Medications and Illness Policy

Illness

Parents are asked;

o To keep their child at home if they have any infection.

o Alert nursery as soon as possible as to the nature of infection, so other parents can be alerted to look for signs and nursery staff can look out for children who display signs of the illness.

o Parents are asked not to bring their child to nursery if they have had vomiting or diarrhoea until at least 48 hours after the last attack. This ruling also applies to staff members.

o If children of staff are not well they will not accompany their parents to work in nursery.

o Cuts or open wounds whether on children or staff will be covered by a dressing.

o The nursery will ensure that first aid equipment is kept clean and replenished as necessary.

o Sterile items will be kept in their sealed packages until needed or discarded.

o Parents will have the opportunity to discuss health issues with staff and will have access to information available to the nursery.

o The nursery will maintain links with health visitors and gather information and advice on health issues from local health authorities or nominated agencies.

If a child is on prescriptive medicine the following procedures will be followed:

 The child’s parent/carer will administer the medicine. If this is not possible the medication must be clearly labelled with the child’s name, dosage and instructions. Parents must fill in the medications book before any medication will be given by staff. Staff will also fill in the medication book once medication has been administered.

 All medicines will be kept out of the reach of children.

 A medical record book is available to log details of children receiving medication. This will include date, time medicine was administered, dosage, printed name of staff member who administered the medicine and signature. This will also be signed by the parent/carer.

 With regard to the administration of life saving medication such as insulin/adrenalin injections or the use of nebulisers/ epi-pens an arrangement must be set up for individual cases as they arrive.

 Children who have asthma and need to use inhalers regularly will require a written consent form from their parents allowing nursery staff to assist them when required. Staff will also need to be shown how to administer a child’s medication by the parent/carer. Inhalers need to be in a container clearly marked with the child’s name and date of birth.

 Where medicine will be administered by the child’s key person and failing that the nursery Manager. The key person will be informed first thing whether any of their children need medication that day and they will be told what time.

 At the allocated time the key person will bring the child to the main reception area to administer the medicine and fill out the medications sheet. Once the medicine is removed from the fridge then this must be marked on the note board (attached to the fridge door) to ensure that other members of staff can see that the medicine has been given.

**This policy is reviewed annually by Wavertree Christian Fellowship Nursery and Pre-school.**