



Bright Eyes Childcare

Administering Medicines, Managing Allergies and Sickness/Illness

Policy statement

While it is not our policy to care for sick children, who should be at home until they are well enough to return to Bright Eyes Childcare, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

In many cases, it is possible for children's GP's to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the setting. If a child has not had a medication before, especially a baby/child under two, it is advised that the parent keeps the child at home for the first 48 hours to ensure no adverse effect as well as to give time for the medication to take effect.

As Conjunctivitis is highly contagious and medication needs to be administered in the eye, you will be asked to keep your child at home until they have had treatment for 48 hours. We are unable to wipe children's eyes at the setting or administer eye drops.

The manager is responsible for ensuring all staff understand and follow these procedures. The staff are responsible for the correct administration of medication to children for whom they care for. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures.

Procedures

We seek parental written notification of what medication to administer and require the following information:

All information provided will be transferred to the medication online records.

Children taking prescribed medication must be well enough to attend the setting.

We will only administer medication that is oral or topical application, any other method of administering medicine will be accepted at the discretion of the nursery manager. Only prescribed medication is administered. It must be in-date and prescribed for the current condition.

Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.

Parents give prior written permission for the administration of medication.

The staff receiving the medication must ask the parent to sign a consent form stating the following information. No medication may be given without these details being provided:

1. full name of child and date of birth;
 2. name of medication and strength;
 3. prescribing doctor;
 4. dosage to be given in the setting;
 5. time and amount of last dose;
 6. what the medication is for;
 7. signature and printed name of parent and date;
 8. how the medication should be stored and expiry date;
 9. any possible side effects that may be expected should be noted;
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- If your child has had Calpol before their session they will not be accepted to their session unless Calpol has been prescribed to them by a Doctor. We are unable to administer Calpol without a prescribed label as routine medication.
 - We do hold stocks of Calpol and Piriton for emergencies and this will only be given in the event of a high temperature or extreme pain (Calpol) and allergic reaction (Piriton)
 - We will call you before your child is given any form of emergency medication and if this is administered, with your permission, you will be asked to collect your child.
 - If your child is prescribed anti-biotics, they will need to have had 48 hours from the first dose to ensure no reaction before coming into the setting.

- Nappy creams are permitted and can be applied providing the cream is labelled with the child's name and DOB. Please note steroid creams are classed as medication and will need a prescribing label.
- Teething granules are also permitted and again must be labelled with the child's name and DOB. We are not able to apply teething gel.

The administration is recorded accurately each time it is given and is signed by a staff member and witness. Parents sign the form to acknowledge the administration of a medicine. The medication e-form (Family) records:

- name of child and DOB of child;
- name and strength of medication;
- the date and time of last dose;
- the date and time of dose being administered;
- dose given and method; and is
- signed by the staff that administered the medication;
- and is verified by parent signature at the end of the day.

If the administration of prescribed medication required medical knowledge, individual training is provided for all staff by a health professional.

The e-form for medication is completed on the key workers iPad via the App Family and stored on the locked Bright Eyes computer when completed. If Family is inaccessible a paper copy of the form will be completed and filed in a locked filing cabinet.

Storage of medicines

All medication is stored safely in the lockable cupboard otherwise in the fridge in the kitchen and they are kept in a marked box. All medicines are counter signed by 2 staff members out of the medicine cupboard.

- It is ESSENTIAL that no medication is left in children's bags as pegs and bags are accessible to children throughout the day, if you have medication in your child's bag please speak to

a Manager to keep it safe until the end of the day. If you do not let a manager know about medication in bags any medication found will be disposed of safely.

Managers are responsible for ensuring medicine is STORED SECURELY throughout THE DAY and handed back at the end of the day to the parent. Overall medicine responsibility lies with the nursery manager.

For some conditions, medication may be kept in the setting. Staff check that any medication held to administer on an as and when required basis, or on a regular basis, is in date and returns any out-of-date medication back to the parent.

Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell staff what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

Children who have long term medical conditions and who may require ongoing medication A

risk assessment is carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility of the manager alongside the staff team.

Other medical or social care personnel may need to be involved in the risk assessment.

Children with emergency Epilepsy medication will be appointed a staff member to be in 'charge' of the medication within the room as timings are essential.

Parents will also contribute to a risk assessment. They should be shown around the setting, understand the routines and activities and point out anything which they think may be a risk factor for their child.

For some medical conditions staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. The training needs for staff is part of the risk assessment.

The risk assessment includes vigorous activities and any other nursery activity that may give cause for concern regarding an individual child's health needs.

The risk assessment includes arrangements for taking medicines on outings and the child's GP's advice is sought if necessary where there are concerns.

A health care plan for the child is drawn up with the parent; outlining the role of staff and what information must be shared with other staff who care for the child.

The health care plan should include the measures to be taken in an emergency. The health care plan is reviewed every six months or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.

Parents receive a copy of the health care plan and each contributor, including the parent, signs it.

Managing medicines on trips and outings

If children are going on outings, staff accompanying the children must include another member of staff who is fully informed about the child's needs and/or medication.

Medication for a child is taken in a sealed plastic box clearly labelled with the child's name, name of the medication, a copy of the consent form in the box and a card to record when it has been given, with the details as given above.

On returning to the setting the card is stapled to the medicine record sheet and the parent signs a medication Family form on the iPad.

If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name, name of the medication. Inside the box is a copy of the consent form signed by the parent.

Sickness and Illness

Bright Eyes Childcare is obligated to ensure the health safety and well-being of all children and adults within the setting. This policy applies to children AND STAFF.

- If a child arrives at the setting and appears unwell the key member of staff reserves the right to ask the parent to keep the child at home, for the benefit of that child, and to control risk of contamination to other children and staff within the setting. We have a duty of care to all children and adults.
- If a child has sickness and/or diarrhea we will require them to stay off nursery for 48 hours from the last episode. If they are sick at nursery or have two episodes of diarrhea, they will be sent home and the 48-hour rule will apply. This also applies to staff members. It is at the Nursery Managers discretion whether to accept children back to nursery after sickness and/or diarrhea if the child still appears to be unwell e.g. not eaten for several days or suffering symptoms of dehydration.

- We use the Public Health Agency poster as a guide from medical professional to ensure appropriate exclusion periods are adhered to for all childhood illnesses and diseases. Copies are held on the nursery site in the entrance and information is available at any time on the nursery website under policies.
- If a child falls unwell whilst at the setting, we will contact the parent and request that they collect their child as soon as possible. If the parent is unavailable, we will try the next available contact on their record.

First Aid Boxes

Located in the reception of the setting and in all rooms. Each room also has a mobile first aid bum bag to take to the garden. All first aid boxes are checked Monthly using the checklist contained within each box.

Allergies

Allergies are recorded in the child registration form and staff are kept informed of children with allergies regularly. There is a poster in all rooms stating children's names and a photo of the child with allergies, what their allergy is and what to do in the event of a reaction. Piriton is kept on site to be administered in the event of a reaction and will be given if parents have consented to this in the child registration form. Children with EpiPens have them stored and kept in accordance with our medications policy and EpiPens will be stored with inhalers in the playroom next to the first aid kits. Staff are trained in the use of EpiPens and trained on allergy awareness. EpiPen use is regularly reviewed.

Our kitchen staff are trained in allergy awareness and where possible all recipes use 'freefrom' options for example dairy free butter. When doing cooking activities with the children all potential allergen risks are not permitted for use (for example eggs or nut products). For more information on food allergy awareness and management please see our Food and Drink Policy.

Should a child have a severe allergic reaction we would call an ambulance, examples of what we would class as mild or severe reactions are;

Mild to moderate allergic reaction

- Skin redness, hives or welts
- Swelling of the face, lips and eyes
- Tingling mouth, abdominal pain, vomiting.

Severe allergic reaction/Anaphylaxis

- Difficult/noisy breathing
- Swelling of the tongue
- Swelling or tightness of the throat
- Difficulty talking and/or hoarse voice
- Wheeze or persistent cough
- Loss of consciousness and/or collapse
- Children can quickly become pale and floppy.

If we suspect a child has had a reaction parents will be contacted immediately regardless of a mild or severe reaction.

In the event of concerns or complaints around the Administering Medicines, Allergies and Sickness Policy, speak to the Nursery Manager or follow the setting complaints procedure.

Date of Policy: September 2019

Signed By: Nursery Manager

Reviewed by M Larson 13/1/20