**CRADLEY NURSERY**

**SICKNESS AND MEDICATION POLICY**

#### Policy written by: R Wilson

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates |  |  |  |  |
| Written | Feb 2012 |  |  |  |
| Reviewed | Aug 2013 | Sept 2017 | Sept 2018 | Oct 2019 |
| Amended | Sept 2015 KR |  |  | Oct 2019 AMR |
| Next Review | Sept 2014 | Sept 2018 | Sept 2019 | Oct 2020 |

**Statement of Intent**

We promote the good health of children attending Nursery and take all necessary steps to prevent the spread of infection. If a child requires prescribed medicine we will obtain information from parents and ensure it is kept up to date. When dealing with medication of any kind in the Nursery, strict guidelines will be followed.

**Sickness**

It is essential that parents notify staff about their child’s state of health on arrival: whether the child is suffering or has recently suffered from any illness, in particular a high temperature. We do not expect parents to bring a child who has had a loose motion; or who has been vomiting within the past 48 hours. If you don’t tell us the children generally do!

We would be grateful for the co-operation and understanding of parents and carers if your child is unwell. Poorly children need rest and quiet at home and a Carer who they are familiar with to look after them. This produces the best results for all concerned until your child is fully well again. Medications such as antibiotics need time to work in order to prevent further infection and a tired, poorly child will gain nothing from being in a Nursery environment and will take much longer to recover.

Children must be excluded if suffering from any infectious illness until recovered. In cases of diarrhoea and vomiting , the child will need to be kept away from nursery for at least 48 hours since the last evacuation. Children of Nursery school age have yet to develop an immune system and are therefore very susceptible to picking up infections from other children either through airborne transmission or from touching things which poorly children have been playing with. We therefore rely completely on the honesty of our parents if they are poorly outside of Nursery hours. If a child is sick in Nursery, parents will be contacted and asked to collect.

If a child has diarrhoea, in the first instance, parents will be contacted and informed. In the second instance the parents will be phoned and asked to collect. A poster of childhood illnesses and periods of exclusion can be found for consultation in the Nursery Foyer. Parents can also ask the advice of staff over the phone if they are not sure whether to bring their child into Nursery.

Cradley Nursery must be informed if a child has a contagious disease/illness in order to prevent the illness spreading and to be able to inform members of staff who may be particularly at risk, for example if pregnant. Such information will be treated sensitively and in a confidential manner.

Parents must inform Nursery if their child has been admitted to hospital.

**Medication**

Cradley Nursery is concerned about the risk associated with administering medicines and worries about the statistical possibility that the more medicines we administer to children the greater the likelihood is that we will get it wrong, even though we have a robust control mechanism, with the associated potentially catastrophic effects. Although Cradley Nursery’s experienced staff are qualified and competent Early Years Practitioners and the majority are also trained in paediatric first aid, they are not medical practitioners and it is unreasonable to put them into a situation where they could unwittingly be at risk of harming, rather than helping, an unwell child. It is therefore our policy not to administer any medicine in the Nursery unless the following criterion applies:

1. The child has an ongoing medical condition that is not contagious and which is considered reasonable to be treated within the Nursery

2. The medicine is prescribed by a medical practitioner

3. The medicine is in its original packaging, particularly the outer container

4. We have received a signed medication authorisation form from parents/carers

5. On the rare occasion where a child’s temperature is at a level which causes extreme concern and the parent/carer is not able to get to the nursery quickly a member of staff will ask for your permission over the telephone to administer Calpol which will be supervised by either the Manager or Deputy Manager. This will be the exception and not the norm. We will not administer any non-prescribed medicine on any other occasion. If a child has had a dose of Calpol to see them through a day at Nursery there is a high possibility that we will phone you to come and collect your child once it has worn off. A child who needs Calpol before attending Nursery is probably not well enough to enjoy a busy day with all their friends.

Only qualified members of staff may give medicine to children.

When medicine is being administered it must be checked by the Nursery Manager/Deputy Manager accompanied by a paediatric first aider to ensure the correct medication and quantity is given as directed on the label attached to the medicine and the label on the outer packaging, plus the signed parental consent form.

All children on prescribed medication must have received a dose at least 24 hours before coming to Nursery to ensure there is no allergic reaction to the medicine. This will be recorded on the Medicine Form.

If at any point during the course of medication staff administer the treatment incorrectly the parents will be telephoned immediately and the Management team will take appropriate measures. This could be either calling a local GP, NHS direct or taking the child in to hospital.

**Storage of Medication - Children**

All medications are to:

• be stored in their original containers,

• bear the child’s name

• be checked that they are still in date

• be kept inaccessible to children, either in the store cupboard or the fridge in the Staffroom.

All medication for children must have the child’s name written clearly on the original container and kept in the storage cupboard, out of reach of children and under supervision at all times.

Emergency medication such as inhalers and epipens will be within easy reach of staff but not children. These must be checked and replenished when necessary. Children needing medicine, for which Cradley Nursery do not have an indate supply, will not be allowed to remain on site.

No medication to be stored in children’s bags.

**Reporting of medication and illness**

All medication records will be filed confidentially.

The person administering the medicine is responsible for ensuring that the medication form has been completed correctly. This must be signed and verified by the Manager/Deputy Manager.

Nursery Manager/Deputy must inform MASH (Multi Agency Safeguarding Hub) and/or Ofsted in the case of a Safeguarding incident.

Nursery Manager/Deputy must notify OFSTED of any sickness, illness or safeguarding incidents in line with extant OFSTED policy and requirements.

**Measures for High Temperatures**

• Take the child’s temperature

• Record the child’s temperature on the form

• Take layers of clothing off to help reduce the temperature

• Give the child some water to drink

• Call the parent and record the time of the call

• Ask the parent to collect the child

• Comfort the child if upset but try not to cuddle for too long due to own body heat

• Record and monitor every ten minutes

• If it continues to rise call the parent again to find out how long they will be and explain that temperature is still rising and that an ambulance will need to be called due to high risk of febrile convulsions

• In the event of an ambulance a senior member/Key Person to accompany child to hospital ensuring they take Child Confidential Record and a mobile phone

• Phone emergency contacts if you cannot get hold of the parent

**Return to Nursery following illness**

The following table shows the minimum time children should be away from Nursery due to illness, this should be taken a guidance only, no child should be returned to Nursery unless they are well enough to cope with a Nursery day.

Cradley Nursery may reserve the right to request a letter from the child’s GP before allowing them to return to the Nursery. Fees are still payable regardless of whether the child has been kept off ill or has been sent home ill.

|  |  |
| --- | --- |
| Prescribed antibiotics | First 24 hours at home |
| Temperature | Will be sent home and cannot return until a normal temperature has returned for at least twenty four hours |
| Vomiting and Diarrhoea | Child must be kept away from nursery for 48 hours after the last bout of vomiting or diarrhea |
| Conjunctivitis | Child will be sent home and can return once medication has been administered |
| Chickenpox | Five days from the onset of rash |
| Gastro-enteritis, food poisoning, salmonellosis and dysentery | Until authorised by a doctor |
| Measles | Four days from the onset of rash |
| Mumps | Five days after the onset of swelling |
| Impetigo | Until skin has completely healed or 48 hours after starting antibiotic treatment |
| Ring worm of scalp | Until cured |
| Ringworm of body | Seldom needs exclusion |

**Vaccines**

Children can have allergic reactions to immunizations. This is the case for all injections, even if they have had them before as an allergy can develop at any stage.

It is recommended that the child must remain at home for 24 hours after receiving injections in case of reaction or high temperature. In the case of the MMR vaccination, it is recommended that this should be for 48hrs due to the high content of injection.

It the parent or carer wishes the child to attend nursery, they must either inform Cradley Nursery that their Child has received a vaccine within the last 24 hours or 48 hours where this is the MMR vaccine. This is to ensure that the staff recognise and respond to any high temperatures appropriately.

**Staff Medication**

Staff medication must be clearly labelled, securely stored in a locker or the staffroom fridge. Nursery management must be informed if any staff have medication on site and ensure it does not impair their work and that they are able to care for children in the Nursery.

**Reporting**

Any incidents of serious illness, serious accident, injury, hospitalisation, death or food poisoning will be reported to Ofsted by the Nursery Line-Manager. This must be done as soon as possible or within 14 days of the incident. Failure to do so will be considered an offence. The Nursery will inform the MASH team of any serious accident, or serious injury or death.