**Medication and Illness Policy**

**Purpose of policy**

To provide a set of procedures for staff to follow regarding the administration of medication to children at the setting and to inform parents of trust policy regarding attendance if a child is unwell.

**Medication**

All medication must be signed in by the Nursery Manager or Duty Manager before it is taken into the nursery rooms. If possible, the parent will administer the medicine, if this is not possible, the medicine must be clearly labelled with the child’s name, dosage and any instructions. Written information must be obtained from the parent/carer, giving clear instructions about the dosage, administration of medication and permission for staff to follow the instructions. The Trust will accommodate parent’s wishes on the giving of prescription medicine to their children where necessary. Prolonged use of non-prescription medication will be monitored and parents may be advised to seek medical advice.

**A medication sheet will be available for parents to log:**

a) Name of child receiving medication

b) Times that the medication should be given

c) Date and time of previous dose and time the medication is next due to be given

This form also logs the signature of the person who gave each dose and the counter signature of the person who must be witness. Medication will be kept in a lockable cupboard or refrigerator if required. All medication received by the Trust will be recorded on receipt, and also when it is returned to the parent/carer. Injections will not be given without prior consent of the settings insurance company. The Staff are trained in Paediatric First Aid. Any medical intervention requiring specialist knowledge will not be given until the staff have received the appropriate training from a qualified medical practitioner. This will be specific to that child.

Occasionally, a child will not want to take the medication provided. In this case the staff will make every effort to persuade the child to take the medicine, but if they refuse despite our best efforts then we will contact the parent for guidance.

Staff monitor children after dispensing medication and may ring the parent if their condition does not improve. If any adverse reactions are seen parents will be contacted immediately and if necessary the emergency services will be called.

At Lizard C.H.I.L.D. Trust we use a digital in-ear thermometer to take the temperature of any child who appears to be unwell, if parents are not happy for us to use this type of thermometer this should be indicated on the Enrolment Form.

**Prevention**

We take guidance from the Health Protection Agency (HPA) and the “Spotty Book” published by the South West Health Protection Unit (SWHPU) for procedures to control illness and infection. We will take precautions aimed at prevention and control of all infectious illnesses. Such infections not only include normal childhood illnesses, but also hepatitis B, meningitis and food poisoning such as salmonella and listeria. To prevent the spread of infection, adults in the provision will ensure that rigorous hygiene practices are followed.

* Washing up done thoroughly in a dishwasher or in hot water with detergent
* Clean drying up cloths changed every day
* Different cleaning cloths for kitchen and bathroom, all washed or renewed daily
* Hands thoroughly washed before and after handling food
* Frozen food defrosted properly and thoroughly cooked to required temperatures
* The temperature of all refrigerators will be checked and recorded daily
* Food left on children’s plates will be disposed of
* Hands washed after using the toilet
* Cuts or open sores covered with a plaster or other dressing
* Any spills of blood and vomit Etc. wiped up and disposed of in a sealed bag in the yellow nappy bags. Rubber gloves always used when cleaning up spills of body fluids. Floors and other affected surfaces disinfected using dilute hypochlorite solution (such as Milton)
* Fabrics contaminated with body fluids washed using a hot cycle
* Children with pierced ears not allowed to try on or share each other’s earrings
* Tissues readily available and children encouraged to blow and wipe their noses when necessary. Soiled tissues used once and disposed of
* Children encouraged to shield their mouths when coughing
* Spare laundered pants and other clothing available in case of accidents
* Polythene bags available in which to wrap soiled garments
* When changing nappies or soiled clothes staff will wear a clean set of disposable gloves and apron for each child
* First aid equipment is kept clean, replenished and replaced as necessary.

**Illness**

Parents must contact us on 01326 573338 if their child is going to be absent. Children who appear unwell either on arrival or during a session will be sent home; in the event that a parent cannot be contacted they will continue to call other designated people to collect the child. If no one is able to collect the child and parents are still not contactable, then the **Left Child** procedure will be enforced.

**Parents must:**

* Not bring any child into nursery who has been vomiting or has had diarrhoea. They should not return to the setting until the child has been free of vomiting or diarrhoea for **48 hours** after resuming a normal diet. In the event of cluster cases of diarrhoea and vomiting it may be necessary to inform outside agencies such as environmental health and certain activities such as cooking may cease during this time.
* Keep their child at home if they have any infection and make us aware of the nature of that infection.
* Any child with conjunctivitis for which antibiotics have been prescribed must not return to nursery until **24 hours** after the first dose of medication, and if their eyes are still sticky after 24 hours, should not return until this stage has passed.
* Any child who has been prescribed antibiotics for other infections may not return to nursery until **48 hours** after they have started taking the medication. This is to ensure the medication has a chance to work and allow the child to start to recover.

Revised April 2022