

Yeovil College Nursery Sickness, Illness & Medication Policy



EYFS:3.19, , 3.45, 3.46, 3.47, 3.48

At **Yeovil College Nursery** we promote the good health of all children attending nursery including oral health and take necessary steps to prevent the spread of infection.

We do this by:

- Asking parents to keep children at home if they are unwell. If a child is un-well it is in their best interest to be in a home environment rather than at nursery with their peers
- Asking staff and other visitors not to attend the setting if they are unwell
- Helping children to keep healthy by providing balanced and nutritious snacks, meals and drinks
- Minimising infection through our rigorous cleaning and hand washing processes. Ensuring children have regular access to the outdoors and having good ventilation inside
- Sharing information with parents about the importance of the vaccination programme for young children to help protect them and the wider society from communicable diseases
- Having areas for rest and sleep, where required and sharing information about the importance of sleep and how many hours young children should be having

Please inform staff if your child has shown any unusual symptoms or if there have been any changes in behaviour e.g. a restless night. This will enable us to monitor them accurately should they become unwell.

Parents are required to telephone the nursery if their child will not be attending their session due to illness. We would appreciate when you telephone, that you tell us the name of your child and the reason why they are not attending as we will have to inform other parents if it is an infectious illness.

Please telephone 01935 845471

Our procedures

In order to take appropriate action of children who become ill and to minimise the spread of infection we implement the following procedures:

- If a child becomes ill during the nursery day, we contact their parent(s) and ask them to pick up their child as soon as possible. During this time we care for the child in a quiet, calm area with their key person (wearing PPE), wherever possible
- We follow the guidance published by Public Health England (Health Protection in Schools and other childcare facilities) and advice from our local health protection unit on exclusion times for specific illnesses, e.g. sickness and diarrhoea, measles and chicken pox, to protect other children in the nursery¹

¹ <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

- Should a child have an infectious disease, such as sickness and diarrhoea, they must not return to nursery until they have been clear for at least 48 hours
- Conjunctivitis: this is highly contagious, and we recommend that you keep your child at home until 24 hours after treatment to prevent it from spreading.
- Impetigo: if lesions are in areas that are covered by clothing then no exclusion is necessary, however if lesions are exposed on the face or hands then the child must be excluded until lesions are crusted and healed or 48 hours after starting antibiotic treatment.
- We inform all parents if there is a contagious infection identified in the nursery, to enable them to spot the early signs of this illness. We thoroughly clean and sterilise all equipment and resources that may have come into contact with a contagious child to reduce the spread of infection
- We notify Ofsted as soon as is reasonably practical, but in any event within 14 days of the incident of any food poisoning affecting two or more children cared for on the premises
- We ask parents to keep children on antibiotics at home for the first 48 hours of the course (unless this is part of an ongoing care plan to treat individual medical conditions e.g. asthma and the child is not unwell) This is because it is important that children are not subjected to the rigours of the nursery day, which requires socialising with other children and being part of a group setting, when they have first become ill and require a course of antibiotics
- **We have the right to refuse admission to a child who is unwell. This decision will be taken by the manager on duty and is non-negotiable**
- We make information/posters about head lice readily available and all parents are requested to regularly check their children's hair. If a parent finds that their child has head lice we would be grateful if they could inform the nursery so that other parents can be alerted to check their child's hair.

Meningitis procedure

If a parent informs the nursery that their child has meningitis, the nursery manager will contact the Local Area Infection Control (IC) Nurse. The IC Nurse will give guidance and support in each individual case. If parents do not inform the nursery, we may be contacted directly by the IC Nurse and the appropriate support given. We will follow all guidance given and notify any of the appropriate authorities including Ofsted where necessary.

We will follow the transporting children to hospital procedure in any cases where children may need hospital treatment.

The nursery manager/staff member must:

- Inform a member of the management team immediately
- Call (9) 999 for an ambulance immediately if the illness is severe. DO NOT attempt to transport the unwell child in your own vehicle and follow the contacting the emergency services procedure displayed on the office notice board.
- Follow the instructions from the 999 call handler
- Whilst waiting for the ambulance, a member of staff must contact the parent(s) and arrange to meet them at the hospital
- Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together
- Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter
- Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the accident

Administration of medication

If a child requires medicine, we will obtain information about the child's needs for this and will ensure this information is kept up to date (see Appendices).

We follow strict guidelines when dealing with medication of any kind in the nursery and these are set out below.

Medication prescribed by a doctor, dentist, nurse or pharmacist

(Medicines containing aspirin will only be given if prescribed by a doctor)

- Prescription medicine will only be given when prescribed by the above and for the person named on the bottle for the dosage stated
- Medicines must be in their original containers with their instructions printed in English
- Those with parental responsibility for any child requiring prescription medication should hand over the medication to the most appropriate member of staff who will then note the details of the administration on the appropriate form and another member of staff will check these details
- Those with parental responsibility must give prior written permission for the administration of each and every medication (see appendix 1). However, we will accept written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:
 1. The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed
 2. The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed
 3. Parents must notify us IMMEDIATELY if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.
- The nursery will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by written instructions from a relevant health professional such as a letter from a doctor or dentist
- The parent must be asked when the child has last been given the medication before coming to nursery; and the staff member must record this information on the medication form. Similarly, when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times
- At the time of administering the medicine, a qualified member of staff will ask the child to take the medicine or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication)
- If the child refuses to take the appropriate medication, then a note will be made on the form
- Where medication is "essential" or may have side effects, discussion with the parent will take place to establish the appropriate response.

Non-prescription medication *(these will not usually be administered)*

- The nursery will not administer any non-prescription medication containing aspirin and ibuprofen unless prescribed by a medical professional.
- The nursery will only administer non-prescription medication for a short initial period, dependant on the medication or the condition of the child. After this time medical attention should be sought
- If the nursery feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse nursery care until the child is seen by a medical practitioner
- If a child needs liquid paracetamol or similar medication during their time at nursery, such medication will be treated as prescription medication with the onus being on the parent to provide the medicine. The parent will be asked to complete a medical form for administering Non Prescription medication or Calpol (see appendices 2 & 3)
- On registration, parents will be asked if they would like to fill out a medication form to consent to their child being given a specific type of liquid paracetamol or antihistamine in particular circumstances, such as an increase in the child's temperature or a wasp or bee sting. This form will state the dose to be given, the circumstances in which this can be given eg. the

temperature increase of their child, the specific brand name or type of non-prescription medication and a signed statement to say that this may be administered in an emergency if the nursery CANNOT contact the parent.

- An emergency nursery supply of fever relief (e.g. Calpol) and antihistamines (e.g., Piriton) is kept at nursery. This will be checked at regular intervals by the designated trained first aider to make sure that it complies with any instructions for storage and is still in date.
- If a child does exhibit the symptoms for which consent has been given to give non-prescription medication during the day, the nursery will make every attempt to contact the child's parents. Where parents cannot be contacted then the nursery manager or person in charge will take the decision as to whether the child is safe to have this medication based on the time the child has been in the nursery, the circumstances surrounding the need for this medication and the medical history of the child on their registration form.
- Giving non-prescription medication will be a last resort and the nursery staff will use other methods first to try and alleviate the symptoms (where appropriate). The child will be closely monitored until the parents collect the child
- For any non-prescription cream for skin conditions e.g., Sudocrem, prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child's name
- If any child is brought to the nursery in a condition in which he/she may require medication sometime during the day, the manager will decide if the child is fit to be left at the nursery. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form.
- During Covid-19 pandemic children will not be admitted into nursery if they have had any type of pain relief such as Paracetamol or ibuprofen on the morning of attendance as this can mask the symptoms of Covid-19. Parents are advised to call for advice before bringing their child to nursery. (see Covid-19 Risk assessment and Covid-19 Procedure)
- As with any kind of medication, staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at the nursery, together with the times and dosage given
- The nursery DOES NOT administer any medication unless prior written consent is given for each and every medicine.

Injections, pessaries, suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for this child. This training is specific for every child and not generic. The nursery will do all it can to make any reasonable adjustments including working with parents and other professionals to arrange for appropriate health officials to train staff in administering the medication.

Staff medication

All nursery staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or feel unwell and cannot meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy.

If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability to care for children they must inform their line manager and seek medical advice. The nursery manager will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment.

Where staff may occasionally or regularly need medication, any such medication must be kept in their bag which is stored in a cupboard out of the reach of children.

Storage


All medication for children must have the child's name clearly written on the original container and kept in the locked medical cabinet, which is out of reach of all children.

Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach. Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children.

All medications must be in their original containers, labels must be 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 staff agree to administer medication.

Long Term or Complex Medical Needs

- If a child has a long-term or complex medical need, we will arrange a meeting to put in place a health care plan written with parents/carers and relevant health care professionals to include details of the child's condition, special requirements, for example dietary needs, pre-activity precautions and any side effects of the medicines.
- Individual health care plans will include instructions on how to manage a child in an emergency.
- If a child has specific medical requirements e.g., diabetes, epilepsy or asthma, staff will be given training by the relevant healthcare professionals. Additional training will be provided as and when necessary.
- It is the parent's/carer's responsibility that if they know their child has a tendency to suffer from child convulsions associated with high temperatures then they must ensure arrangements are made for their child to be collected immediately.

Policy Review				
Author/Owner	Position	Approved by SMT	Approval date	Review date
Michelle Blundell	Yeovil College Nursery Manager	Signed: 	07/01/2022	07/02/2024

Document Control – Revision History

Author/Owner	Summary of Changes	Date	Date last reviewed by SED	Recommend to SED Y/N
Michelle Blundell	New Policy to replace P61	19.03.21	-	Yes
Michelle Blundell	Updated to reflect changes in the new Early years Foundation Stage & the EYFS statutory requirements . Merged sickness and illness policy with medication policy.	07/10/21		

Initial Equality Impact Screening	
Who has been consulted on this policy & procedure? Nursery Deputy Manager	
What evidence has been used for this impact screening (e.g. related policies, publications)? Early Years Safeguarding Advisor & School Improvement Officer, National Day Nursery Association, Early Years Foundation Stage Sept 2021 / Early Years Foundation Stage Statutory Requirements September 2021	
Declaration (please tick one statement and indicate any negative impacts)	
<input checked="" type="checkbox"/>	<p>We are satisfied that an initial screening has been carried out on this policy/procedure and a full Equality Impact Assessment is not required. There are no specific negative impacts on any of the Protected Characteristics groups.</p>
<input type="checkbox"/>	<p>We recommend that an Equality Impact Assessment is required by the Equality and Diversity group, as possible negative impacts have been identified for one or more of the Protected Characteristics groups as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> Gender Reassignment <input type="checkbox"/> Race <input type="checkbox"/> Religion or belief <input type="checkbox"/> Sex <input type="checkbox"/> Sexual orientation <input type="checkbox"/> Marriage & civil partnership <input type="checkbox"/> Pregnancy & maternity
<p>Completed by Author: Michelle Blundell Position: Nursery Manager Date: 07.10.21</p>	
<input type="checkbox"/> Reviewed by Equality & Diversity Group Date:	
<input type="checkbox"/> We confirm that any recommended amendments have been made	
<p>Amended by Author: Position: Date:</p>	
Summary of Comments/Recommendations from Equality & Diversity Group Review:	

Administration of **PRESCRIBED MEDICATION** Consent Form

Name of child:

Date of birth:

Name of parent/guardian:

I give consent to Yeovil College Children’s Centre staff dispensing the following medicine to my child whilst in their care. I confirm the medicine has been prescribed by a medical professional i.e. Doctor, Pharmacist or nurse.

Name of medication Expiry Date	Dosage	Minimum time space between each dose (ie 4 hourly / 6 hourly?)	Time of last dose	Time of next dose	G.P. prescribed Yes/no	Date prescribed	Reason for administering medication	Duration of medication	Signature of parent/Carer	Date

**Always read the label to ensure correct dosage is given.
Always check time space is accurate between each dosage.**

Medicine administration record

To be completed by Children’s Centre staff following each dose of medicine administered.

CHILDS NAME

Date	Time	Name of medicine	Dose	Reason	Any reactions	Staff Signature	Witnessed by	Parent signature

**Always read the label to ensure correct dosage is given.
Always check time space is accurate between each dosage.**

Administration of **NON-PRESCRIBED** Medication Consent Form (Not to be used for administering Calpol)

Name of child:

Date of birth:

Name of parent/guardian:

I give consent to Yeovil College Children’s Centre staff dispensing the following medicine to my child whilst in their care. I understand that it is my responsibility to take the decision to give my child non-prescribed medication without having first sought professional medical consultation.

Name of medication Expiry Date	Dosage	Minimum time space between each dose (ie 4 hourly / 6 hourly?)	Time of last dose	Time of next dose	G.P. prescribed Yes/no	Date prescribed	Reason for administering medication	Duration of medication	Signature of parent/Carer	Date

**Always read the label to ensure correct dosage is given.
Always check time space is accurate between each dosage.**

Medicine administration record

To be completed by Children’s Centre staff following each dose of medicine administered.

CHILDS NAME

Date	Time	Name of medicine	Dose	Reason	Any reactions	Staff Signature	Witnessed by	Parent signature

**Always read the label to ensure correct dosage is given.
Always check time space is accurate between each dosage.**

ADMINISTRATION OF CALPOL CONSENT FORM

Name of child:

Date of birth:

Name of parent/guardian:

I Give consent to Yeovil College Children’s Centre staff dispensing the following medicine to my child whilst in their care. I understand that it is my responsibility to take the decision to give my child any un-prescribed medication without having first sought professional medical consultation.

Name of medication CALPOL Expiry date on bottle	Dosage	Minimum time space between each dose (ie 4 hourly / 6 hourly?)	Time of last dose	Time of next dose	G.P. prescribed No/yes	Date prescribed N/A	Reason for administering medication	Duration of medication No more than 3 days without consulting a Doctor	Signature of parent/Carer	Date

**Always read the label to ensure correct dosage is given.
Always check time space is accurate between each dosage.**

Medicine (CALPOL) administration record

To be completed by Children’s Centre staff following each dose of calpol administered.

CHILDS NAME

Date	Time	Name of medicine	Dose	Reason	Any reactions	Staff Signature	Witnessed by	Parent signature

**Always read the label to ensure correct dosage is given.
Always check time space is accurate between each dosage.**