



**Settings Name: St. Mark's Pre-school**

## **Administration of Medication and Sick Child Policy**

### Medication

At St. Mark's Pre-school we follow the guidelines below regarding medication:

- Medication may be administered. It must be in-date and prescribed for the current condition.
- Children taking prescribed medication must be well enough to attend the setting.
- As a setting we adhere to the Safeguarding and Welfare requirements and we have agreed that no un-prescribed medication will be given to children. If your child has a health reason to need medication such as Paracetamol or Calpol a GP or nurse should be able to prescribe this.
- No medication containing aspirin will be given to any child attending this setting, unless it has been prescribed by a Health professional
- Children's prescribed drugs are stored in their original containers, in accordance with product and prescriber's instructions and are clearly labelled and are inaccessible to the children. All medication will be securely stored and out of reach of children in the Pre-school.
- Parents/carers give prior written permission for the administration of medication.
- This states the name of the child, name/s of parent(s), date the medication starts, the name of the medication and prescribing doctor, nurse or dentist, the dose and times, or how and when the medication is to be administered.
- If the administration of prescribed medication requires medical or technical knowledge, tailored training is provided for at least 2 relevant members of staff by a health professional prior to the child attending the setting.
- We use the Medication log to record any administration of medicine and record; time, date, dosage and the form is signed by both the staff member administering the medication and the parent/carer on collection of the child.
- We will ask you to review your Child's registration form and health requirements to check details are correct when children attend the setting with prescribed medication
- If a practitioner at this setting is taking medication which they believe may affect their ability to care for children, they should inform the manager and only work directly with children after seeking medical advice and a thorough

- risk assessment being carried out. The provider will require evidence of this before the practitioner is able to work directly with children.
- All staff medication whether prescribed or unprescribed will be securely stored and out of the reach of children in the Pre-school.

## Sickness Policy

All parents are shown this policy so that they are aware of our policy on the exclusion of ill or infectious children.

We do not provide care for children who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease. This is in line with the Health Protection Agency's Guidance on infection control in schools and other childcare settings.

The setting adopts a 48-hour rule for sickness and diarrhoea. This means that children and staff cannot return to the setting until 48 hours after their last bout of sickness and/or diarrhoea.

For children with obvious sickness and diarrhoea, the parents/carers will be contacted and asked to collect them immediately.

In the event of your child/children becoming ill whilst at the setting, the staff will follow the outlined procedure below:

- Keyperson/Back-up Keyperson and person in charge to be informed.
- Description of the symptoms/problem to be relayed to the appropriate staff.
- Keyperson to assess the child/ren and decide on appropriate action required.
- If the child is thought to have an infectious disease or is deemed too unwell to attend the setting, the Keyperson/Back up Keyperson will contact the child's parents/carers to ask them to collect the child.
- If the child's parent/carers are unavailable emergency contact numbers will then be used.
- While the child is deemed well enough to attend the setting, or is awaiting collection by his/her parents, the child will be offered fluids and supported in a quiet or rest area.

Children with headlice are not excluded, but must be treated to remedy the condition.

Parents are notified if there is a case of headlice in the setting.

Parents and visitors are notified if there is an infectious disease, such as chicken pox. HIV (Human Immunodeficiency Virus) may affect children or families attending the setting. Staff may or may not be informed about it. Children or families are not excluded because of HIV.

Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times.

Staff suffering from sickness and diarrhoea do not handle food and are sent home as soon as staffing ratios allow. Staff are then not able to return to work until they have been clear of sickness or diarrhoea for 48 hours.

The South West Health Protection Agency (Tel 0845 504 8668) is notified of any infectious diseases that a qualified medical person considers notifiable. (Infectious Disease (Notification) Act 1889).

Ofsted is also informed where this is the case.

Signed: \_\_\_\_\_

Policy Date: \_\_\_\_\_

Review Date: \_\_\_\_\_