

ABBEY MILL CHILDCARE LTD

ILLNESS / MEDICATION POLICY

PLEASE READ CAREFULLY.

If a child becomes ill at nursery they will be made as comfortable as possible while advice is sought from nursery owner/manager. The child will then be observed and the parent contacted to collect them. Any child who becomes unwell at nursery will be required to be collected to avoid the spreading of illnesses and infections.

Emergency contact numbers are kept for all children.

If a child is to be absent from nursery due to illness, parents are requested to contact the nursery as soon as possible. Any child receiving medication prescribed by a doctor (i.e. Penicillin, Antibiotics) cannot return to nursery until the 2nd day after administration begins. For example: Administration begins on a Monday, child can return on a Wednesday.

We are also to be informed of any contagious diseases your child may have even if they do not occur within their days of attendance.

Parents are also required to keep us up to date with their child's vaccinations and an email address of one parent is required for each child for easy contact. This is a Care Commission recommendation following the E coli outbreak in Falkirk in May 06.

Please see the infection guidelines on the next page which Abbey Mill Childcare adhere to at all times. Please feel free to speak to the office if you are unsure of any aspect of our illness policy.

STORAGE AND ADMINISTRATION OF MEDICINES.

No medicines will be accepted onto the premises unless they have been prescribed by a doctor or pharmacist, including Calpol / Paracetamol. The information leaflet should accompany the medication. An individual medicine consent form must be completed by the parent for each individual medication. This must detail instructions as to dosage and administration times, reasons for administration and must be signed by the parent and the member of staff who receives the medicine. They are then responsible for passing the Medicine Sheet onto the correct room and getting a room staff member to sign the form to say they understand all the details. Any medicines which require fridge storage will be kept in the main fridge, on the top shelf and other medicines are to be stored in the main office until required. All medicines **must** be clearly labelled with the child's name and date and used for their consumption only. Medicines can only be administered once a sheet has been completed and signed. All daily medication must be taken home at the end of each day.

Verbal instructions cannot be taken over the phone for the administration of medicine.

- 1) Once the medicine has been administered the staff member responsible must sign the form and include the time the medicine was administered. This form must also be witnessed by a second member of staff. All medicines must be administered by a senior member of staff. It is their responsibility to ensure the medicine is returned to the correct storage point.
- 2) The medicine form must be photocopied, with one copy being given to the parent and the other to be filed in the Medicine Administration file located in the main office.
- 3) Staff are not permitted to mix medicines into food or fluids unless detailed by doctor / pharmacists. If a child refuses medication or spits it out after administration staff will stop and contact the parent.

CALPOL ADMINISTRATION

ABBEY MILL CHILDCARE WILL NOT ADMINISTER PARACETAMOL / IBOPROFEN UNLESS A MEDICINE SHEET HAS BEEN COMPLETED FOR EACH DOSAGE.

Communal / Emergency stock will not be kept on the premises.

Following guidance from the Care Commission **ANY** child who becomes ill at nursery **MUST** be collected as soon as possible to reduce the risk of cross infection and for the comfort of the individual child. The Care Commission have now stated the above for all childcare establishments as staff are not medically qualified to make a judgement about a child's illness. Also, if a child's condition does not improve after administration of signed for Calpol or other prescribed medication the parent will be contacted for the child to be collected. Administration of Calpol / medication is not an alternative to a sick child being collected, but a preventative measure to ensure a child's comfort while waiting for a parent to arrive.

ON – GOING MEDICATION.

Ongoing medications, such as inhalers, can be signed for on an ongoing medicine sheet. It is the responsibility of the parent to inform the nursery of any changes in dosage or condition. These will be updated on a regular basis, determined by the medication. All medications kept on the premises must have a corresponding care plan. Teething gels, teething powders and medicated nappy creams are exempt from this, however a medicine sheet must be signed before they can be administered.

Any child requiring on-going medication or medication which is required on an as and when basis will have an individual care plan detailing:

- Childs details including Medical condition
- Emergency contact details / GP
- Medicine and storage details
- Signs to look for: i.e. wheeziness, eyes running or itching etc.
- Dosage to be given
- Emergency procedures to be followed.

A form must be completed for all medicines administered on an as and when basis and parents must sign the form when they collect their child.

Summary

- Only prescribed medication can be administered at Abbey Mill Childcare.
- The information sheet must accompany the medication.
- Dosage will be checked with the parent and against the label.
- Expiry and dispensed dates will be confirmed.
- All medication must be in the original container.
- All medicines must be signed for **before** administration.
- We cannot accept verbal instructions re: medication.
- Emergency Calpol will not be administered.
- No communal medicines will be kept on the premises.
- All children who are ill at nursery must be collected as soon as possible.
- All on-going medicines must be accompanied by a Care Plan.

If management have any concerns regarding administration of medicines they will contact NHS 24 for advice and guidance. NHS 24 TEL: 08454 24 24 24