



POLICY No: SNP009

TITLE: ILLNESS & MEDICATION POLICY

VERSION: 05

VERSION	BREIF DESCRIPTION OF CHANGE:	APPROVED BY:	EFFECTIVE DATE	REVIEW DATE
05	UPDATED TO REFLECT NEW EYFS CHANGES	TARA (NURSERY MANAGER)	DEC 2023	DEC 2024

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Legislation and/or Guidance

Sunnyside Nursery has regards to the following guidelines and services:

- Health Protection Agencies Infection control in Schools and other childcare settings
- Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR)
- National Health Service (NHS)

Introduction

This policy is about children's attendance at nursery when they are unwell and ensures that the emotional and physical well-being of children comes first at all times. As a general principle, children should not be in nursery when they are ill, both for their own welfare and also to be fair to other children and protect them from becoming ill. We take into consideration guidance from the Health Protection Agency with regards to exclusion periods for illnesses and infection control, as well as the needs of the children and staff.

However, in specific situations the appropriateness of attending nursery or not will need to be determined on a case by case basis. Ultimately, the nursery has the right to refuse admission to a child who is unwell; this decision will be taken by the nursery Manager Tara Lougheed and in the event of her absence the Deputy Shalina Miah.

Procedure for Responding to Children who are Ill or Infectious:

During the 'family induction' period we discuss our responses to children who are ill or infectious as follows:

1. Children should not attend the Nursery if they are clearly unwell or distressed through illness. Parents are asked to keep their children at home if they have any infection, and to inform the Nursery as to the nature of the infection. This will allow the Nursery to alert other parents if necessary and to make careful observations of any child in the nursery who appears unwell. Parents are asked not to bring into the Nursery any child who has been vomiting or who has had diarrhoea until at least 48 hours has elapsed since the last occurrence.
2. Children prescribed antibiotics to treat an infection should remain at home for at least 24 hours to support them with their recovery returning only when they are well enough to participate in a normal nursery day. Children who are regularly being prescribed antibiotics to deal with an on-going medical problem may be allowed to attend during the first 24 hours at the discretion of the managers.
3. Parents/Carers need to make arrangements for emergency care to be available should their child become unwell during the day and leave adequate contact numbers.
4. When your child has an infectious disease or another illness advice should be sought from either your GP or Health Visitor. Appropriate exclusions will apply according to the Guidelines for Infection control in Schools and other childcare settings and NHS Direct on-line advice (111).

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5. Children who have suffered a bout of sickness and diarrhoea must not attend nursery the following day. After this period they may return to nursery when they are eating a reasonable diet and are symptom free. Parents/Carers will be asked to remove children with an isolated incident of sickness from nursery but with the agreement of the management team may be able to return to nursery the following day when circumstances have been considered.

6. Children with conjunctivitis may be excluded for a minimum of 24 hours if required at the discretion of the manager during which time they should have received adequate treatment.

7. Nursery Staff will only usually administer prescribed medicines, teething gels and skin creams etc, however the following conditions apply.

- The original label must be intact: child's full name, dosage, name of medication
- Full instructions of application
- Original container

8. If the children of any staff member are unwell, these children are not to accompany their parent staff member to work to the Nursery. For all infectious illnesses parents will be referred to the Guidance on Infection Control poster for exclusion periods.

9. If a child becomes unwell at Nursery, the parents or emergency person is contacted to take the child home. Whilst in our care the child should be taken aside and looked after by a member of staff who is a qualified first aider until the parent/carer arrives.

10. A letter informs all parents if any child in the Nursery has head lice, and the affected child's parents are informed in private.

Children on Medication – (prescribed/non-prescribed)

Upon registration Sunnyside Nursery require parents and/or carer to complete a nursery medical consent and/or care-plan form which states the child's individual medical needs. Sunnyside Nursery does not purchase and/or store medication, other than what parents provide.

Discuss with parent and/or carer the administering of medicines that treat pain and/or temperature in children and ensure that their child is not allergic to any medications provided by parents.

Ensure and/or challenge (where necessary) a valid reason is sought about a child's needs for medicine whether ongoing, prescribed and/or non-prescribed medicines.

In all cases medicine must only be administered to a child where prior written permission for that particular medicine has been obtained from the child's parent/carer.

Sunnyside nursery will review individual medical consent form and/or 'care-plan' (1-6 weeks) depending on 'need for medicine' whereby keeping information up-to-date.

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Medication will always be witnessed and/or conducted by the nurseries recognised first aider and reviewed.

Sunnyside nursery will provide training for staff where the administration of medicine requires medical or technical knowledge.

Prescription Medicines: must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist, (medicines containing aspirin will only be given if prescribed by a doctor).

If a child is on medication the following procedures will be followed, with written consent:

- 1) Parents/carers must complete an 'Administration of Medicine' form clearly indicating; the child's name, D.O.B, date, medicine name, required dose and last time administered and give a health explanation as to why the medication is needed.
- 2) The medicine must be in its original container and have the child's name, dosage, and periods of administering stated clearly on the bottle or written instructions.
- 3) Practitioners will follow instructions provided and record (on the Administration of Medicine form) the time each dosage is given, sign to confirm the medicine was administered and the nursery Manager and/or Deputy will sign as a witness.
- 4) Parent/carer will be informed on the same day the medicine was administered and must sign the 'Administration of Medicine' form at the time of picking up the child, to confirm their awareness of when and by whom the medication was given to the child and last dosage to prevent overdosing.
- 5) Training will be given for the administration of medicines that requires medical or technical knowledge.

Non-Prescription Medicine: must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer.

- Sunnyside Nursery will administer shop bought or non-prescribed medicines such as calpol, cough medicine etc.
- If a parent feels their child may need medicine at some point during the day (steps 1-4 will be followed). However, staff will refuse to give medicines if parents give an unsatisfactory reason for administration, particularly if to do so is against the child's well-being and good general health.

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- A child under the age of 16 years cannot be given medicines containing aspirin unless it has been prescribed for that child by a doctor.
- In the event of an emergency a staff member will contact parents/carers, whilst accompanying the child straight to A&E.

Medicine Recording & Storage

- The Nursery will ensure that all records are kept up to date.
- All medicines will be kept away from the children and stored safely and appropriately.
- Once medication is no longer needed or has run out the bottle or container will be returned to the parent/carer and/or disposed of.
- All medicines will be kept out of reach from children (kitchen and/or office, clearly labeled), the kitchen and office is out of bounds to the children. In addition to this all medicine administered will be reviewed.
- With regard to administration of life saving medication such as insulin / adrenaline injections or the use of nebulisers. Staff involved in administering medication will receive training from a qualified health professional and prepare a care plan for that child.
- The Designated First Aiders 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.
- There will always be on the premises at least one qualified first aider to administer first aid to children, staff and parents.
- In regards to any infectious disease or sickness this nursery will refer to the Infectious Disease poster for periods of exclusion, and/or decide the necessary action to take in the welfare of the children.
- In the event of any serious illnesses, Sunnyside Nursery will inform OFSTED and if appropriate inform the Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR).

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This policy is checked annually and formally reviewed at least every 3 years and/or revised as required by legislation, government guidance and/or feedback from service users.

This policy supports all other policies and must be read together with the following policies:

- Health & Safety
 - Accident & Injury
 - Safeguarding
 - GDPR
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This policy was adapted in December 2023 and due for review in December 2024
