



Illness and Medication Policy

The nursery is committed to providing the highest quality care for all the children in our care. We recognize the need to ensure that only children who are well enough attend nursery, for their own best interests and to safeguard the well being of all the other children.

We also recognize that on occasion children will require medication to be administered whilst at nursery and are committed to working closely with parents to ensure that any risks associated with the administration of medicines is minimized. We have developed the following policy and procedures to ensure that the greatest care is taken whenever children in our care are given medicine:

- ❖ Staff will discuss the health and wellbeing of children when they come into nursery each session and may decide not to admit a child, if it is felt that attending nursery would not be in the child's interests or the interests of the other children.
- ❖ Parents/carers will be made aware of the need to inform the nursery if their child has been or is in any way unwell since they last attended nursery or on coming in to the nursery at the beginning of each session.
- ❖ Parents/carers will be made aware of the need to inform the nursery as soon as possible about any changes to the information held by the nursery about their child's health or medical needs
- ❖ Parents/carers will be required to ensure any children's medication is handed to a member of staff on entering the nursery. This is to ensure that appropriate documentation and procedures are maintained and that any potentially harmful products are stored safely whilst at the nursery.
- ❖ All medicines shall be kept in a locked cupboard or in the fridge in the kitchen, both of which are inaccessible to children
- ❖ No medication will be given to a child at the nursery without the written permission of the parent/carer
- ❖ In most cases staff will only agree to administer prescribed medication, as instructed by a GP. In cases of babies who are teething or where children are recovering from a mild illness, staff will discuss the child's needs with the parents and may agree to administer a proprietary fever control medication.
- ❖ An administration of medicine form is to be filled out each session medication is given, (the only exception to this is when a child is following a prescribed course of medication lasting a number of consecutive days)

- ❖ The administration of medicine form is to be signed by both the parent and a manager at the beginning of a session and then parents will be asked to countersign against each dose administered, at the end of a session. Junior members of staff will not be given responsibility for filling in this form.
- ❖ When filling in the administration of medication form staff must ensure they collect all relevant data including when medication was last given at home and any background information. Parents must understand the importance of staff collecting this information and agree to spend the necessary time filling in forms. Staff may decide not to administer medicine if insufficient information is given by a parent/carer.
- ❖ Each time medicine is administered two members of staff, one of whom must be a manager, will check the instructions on the administration of medicines form, verify the medicine being given is the correct one; and will be present to check the exact dose being given and the time it is given.
- ❖ For children receiving ongoing or longterm medication a separate form will be filled in which will can be used for the duration of the medication being administered. Staff will inform parents each day of the actual medication administered and the form should be updated regularly in cases where medication is to be administered over many weeks or months.
- ❖ When a child becomes poorly at nursery, staff shall monitor the child and contact parents/carers immediately to discuss the appropriate response.
- ❖ Should a child become unwell during a session, Parents must agree to collect their child from nursery, as soon as possible, if requested to do so by staff.
- ❖ In cases of teething or mild fever, or where there might be a delay in the parent/carer returning to collect their child, staff may seek verbal permission to administer fever control medication such as calpol. In such cases, staff must note down on a medication form and repeat back to the parent the exact medication and dose to be administered.
- ❖ The manager of the nursery or the duty manager in charge each session, shall be responsible for the safe keeping of all medicines.