



Staff Medication and Sickness Policy

Policy statement

At Bright Eyes, we value our staff and recognise that there is a link between their health and well-being and their effective performance. There are times when staff are absent due to illness and this policy details the support available to staff and the steps that will be taken to monitor and manage attendance and sickness. This policy also includes guidelines for safe storage of staff medication during working hours.

The manager is responsible for ensuring all staff understand and follow these procedures.

Reporting when a staff member is sick/unable to work

Staff members are required to call the Duty Manager in charge as early as possible and at least 1 hour prior to the start of their shift. Contact numbers for senior staff are made available for all staff members. Text messages or messages via Social Media are not accepted as a method of reporting sickness/absence.

The member of staff must report:

- Their reason for absence
- What measures have been taken to alleviate symptoms
- How long they estimate they will be unable to attend work
- Any work which is outstanding that needs to be completed by other members of staff (planning, observations, progress checks)

Return to work after sickness/absence:

The Duty Manager will arrange a return to work interview on the first day back after sickness/absence to discuss health, any underlying problems or health conditions and explore how the organisation can provide more support or adjustments to prevent further absence. A return to work form will be completed and any actions will be put in place by the Nursery Manager to support the staff member. All records relating to staff absence/sickness will be stored confidentially and securely in individual staff files.

Health Declaration Form

All staff members will be required to complete an individual health declaration form as part of their induction. Health declaration forms will be reviewed every 6 months during staff supervisions or before if necessary; however, any changes to health or medication must be shared with the Nursery Manager and recorded on a declaration form.

It should also be noted that it is your contractual obligation to advise Bright Eyes of any changes whether physical or mental (including stress) immediately, and none advice of these changes will be deemed as a breach of this policy and your contract of employment.

Time off for Medical Appointments:

Where possible, appointments for Doctor, Dentist, Optician, etc. should be made outside of normal working hours.

Hospital appointment dates must be given to the Nursery Manager with as much notice as possible along with a copy of your appointment letter.

Staff who have long term medical conditions and who may require ongoing medication

A risk assessment is carried out for each staff member with long term medical conditions that require ongoing medication. This is the responsibility of the manager alongside the senior team. Staff members requiring a risk assessment for their health needs will be fully involved in the process of developing a risk assessment.

Staff with emergency Epilepsy medication will be appointed a colleague to be in 'charge' of the medication within the room as timings are essential. This will usually be the Room Leader who will be given appropriate training for administering medications.

For some medical conditions other staff members will need to have training to gain 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 staff member's health need.

The risk assessment includes arrangements for taking medicines on outings.

A health care plan for the staff member is drawn up with their input; outlining the role of other staff and what information must be shared with their colleagues working with them.

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.

The staff member for whom the care plan is written will receive a copy of the health care plan and each contributor signs it.

Storage of medicines

All medications including prescribed staff medication is to be stored securely in the staff members locker in the staff room or in the locked medication cabinet. All medication stored in the cabinet must be signed in and out by the staff member taking the medication.

- It is ESSENTIAL that no medication is left in staff coat or trouser pockets as these may fall out or be accessed by children in the setting.

Managers are responsible for ensuring medicine is STORED SECURELY throughout THE DAY.

Overall medicine responsibility lies with the nursery manager.

For some conditions, medication may be kept in the setting. The Nursery Manager and Staff check that medication kept in the rooms (inhalers, Epi-pen, Epilepsy medication) are out of reach of children next to the First Aid box, and are clearly labelled with the staff members details.

Staff members using prescribed medication are not to give these medications to anyone other than those they are prescribed. We advise that all staff bring their own Paracetamol/Ibuprofen if needed for minor ailments.

Managing medicines on trips and outings

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

Medication for a staff member is taken in a sealed plastic box clearly labelled with the staff member's details and prescription label. Medication must not be stored in clothes pockets during trips as these can be accessible to children.

Sickness and Illness

Bright Eyes Childcare is obligated to ensure the health safety and well-being of EVERYONE within the setting.

- If a staff member arrives at the setting and appears unwell the Duty Manager reserves the right to ask the staff member to go home, for the benefit of that staff member, and to control risk of contamination to children and other staff within the setting. We have a duty of care to all children and adults.
- If a staff member has sickness and/or diarrhoea we will require them to stay off work for 48 hours from the last episode. If they are sick at work or have two episodes of diarrhoea, ratios will be covered and they will be sent home and the 48-hour rule will apply.

Allergies

Allergies are recorded on individual Health Declaration Form and other staff are informed when necessary whilst adhering to our confidentiality policy. Piriton is kept on site and staff can use this if needed, however we ask that staff members bring their own allergy medication which can be stored following our storage policy. Staff with EpiPens have them stored and kept in accordance with our storing staff medication policy and EpiPens will be stored with inhalers in the room next to the first aid kits. Staff are trained in the use of EpiPens and trained on allergy awareness. EpiPen use is regularly reviewed.

Should a staff member 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

If a staff member has had a severe reaction, next of kin will be contacted immediately.

This policy is in addition to the Staff Handbook Guidelines.

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

Date of Policy: March 2019

Signed By: Nursery Manager