

# Illness and Medication Policy



## 1.1 Statement

Wyke Community and Children's Centre recognise that illness and infection in early childhood is a normal occurrence as children under the age of 5 have typically lower resistance to infection and communicable diseases. We believe that preventing illness and infection in our centre is a shared responsibility between ourselves and the home environment. We understand that elimination of all infection and illness is not possible, but take our responsibility to reduce occurrences seriously.

## • 1.2 Implementation & Procedure

To enable us to do this we will:

- Advise the parent/carer to take the child home or to their GP if a child is ill on arrival or falls ill whilst attending a session within our centre.
- Use the 'Guidance on Infection control in schools and other Childcare settings' only, to assess whether children are suitable to attend the setting whilst ill. Use this guidance in assessing how long children should be absent from Nursery upon contracting an illness.
- Always take appropriate steps to prevent the spread of infection, including but not limiting: Handwashing, cleaning of the environment and equipment and using safe hygiene practices when dealing with coughs and sneezes, toileting, nappy changing.
- Encourage parents to notify us if their child has any infectious diseases, we will then notify other parents/carers of any known infection/illness.

## • 2.2 Administration of Medication

All members of staff must ensure that:

- An online Medication Consent Form - via FAMILY must be completed and signed by the parent/carer and approved by the member of staff before any medication will be administered.
- Health Care Plans are used where a child or Centre user has an ongoing medical condition that requires ongoing, long term medication.
- Department managers must ensure that staff training is provided and completed for children that have specific medical needs, this should be included within Centre users Health Care Plans and where necessary Individual Risk assessments.

- Follow guidance stated within the Early Years Foundation Stage, Statutory Guidance that states that only medication prescribed by either a doctor, dentist or Nurse is administered to children within our care.
- Follow guidance within the Early Years Foundation Stage, Statutory Guidance that states that only medication that is required to be administered 3 times daily or more will be administered to children within our care, with an interval of no less than 4 hours between doses.
- All necessary information is recorded on Medicine forms, including name of medication, date prescribed, amount and times to be administered
- They have understood the instructions for the medication. If unsure, staff must consult their Manager.
- Any medication is correctly labelled and stored according to the product instructions, in the original container and with written instructions from the manufacturer stored with the medication.
- Ensure that all medications are clearly labelled with the child's full name and Date of Birth, this must be checked before administering and counter checked with another member of staff before administering.
- Medication is stored securely in an appropriate place e.g. fridge or cupboard as directed on the bottle/box/ information leaflet.
- An Administering Medication form is completed via FAMLY and signed when staff administer medication and that this is witnessed by a colleague which is also logged on the FAMLY app.
- Under no circumstances will any employee administer 'over the counter' medication unless a member of senior management has specifically deemed this necessary. Parents should be phoned immediately in this instance and management should attempt to obtain permission before any emergency medication is administered. However in the event that management are unable to contact parents emergency medication will be administered at the managers/ senior managers discretion.
- We reserve the right to decline a request from parents/carers to administer medication which requires a level of technical training or knowledge which our employees do not possess.
- **3.1 Exclusion Criteria**
  - Children who have required pain relieving medication within the four hours preceding a Nursery session will be temporarily excluded from attending Nursery.
  - This Policy is to safeguard the health and well-being of all children and staff in the Nursery. When a child requires pain relieving medication, it may indicate underlying health concern that requires careful monitoring. By excluding children in this

situation, we aim to prevent potential transmission of contagious illnesses and ensure that children are fully recovered before joining any group activities.

- Child will at all times have the first 24 hours absent from Nursery upon starting any medication, both prescribed and non-prescribed medication.
- Children that have received any form of Vaccination, including immunisations will be required to be absent from Nursery for a minimum of 24 hours after the vaccination.

### **7.3 Roles and Responsibilities**

All childcare employees are responsible for ensuring that they understand and follow this policy and procedure.