

Rougham Acorns Pre-school and Woodlands Extended Care

Illness and Administration of medication policy

Illness

Parents are asked to keep their children at home if they have any infection, particularly:

- ❖ Chickenpox
- ❖ German measles
- ❖ Mumps
- ❖ Sickness and diarrhoea.
- ❖ conjunctivitis

Parents are asked to inform the setting as to the nature of the infection. This will allow the setting to alert other parents as necessary and to make careful observations of any child who seems unwell.

Parents are asked not to bring into the setting any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last episode. If more than 8 people are affected by vomiting and diarrhoea a period of 72 hours will be applied.

Rougham Acorns and Woodlands reserves the right to deny admittance to children who appear sick, unfit, have been given Calpol or similar medication or otherwise unwell on arrival. Parents/carers may be required to take sick children home.

If a child becomes unwell during his/her time at the setting the senior worker decides if it is appropriate to contact the child's parents/carers to take the child home. If the parent/carer cannot be contacted the alternative contacts should be called.

If the decision is made to keep an unwell child at Rougham Acorns and Woodlands until the end of the session, then the staff must ensure that the child is made comfortable with one staff member close at all times.

If a member of staff falls ill whilst at work and has to go home, then emergency staff cover may need to be arranged. If emergency cover is unavailable the session may have to close, if the adult child ratio falls below 1:8 or 1:4 if there are any children aged 2-3 years old. In this instance parents/carers will need to be contacted to collect their children early. The chairperson must be contacted and informed of the situation.

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If the children of staff are unwell, the children will not accompany their parents/ carers to work in the setting.

Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing.

Administration of medication

If the child is on prescribed medication the following procedures will be followed:

- If possible, the child's parents will administer medicine. If not their medication must be stored in the original container and clearly labelled with the child's name, dosage and any instructions. The medicine must be prescribed by a doctor and the expiry date checked.
- Written information will be obtained from the parent giving clear instructions about the dosage, administration of the medication and permission for a member of staff to follow the instructions. A permission form is available for parents to complete.
- All medications will be kept in non-child areas.
- A medication authorisation form is to be filled in. This will have space for the child's name, the medication, the times the medication is to be given, a space for the parent's/carers signature and a space for the person administering the medication to sign.

With regard to the administration of life-saving medication such as insulin/adrenalin injections or the use of nebulizers, the position will be clarified by reference to the group's insurance company. (Acorns will check with the Insurance section at Pre-school learning Alliance National Centre.) If specialist knowledge is required, staff involved in administering medication will receive training from a qualified health professional.

The setting will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed.

This Policy will be reviewed annually Next Review date.....

This policy was adopted on

Rougham Acorns Pre-school and Woodlands Extended Care

Signed.....Chair

Signed.....Manager