where staff may occasionally or regularly need medication, any such medication must be kept in the person's locker/separate locked container in the staff room or nursery room where staff may need easy access to the medication such as an asthma inhaler. In all cases it must be stored out of reach of the children. It must not be kept in the first aid box and should be labelled with the name of the member of staff.

Storage

All medication for children must have the child's name clearly written on the original container and kept in a closed box, which is out of reach of all children.

Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach.

Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children.

All medications must be in their original containers, labels must be legible and not tampered with or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

Our Quick Guide to some Common Nursery Illnesses

Illness	Exclusion	Additional Comment
Temperatures	If your child has a temperature above the normal range you will be asked to collect them. If your child returns to nursery the next day and has a temperature again you will be asked to collect and they will not be able to return for 48 hrs.	Normal body temperature for children aged 1yrs and younger is 37.5c – 37.7c A normal body temperature in children aged 2 - 5 years is 37.0°C - 37.2°C. Any above 38c is considered a fever and medical advice should be obtained.
Teething	None	We would administer Capol for children who are teething in agreement with the parent. Our staff are very highly skilled in recognising teething as well as identifying other symptoms that may not be related to teething.
Sickness/Diarrhoea	48 hrs from the after the last day of sickness/diarrhoea	Parents will be contacted to collect once a child has had two episodes of loose stools. Parents will be contacted immediately to collect of a child vomits.
Antibiotics	A child must stay home for one day after being prescribed antibiotics	
Cold/cough	If your child has no temperature and is well enough to attend they do not have to be kept home.	Children will continue to be taken to the outdoor area throughout the day as is their learning routine. If your child is well enough to be in nursery they will be outside.

Appendix 1

EDUCATION SERVICES

Haringey LONDON

5.8.1.5 Annex 5: HEALTH CARE PLAN FOR A CHILD/PUPIL WITH SPECIAL MEDICAL NEEDS (FORM AOM3)

Date: 30/01/2020

Name:

Date of birth:

Condition:

Class/form:

AFFIX

PHOTO

CONTACT INFORMATION

Family contact 1

Name:

Phone no. (home) :

(work):

Relationship: Mother

Family contact 2

Name:

Phone no.

(work):

Relationship:

Clinic/hospital contact

Name:

Phone no

G.P. Morris House Group

Name:

Phone no:

PUPIL NAME :

Describe condition and give details of pupil's individual symptoms:

Daily care requirements: e.g.(before sports/at lunch time)

Action to be taken in an emergency:

Who is responsible in an emergency: (state if different on off site activities)

FORM AOM 3A

EDUCATION SERVICES

5.8.1.6 Annex 6: EMERGENCY PLANNING

EMERGENCY PLANNING

Requests for an Ambulance to:

……

Dial 999, ask for ambulance and be ready with the following information

1. **Your telephone number**

2. **Give your location as follows:**

(insert school address an postcode)

Appendix 2: Parental agreement for setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	BWCC
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine *(as described on the container)*	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s)_____ Date_____

Date	*Pupil's Name*	*Time*	*Name of Medication*	*Dose given*	*Any Reactions*	**Signature of Staff**	**Signature of Staff observing invasive treatment**