

## **NURSERY SICKNESS & MEDICATION POLICY**

Children who are unwell cannot come into the nursery or must be collected from the nursery earlier than usual and this will be decided by the Nursery Manager or Deputy Manager. Whilst we appreciate that it can be a difficult time for working parents we have to take into consideration the health and well being of all of the children who attend the nursery. To help prevent the spread of illness staff with communicable diseases will not work in the nursery whilst they are infectious.

Advice has been sought from PHE Thames Valley Health Protection Team (South East) when writing this policy.

The nursery's 'Infection Control Table' details exclusion periods for common childhood illnesses and forms part of the sickness policy.

Please note that it is common for young children to take time to build a resistance to infection/illness. Due to this it is advisable, where possible that your child joins the nursery in advance of your personal commitments such as returning to work. Please discuss this with your nursery manager. Once children have built a resistance they generally have a stronger immune system.

If there is a child or adult in the nursery with an infectious disease signs which do not include any names, will be displayed to ensure that parents are aware of the symptoms should they occur in their own child.

All staff and parents/guardians must abide by the sickness policy.

Please see the 'Guidance on Infection Control in Schools & other Child Care Settings' poster displayed in your child's nursery for further information.

### **Medicine Administration**

The following is a guide to how and when medicine will be administered in the nursery. However please bear in mind that the final decision regarding the administration of all medicines is the responsibility of the Nursery Manager or Deputy Manager.

Prescription medicines and antibiotics must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist.

Non-prescription medication such as eyedrops to treat conjunctivitis 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. Eye drops can be purchased over the counter however a pharmacy label would be preferred, please ask your pharmacist to apply a label where possible.

Calpol and Piriton syrup may be administered by senior staff in the nursery if required. This will be administered according to the instructions on the label.

All medicine is stored in a locked cabinet or the fridge and away from the children. Please note that trained members of staff are authorised to administer emergency medication.

If your child requires any further medication to support their health and wellbeing, please discuss this with the nursery manager who will be able to provide you with further information.

If a syringe is supplied with a child's medication the syringe must be used to administer the medicine. A medicine spoon cannot be used unless the dosage is 2.5mls or 5mls which are the measures on the medicine spoon. If a syringe is not provided and the medication dosage is not 2.5mls or 5mls the nursery will not administer the medication.

When administering medication staff will ensure that this is carried out in an appropriate environment.

Please note that prescribed medicines will not be administered for longer than three months after the date on the prescription label unless they are for a chronic illness such as asthma or we have received a letter from your child's doctor.

Parents/guardians must complete a medication consent form when they leave their child at the nursery. Details of all medicine administered is recorded stating the name of the medicine given, the time, dosage and the adult who gave the medicine. The medicine form must be dated and signed by the member of staff who administered the medicine, the member of staff who witnessed the procedure and the parent/guardian when they collect their child.

For prescription medicine, when completing the medication consent form staff will highlight the required dosage of the medicine on the prescription label.

**Antibiotics** – each time a child has a new prescription for antibiotics they will not be able to attend the nursery until 24 hours after the first dose. This is in case there is a reaction to the medicine.

**Please note** that in the case of antibiotic eye/ear drops or cream prescribed for the treatment of conjunctivitis the first dose must be administered at home. Children may then attend the nursery as usual.

**In addition**, where antibiotic cream is prescribed for the treatment of skin conditions the first dose must be applied at home. Children may then attend the nursery as usual providing that the exclusion period for the condition has been observed where necessary – please see the 'Infection Control Table' for details.

**Diarrhoea & Vomiting** - in line with the Infection Control Table which forms part of this policy, children cannot come into the nursery within 48 hours of having an episode of either diarrhoea or vomiting.

This includes days when your child is not due in nursery and therefore if they have had either diarrhoea or vomiting when they are at home, your child needs to be free of them for 48 hours before returning to nursery. In addition, if your child has been vomiting they also need to be able to keep food down before returning.

If your child has had either diarrhoea or vomiting it is advisable to contact the nursery to check when they will be able to return.

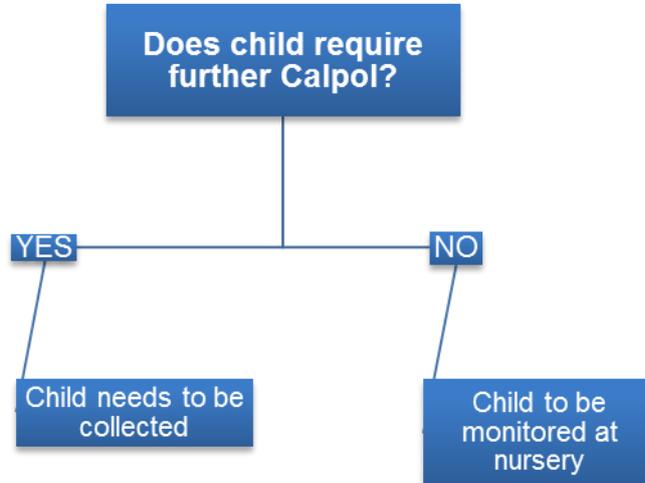
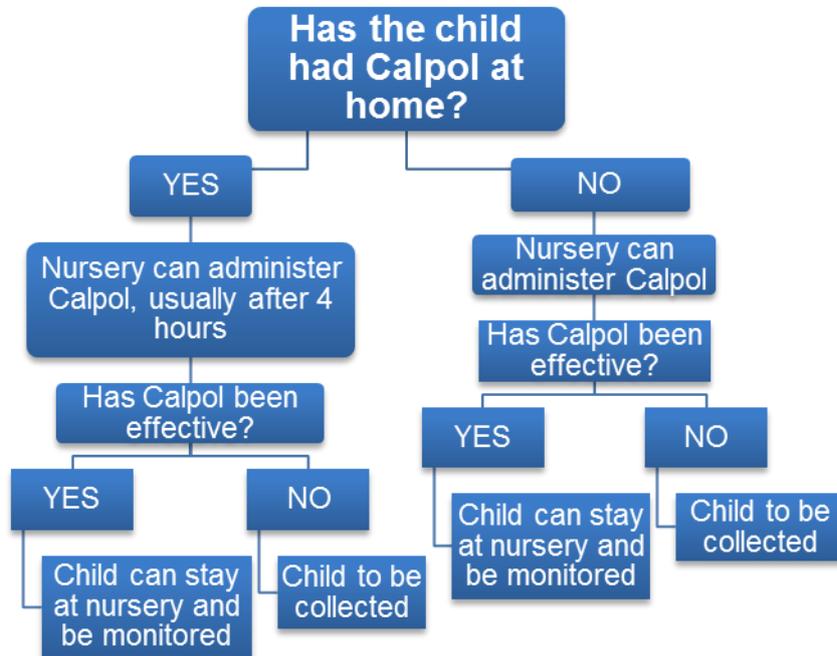
**Calpol** – upon joining the nursery parents will be asked to sign a form to give permission to administer sugar free Calpol although where possible parents will be contacted to give verbal permission prior to the medicine being given.

The nursery are able to administer Calpol when a child has a high temperature or for mild pain relief. The amount of Calpol administered will relate to the amount stated on the packaging and according to your child's age.

**Please note**, as per the label on the bottle, Calpol must not be given to a child for more than 3 days. Therefore if a child has been given Calpol on 3 consecutive days they will not be able to return to the nursery until they have been seen by a GP. The 3 days include any days when a child is not at the nursery. Please communicate with the nursery manager who will advise you when your child is able to return.

## CALPOL ADMINISTRATION

**A child who has a temperature of 39°C or above will need to be collected immediately**



**Day 2, same process as above**

**Day 3, child to be seen by GP. Nursery to discuss return date with parents**

**Piriton syrup** - Piriton syrup may be administered in an emergency whilst your child is in the nursery.

Upon joining the nursery parents will be asked to sign a form to give permission to administer Piriton syrup for children aged 1 year and above. Where possible, parents will be contacted to give verbal permission prior to the medicine being given.

Once Piriton has been administered in the nursery, staff will monitor the child and will contact parents accordingly.

If a child has been given Piriton before arriving at the nursery, staff will monitor the child and will contact parents accordingly.

**Please note** that if Piriton has been prescribed by your child's GP, this must be reviewed on a regular basis.

**Creams/lotions** – creams or lotions either prescribed or purchased from a chemist must be discussed when your child joins the nursery and written onto their routine sheet. The container will be labelled with your child's name and the date that it was opened. If there is any change in the cream to be given the updated information will be recorded on your child's routine sheet.

Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent. This includes creams and lotions and parents will be required to provide a letter to the nursery giving full details of the cream or lotion to be applied.

**Inhalers** - where there is a prescription for an inhaler, one must be kept on the premises even if it is for short term use only.

**Long term medication** – Where children have an ongoing medical condition and require long term medication, a medication consent form only needs to be completed every few months as follow on sheets can be used. Parents will be required to sign it each day.

Medication such as an inhaler or an Epi pen will need to remain on the nursery premises.

**Teething** – with the exception of herbal teething remedies such as Ashtons or Nelsons powders which contain no drugs all teething gels must be prescribed. Alternatively a letter from your child's doctor stating that it is suitable for your child to be given the gel is acceptable.

**Seizures and convulsions** – to safeguard the health and wellbeing of children who have had a seizure or convulsion, either at or outside of the nursery, children will need to be assessed medically and remain at home for 24 hours following the seizure or convulsion.

At the Nursery Manager's discretion, on seeing a note from the hospital or doctor which states that the child is fit to return to the nursery, the child may attend the nursery.

**Failure to collect** - where a parent/guardian has been contacted and asked to collect their child on medical grounds we expect this to be within one hour of the initial contact from the nursery.

Where parents/guardians are unable to collect within this time or if parents/guardians have not returned the nursery's call regarding the arrangements for the collection of their child this will be treated as failure to collect and we reserve the right to telephone the emergency contacts and request that they collect the child.

If, after a further 30 minutes the staff have been unsuccessful in contacting the child's parents/guardians or other named emergency contacts or there will be considerable delay in the child being collected Social Services will be contacted on 01344 786543, their advice will be sought and followed. Where possible, messages will be left on parent's/guardian's answer phones to inform them of the procedure being followed.

Please note that where a parent/guardian has been contacted and asked to collect their child on medical grounds and the parent/guardian has refused to do so this will be treated as failure to collect and the above procedure will be followed.