



Medication and Illness Policy

At Rainbow Nursery we encourage and promote the good health of children attending nursery and take necessary steps to prevent the spread of infection. We use NHS direct as a source of advice if we have concerns regarding a child's health with parents permission.

If parents feel their child is unwell and needs one to one attention they should not attend their nursery session. We encourage parents/carers to notify us if their child has been unwell previously when they drop their child off at nursery, this enables the practitioners to monitor the child throughout the day. We ask every parent at drop off if their child has had any medication that day prior to arrival at nursery, this is recorded on the register. **No child will be accepted into our care if they have been given paracetamol or ibuprofen 6 hours prior to them attending nursery, this is due to medication masking illnesses.**

If a child has been brought into nursery and it is felt that the child is not well enough to stay, the practitioners in the room will ring their area manager who will speak to the parents/carers of the child and explain that it is felt the child is not well enough to be at nursery. If a child becomes unwell during the day the practitioners in the room will take advice from their manager. A manager will make the decision if the child needs to go home from the nursery. This decision is not taken lightly and we will care for children to the best of our ability until their parent/carer arrives to collect them.

If a child develops a temperature of **37.8°C** or over during the day at nursery a 10 day exclusion period is required unless an alternative medical diagnosis is provided by a doctor or a negative COVID-19 test is confirmed. The child will be placed into isolation, parents will be informed that they need to collect their child **immediately**. The child will have any heavy or thick clothing removed and will be given a drink of water. A practitioner will monitor the child closely wearing appropriate PPE.

Parents/ Carers **must** endeavor to collect their child immediately. If the child's Parents/Carers cannot be contacted and the child's temperature is rising rapidly, to a dangerous level that may result in a convulsion, the decision to administer Paracetamol Suspension is at the discretion of a nursery manager. The manager will take into consideration that we already have written permission to give Paracetamol Suspension on our enrolment form or on the 'Amendment To Emergency Permissions Authorisation' form, if the child has been in nursery for more than 4 hours and will check the class register if the child had any medication before arriving at nursery. **Paracetamol Suspension will only be given in the instance that a child develops a temperature whilst at nursery and we are awaiting a parent to collect their child- in this instance Rainbow Nursery will provide the Paracetamol Suspension - specifically Calpol brand. If a child is allergic to this brand, the parent must provide an alternative Paracetamol Suspension to be kept at nursery. Paracetamol Suspension (calpol) will only be administered if a child has a high temperature, we will not administer this medication for any other reason unless it has been prescribed by a doctor within the last 7 days.**

Positive test results for COVID -19 must be reported to the nursery immediately. Advice would be taken regarding isolation of others from the Department for Education and Health Protection Team. Ofsted would also be notified of any positive cases, staff or children.

As well as monitoring children for signs of fevers, practitioners monitor the children in their care for signs and symptoms of communicable diseases such as chicken pox, measles, mumps, rubella, meningitis, hepatitis, conjunctivitis, diarrhoea or vomiting. If it is suspected that a child has any of the symptoms of the communicable diseases listed above (or any others), the child's parent/carers will be contacted, a manager will make the decision as to whether the child needs to go home. If a child is confirmed to have a communicable disease Rainbow Nursery will

refer to the Public Health England guidance on infection control and the advice given to parents by the doctor with regards to how long the child's needs to be excluded from nursery for.

It is our policy at Rainbow Nursery that any child who has contracted sickness/diarrhoea, require to be **clear** of symptoms for a **minimum of 48 hours** prior to the child being considered for readmission into the nursery, in the case of diarrhoea the child must have had normal stools for that 48 hour period. (This is at the discretion of the Nursery Manager) If a child has more than three bouts of sickness/diarrhoea or a combination of both whilst at nursery, the manager will make the decision to send the child home. This is in the interest of all of the practitioners and other children within the nursery setting. The child's parents/carers will be telephoned and asked to come and collect their child and it will be explained to them that their child must be kept away from nursery for the full 48-hour period of being clear. Practitioners will use their judgement with regards to diarrhoea linked to teething or a child taking medication that may cause this.

Although our policy is that if a child is sick three times whilst at nursery they must go home, if a child is sick and it is felt by the manager in their professional opinion that the child is unwell and requires one to one care, parent/carers will be called straight away and asked to collect their child. The same 48-hour rule would still apply in this case.

Allergic Reactions/ Rashes

If a practitioner sees a rash that is unusual on a child they will contact their manager immediately. The manager will make a decision as to if it is necessary to contact the parent/carer to inform them. If the rash is over an area larger than an adult's hand or begins to spread the parent/carer will be informed immediately.

If a rash does not fade under the pressure of a tumbler or the manager has concerns regarding the rash the child's parents/carers will be asked to collect their child immediately and advised to take them straight to the doctors or to the Accident and Emergency Department. If it is confirmed to us by a parent/carer that a child has meningitis we will inform Public Health England and OFSTED.

If a child has an allergic reaction whilst at nursery we will contact the child's parent/carers. If this reaction is severe i.e. mouth swelling, difficulty in breathing, the manager will ring an ambulance and follow the procedure for a child becoming seriously ill (see below). If it is known that the child has allergies we will administer allergy medication immediately as we will have prior written consent to do so, an ambulance will be called if necessary.

A Child Becoming Seriously Ill

In the event of a child becoming seriously ill (i.e. passing out, convulsions, severe allergic reaction) whilst at nursery, the following procedure will be followed, unless we have further specific guidance from Parent/Carer:

- An ambulance will be contacted immediately by someone in the room. A familiar practitioner to the child would stay with the child at all times.
- The practitioners would ring a manager to attend the scene of the incident.
- The registered first aid at work person will be called from their area of the nursery
- The child's parent/carers will then be contacted by the area manager and arrangements to meet them at the hospital would be made
- The child would be accompanied in the ambulance by a senior practitioner i.e. manager, ensuring they have the child's details, any medication the child has taken, the child's comforter and a mobile phone with them
- Practitioners must stay calm at all times, ensuring the other children are still cared for and comforted if they have been witness to the incident

Following Ofsted's guidelines if any child is taken to hospital by ambulance from nursery or after nursery resulting in something that occurred at nursery that is deemed to be serious, the nursery will inform OFSTED.

If we have an 'outbreak' (we would class this as more than 5 cases) of an illness within the nursery we will notify parents/carers by placing signs around the nursery or via a post on Tapestry. In each area of the nursery there is information on different illnesses, and the practitioners have a wealth of knowledge regarding illnesses. Toys and equipment in the nursery are thoroughly cleaned after each use or put into 'isolation' for 72 hours to reduce the risk of the illness spreading.

In the case of a pandemic affecting a child or practitioners within the nursery we will take advice from the Health Protection Agency and our Local Council. This may result in the nursery being closed. Full fees will still be required if the nursery is to close due to a pandemic. Parents/Carers and OFSTED will be kept informed at all times.

Medication

We will only administer medication when absolutely necessary. We encourage medication to be given at home whenever possible and have the right to refuse the administration of any medication.

If a child requires prescription medicine during their day at nursery, we can administer this with consent from a parent/carer sourced from a completed medication form. (EYFS 2017, 3.44, 3.45, 3.46)

There are 3 classifications of medication Pharmacy (P) - medication prescribed in a pharmacy setting; Prescription-only medication (POM) - medication that can only be supplied with a prescription; and General Sales List (GSL) - medication that can be sold without the oversight of a pharmacist or doctor.

When dealing with any type of medication of any kind in the nursery, strict guidelines will be followed.

Prescription medication (POM)

- All Medicines **must** be in their original containers or the medication will not be administered
- Prescription only medicine will only be given to the person named on the bottle/box/tub and only the dosage stated will be given.
- The child must receive the first dose by a Parent/Carer in case of an allergic reaction.
- We will not administer a dosage that exceeds the recommended dose/ or outside of the recommended age range on the instructions / or that exceeds the number of days it states the medication for be administered unless accompanied by a doctor's letter / prescription.
- The parent/carer of the child requiring prescription medication should allow a practitioner to see the medication, the practitioner at this point will check the expiry date and the details on the bottle i.e. child's name. The practitioner will ask the parent to write the details for the administration of the medication on the appropriate form which can be accessed on our website.
- The parent must be asked when the child had last been given the medication before coming to nursery; this information will be recorded on the signing in register.
- Parents will be informed on collection of their child the exact times the medication was administered, a copy of the medication form (in the form of a photograph) will be put onto the child's Tapestry account so parents can also view this.

Pharmacy medication (P)

- Medication must have been provided by a Pharmacist for the child in question.
- All Medicines **must** be in their original containers or the medication will not be administered.
- We will not administer a dosage that exceeds the recommended dose/ or outside of the recommended age range on the instructions / or that exceeds the number of days it states the medication for be administered.

General Sales List Medication (GSL)

- Rainbow Nursery will only administer the following GSL medications: paracetamol suspension (e.g. Calpol) and teething gel/powders/tablets. No other medication that has a specific dosage stated on the packet will be administered unless parents have a doctor or pharmacist's note advising that the medication is to be given to the specifically named child.
- Medications will only be administered in line with the manufacturer's instructions stated on the packaging. The only exception would be if the parent provides and allows us to copy a signed note from a doctor or pharmacist advising alternative dosage for a named child in which case these alternative instructions will be followed.
- Our process for administering non-prescription medications is the same as we administer prescription medications, with parents giving consent for that particular medicine to be administered from a completed medication form. (EYFS 2017, 3.44, 3.45, 3.46)

- If a child is deemed to be at a **higher risk** of having an allergic reaction or getting a high temperature, we will ask for additional written approval from a parent/carer for medication to be administered. This additional approval will be the parent/carer signing to state that they will notify us if their child has had any medication that morning, so in the event that a child has an allergic reaction or gets a high temperature before they have been in nursery more than 4 hours and we cannot make contact with a parent/carer, we can administer allergy relief or paracetamol suspension without delay as we will be aware that the child has not had medication that day.
- We will apply nappy creams, that parents provide, to children where required, so long as the creams do not state they can only be applied a certain number of times per day. Common nappy creams we can freely apply include Sudocrem, Metanium, or Bepanthen. If a child does not have their own nappy cream, no cream will be applied.

Teething remedies

Rainbow Nursery will only administer teething remedies such as child bonjela, calgel, dentanox, herbal remedies, teething sachets etc. Where written permission has been given by parents. (EYFS 2017, 3.44, 3.45, 3.46) All of the products stated, as with prescribed and non-prescribed medication must be in their original containers/packaging. Parents can sign a medication form giving specific times and doses for teething remedies to be administered or they can complete a teething medication form, which enables practitioners to administer the medication specified as required. For practitioners to be able to administer teething remedies children must be showing two or more of the symptoms noted by the parents. The way the teething remedy is administered is the same as the prescribed and non-prescribed medication is administered and the same steps must be followed. No child will be given any teething remedies unless a parent has previously signed for these and no dose stated on packaging will be exceeded

Antihistamine

It is possible for us to administer antihistamine/allergy relief to children, however this must first be discussed and agreed with the nursery manager prior to us doing so. - Antihistamine is kept in the nursery for emergency use. This is '**Piriton**' brand.

Administering Medicines

At the time of administering any medicine, the following procedure must be followed:

1. The practitioner administering the medication is to get the medication from where it has been stored, i.e. fridge or office/kitchen and the medication form that has been completed by the parent.
2. The medication label is to be checked against the form by 2 practitioners, checking the child's name, the medication name, the dosage, expiry date and time to be administered.
3. Before any medication is opened the child, who is taking the medication is to be brought to the practitioner administering the medicine.
4. The bottle of medication is to be opened out of reach of any children on a solid work surface. Practitioners must not walk across rooms with medication. The correct dose of medication is to be poured onto a medication spoon or a syringe. Once the dose has been poured onto the spoon the practitioner must show the person witnessing the medication the dose they have measured out. The witness must see the medication being administered.
5. The practitioner must explain to the child that they are going to have their medicine. The child should not be forced to take their medication - if they do not open their mouth willingly the practitioner should put the spoon to the child's lips to see if they then open their mouth.
6. When the child has taken the medication, this must be recorded immediately on the medication form, on the child's home link dairy and on the child's overall medication sheet. The medication form and overall medication sheet must also be signed by the person who witnessed the medication being checked and administered.
7. If a child does not get the full dose of medication due to spilling the medicine when giving it to them or the child spitting it out, more medication **MUST NOT** be given, as practitioners will not know the exact amount the child has had. Any medication that is spilt, must be cleaned up immediately using disposable cloths.
8. If the child refuses the medication completely this must be recorded on the medication form and parents notified. Medication is not able to be mixed with any foods or drinks unless it states so on

the packaging, food will not be given as a reward for taking medication. It is important to note that practitioners working with children are not legally obliged to administer medication.

9. If a practitioner forgets to administer medication or a child is outside playing or asleep at the time medication is due, they will inform their manager that the medication is late being administered. One of two things will then happen:
 - If the medication is less than 30 minutes late, this can still be administered without further consent. Permission is given from parents upon signing a medication form that this can be administered up to a maximum of 30 minutes **after** the stated time. In this case the manager will give a specific time for the next dose to be administered taking into account the late administration.
 - The manager will ask the practitioner to ring the child's parent and notify them of this if the medication is more than 30 minutes late. The parent can then decide if they would like the medication administered late, or not at all, this must be witnessed by another practitioner. The conversation with the parent must be documented on the back of the medication form and signed by the 2 people who have spoken with the parent.
10. The parent must be verbally told when they were last given the medication, and a copy of the medication form will be put on the child's Tapestry account.

Long term medication

If a child is going to be taking medication for longer than a 10-day period and the dose and times of the medication to be given are going to be the same each day, we will complete a long-term medication form. This form allows the parent to complete the form once and not have to complete a form every day. Practitioners make parents aware of this and it states on the form it is the parent responsibility to inform us immediately of any changes to the dose or times of the medication.

Inhalers

If an inhaler has been prescribed to a child for asthma, the child's inhaler and spacer must be brought to nursery every time the child attends. An medication form must be completed by the child's parent for all inhalers and the medication checked in the same way as any other prescribed medicine.

Please see inhaler policy for more information.

Injections, pessaries, suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, they should not be administered by any practitioner unless appropriate medical training is given to each practitioner caring for this child. This training would be specific for each child and not generic. If a child has an epi-pen for severe allergies we would ask a health care professional to deliver training on how to administer this.

Eczema/ dry skin creams

We will apply any moisturising creams or eczema creams to children as frequently as required or requested as long as they are not medicated. i.e. epaderm is prescribed by the doctor but as there are no dosages on the bottle this does not require a medication form completing and can be applied as frequently as required. Other examples of creams are diprobase, aveeno etc.

Health Care Plans

When the child has a long term medical condition such as diabetes, epilepsy or anaphylaxis a Health Care Plan must be in place with the parent, Nursery manager and relevant Health Care professionals. Advice from the relevant Health Care professional will be sought to determine whether the administration of medication requires training. Health Care Plans must be developed prior to the child starting at the nursery. If the condition develops when the child already attends the nursery then a Health Care Plan must be developed immediately with the input from the

parents/carer and appropriate Health Care Professionals. In some cases it may be necessary for childcare to stop until the Health Care Plan and appropriate training has been put into place. This will be determined by the Nursery Manager after consultation with relevant Health Care professionals. This is to ensure that the nursery remains a safe place for the child and ensures the Nursery staff can meet the needs of the child appropriately and provide the level of support that is required.

Practitioner medication

The first aid box for practitioners should be kept in a readily accessible position, but out of reach of the children. First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressing, bandages, and eye pads. No other medical items, such as paracetamol should be kept in the first aid box. Practitioners must declare to a manager if they are taking any medication. This medication, if required during the day, must be kept in the practitioner's bags or in the manager's office away from children. Practitioner inhalers can be kept in the rooms, but these must be stored in a place that is inaccessible to children. If on an outing practitioner's medication must be kept in a bag that is not left unattended at any time.

Storage of medication

All medication for children must have the child's name clearly written on the original container and kept in a box, which is out of reach of all children. Medication (except for inhalers and epi-pens) must be kept in the area managers office, or preschool school kitchen until it is required. Once it has been administered it is to be returned there until it is required. Emergency medication, such as inhalers and epi-pens, will be within easy reach of practitioners in case of an immediate need, but will remain out of children's reach and under supervision at all times.

Any medications requiring refrigeration are to be kept in an area inaccessible to children.

All medications must be in their original containers, legible and not tampered with or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before practitioners agree to administer medication.

Should a situation occur regarding illness or medication that falls outside of the remit of this policy, each circumstance will be individually considered and risk assessed. A decision will be made by the Nursery Manager alongside advice or instruction from any outside agencies, if applicable.

* Where this policy states parents this refers to parents or carers of the child.

This policy was reviewed in February 2021

This Policy will be reviewed in February 2022 or before if there are any changes to legislation

Signed 

Lisa Watson

Early Years Nursery Manager