

## **Medicines and Health Policy**

This Policy follows the guidance on Managing Medicines in Schools and Early Years Settings (DfES March 2005) and the Early Years Foundation Stage 2012.

We believe that children who are unwell should be at home until they are well enough to attend the Centre.

### **CONSENT**

The Parent/carers must give written prior consent for the administration of medication. No medication will be given unless the consent form is complete and signed. (Forms are kept in medical files in each room)

### **ADMINISTERING MEDICINES**

Staff in the Centre will only administer **prescribed medicines**. If a child has been prescribed antibiotics for a short-term illness, s/he should be kept at home for the first 48 hours. The only exception to this rule is for the administration of teething gels/powders and ointments.

Wherever possible, parents should be encouraged to administer medicines before and after the child's attendance at the Centre. If it would be detrimental not to give the medicine to the child during the day, it may be brought to the Centre.

- It is often the key person who administers any medication, if however a 'designated' first aider, teaching assistant or special needs teaching assistant takes on this role they will ensure the key person is made aware, and the paperwork is completed and signed.

### **STAFF TAKING MEDICATION/OTHER SUBSTANCES**

Staff/practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If practitioners are taking medication which may affect their ability, those practitioners must seek medical advice. The management of the Centre will ensure that those practitioners only work directly with children if medical advice confirms that the medication is unlikely to impair the staff's ability to look after children properly. Staff medication must be securely stored, and out of reach to children at all times. Parents and visitors to the Centre must not take any form of medication while in the classrooms, if medication is needed to be taken while on premises, the office should be informed in order that arrangements can be made.

### **STORAGE OF MEDICINES**

- Medicines are stored at the appropriate temperature in their original containers, packaging clearly labeled, with the child's name and prescribed dose. The date of prescription should be within one week of being prescribed. All medication to be stored inaccessible to children.
- Expiry dates should be checked before accepting medicines from parents /carers, also staff giving medicines should check the expiry date and the prescriber's instructions of medicines which are stored for ongoing use.

- It is the parents/carers responsibility to ensure medication is replaced when out of date. There may be a requirement for parents to stay with their child if medication is not in date or replaced.
- When the medication is administered, the member of staff completes the child's individual Medicine Record sheet (also in photocopying originals). These records are filed in an agreed place in each room.
- Medicines should be returned to the parents for disposal if the expiry date is reached. If however the child has transferred or left the setting the medicine should be taken to the nearest pharmacy for safe disposal.

### **ACCIDENTAL INGESTION OF MEDICATION**

If a child is found with any medication or it appears they may have put it in their mouth or swallowed it an ambulance will be called immediately and parents informed.

### **USING RECLAIMED MATERIALS**

All materials are checked before being used in the classroom. No boxes or containers used to store medicines can be used.

### **HEALTH CARE PLANS**

All children requiring Health care plans should have these in place prior to starting the Centre. If a child develops an allergy or a condition which requires a care plan the keyperson will draw up a care plan by working in collaboration with the parent/carer and a health care practitioner (usually the Health Visitor).

Parent/Carers will need to stay with the child until the care plan is in place.

### **OUTINGS**

- Staff need to plan for trips where medication may be required, taking either equipment or medicines with them, along with any paperwork i.e. instructions or signing sheets.

### **HEALTH**

If a child becomes unwell throughout the day the following procedure will be followed:

The key person or class teacher will, alongside a first aid trained member of staff assess and monitor the child's needs. Their temperature is checked once every fifteen minutes

If a child's temperature remains higher than 37 degrees, the parent will be telephoned and informed of their child's condition. Staff will ensure that the best possible care is given whilst waiting for the parents/carers to arrive.

If a child's temperature is above 38 degrees or below 36 degrees parents will be telephoned immediately. If a child's temperature is over 39 degrees an ambulance will be called.

If a child suffers a severe allergic reaction which involves swelling of the body and/or face an ambulance will be called, and instructions from the ambulance service will be carried out. A member of the Senior Management Team (or person "in charge") will be called and responsibility will be handed over.

If parents/carers cannot be contacted the child's condition will be closely monitored. If it is felt that the child has become seriously unwell a senior member of staff will assume responsibility and an ambulance will be called. A member of staff will go with the child to the hospital. The Centre will continue to try and contact the child's parents/carers. Staff will remain at the hospital until the parents/carers arrive.

If a child shows signs they may be suffering from a contagious virus or infection e.g. a fever, increased bowel movements and/or vomiting parent/carers will be asked to collect their child in order for them to recover in an appropriate environment.

## **EXCLUSION TIMES**

Children who suffer from an infectious illness must be kept away from the Centre until they are clear of the illness. This is for the protection of staff and children. Parents/carers must report any infectious illness which their child has been suffering. The Centre informs the Health Protection Unit (HPU) of any infectious outbreaks.

In severe cases, or outbreaks of conjunctivitis parents may be asked to keep their child at home.

In all cases we follow the guidance from the local Health Protection Unit.

**IF CHILDREN HAVE SUFFERED FROM AN INFECTIOUS ILLNESS WHICH HAS CAUSED VOMITING AND/OR DIARRHOEA THEY CANNOT RETURN TO THE CENTRE UNTIL 48 HOURS AFTER THE LAST EPISODE OF VOMITING OR DIARRHOEA.**

**IF STAFF HAVE SUFFERED FROM AN INFECTIOUS ILLNESS WHICH HAS CAUSED VOMITING AND /OR DIARRHOEA THE SAME 48 HOUR EXCLUSION WILL APPLY**

*Diarrhoea is defined as three or more loose or watery bowl movements in a day. Other symptoms may include; uncontrolled movements or watery movements soon after eating.*

## **GOOD HYGEINE PRACTICES**

The Centre promotes good hygiene practices. Gloves are used during nappy changes and also when dealing with situations where body fluids may be present. Staffs are rigorous in hand washing routines. Signs/posters are displayed in the bathrooms and around the Centre. Hand disinfectant is outside each classroom and kitchen area.

Meal/snack times are an integral part of the daily routine, as part of this routine children are encouraged to make healthy choices by having the opportunity to wash their hands, lay the table and help serve the food.

## **TRAINING**

Training will be provided for staff who are required to administer medication for conditions such as; Epilepsy or Anaphylaxis.

For details of exclusion times for certain infections, please refer to the “Guidelines for the control of infection and communicable disease in nurseries and early years settings” (kept in medicine file).

## **MONITORING**

The senior leadership and management team will monitor the implementation of this policy.

# Kintore Way Nursery School & Children's Centre

## Policy Name

Medicines and Health Policy

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## Adopted and signed on behalf of the Nursery School by the Governing Body at the meeting on

Finance & Resources Committee – 14<sup>th</sup> October 2015

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## Name of Governing Body Representative

Gemma Glanville, Vice Chair of Finance & Resources Committee

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## Signature of Governing Body Representative

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Date signed \_\_\_\_\_

Date to be reviewed: Autumn 2018