

## **EYFS Administration of Medicine and Sick Child Policy**

<b>Reviewed by</b>	Head of Pre Prep
<b>Date for next Review</b>	November 2019
<b>ISI Policy Code</b>	E5

### **Administration of Medication**

At Sherborne Pre-Prep 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 Early Years Foundation Stage, Safeguarding and Welfare Requirements 2017 and we have agreed that no un-prescribed medication will normally 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 e.g. doctor, dentist, nurse or pharmacist.
- 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 locked box in our staff room. If medicine must be refrigerated, it will be kept in the locked box in the Pre-Prep fridge.
- 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, dentist or pharmacist, 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 a Medicine form to record any administration of medicine and record; time, date, dosage and the form is signed by the staff member when

administering the medication and by the parent/carer at the start of the day and on collection of the child.

- We will ask parents to review their child's registration form and health requirements annually to check details held by the school are correct.
- If a practitioner at this setting is taking medication which they believe may affect their ability to care for children, they should inform the Head of Pre-Prep and only work directly with children after seeking medical advice and a thorough risk assessment being carried out. This should be in place 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 our staff room.

### **Sick Child Policy**

All parents are shown this policy so that they are aware of our policy on the exclusion of ill or infectious children. Children who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease should not be in school and if symptoms begin while at school, the child should be collected as soon as possible. This is in line with the Health Protection Agency's Guidance on Infection Control in Schools and other Childcare Settings.

Sherborne Pre-Prep 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.

Young children's nappies will be individually monitored. If a baby is displaying obvious sickness and diarrhoea they will be sent home. However, loose nappies will be monitored and after two loose nappies, parents will be notified and asked to take the child home. For older 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/teacher 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, usually with the school matron.

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.

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 Public Health England South Region (Tel 0345 504 8668) is notified of any infectious diseases that a qualified medical person considers notifiable. (Infectious Disease (Notification) Act 1889)