**Big Splash**

**Ill Child Policy**

* Children are supervised at all times however accidents/Illnesses may occur.
* First assess/ make judgment about the situation, if in doubt, ask for a second opinion from another employee/colleague.
* If first aid is appropriate then use it. First aid box is situated in all the toilet areas and are checked and kept up to date by a named member of staff.
* If the incident/child’s condition seems serious then contact 999.
* Retrieve any medical information from the child’s file (in their individual room) to assist the ambulance crew/hospital staff. Also note the child’s D.O.B. doctor’s details etc... These may be useful.
* Always inform the child’s parent (s)/guardian.
* Fill in the accident book (this should include details of the time, place, incident, treatment given and who gave it).
* If children in nursery are exposed to a communicable disease parent’s/ carers will be informed and we ask parents’ /carers to inform us if their child has been in contact with an infectious disease so that appropriate steps can be made.
* If a child is well enough to come to nursery but is taking medicine prescribed by the child’s doctor the nursery staff will administrate this only if the parent/guardian has given written permission. We also ask parent’s to write down the relevant last dose and amount. Staff will enter the medicine given, onto the medication form and parent/carer will be asked to sign this at the end of their child’s session. Prescribed medicines must be clearly labeled and placed in a safe place away from the reach of children.
* All parent’s/guardian will be given a medication form to complete before the child starts nursery so that staff are made aware of any special health conditions including dietary needs, allergies so appropriate care can be made available.

**Your child may be excluded if:**

* Coughs and colds do not normally require the child to be excluded but this depends on the severity and how the child is able to cope with the nursery routine. A child who is, or may appear to be unwell may be refused admission.
* Should a child become ill whilst at nursery the supervisor of their room will contact the parent after consultation with the manager or deputy.
* A child who is sick or has diarrhoea whilst at the nursery is to be collected immediately and kept away for 48 hours following the last bought of sickness or diarrhoea.
* Parents will always be contacted and informed if their child has a high temperature of 101F/38C or above. One dose of Calpol will be given, should the parents wish, but if the temperature does not drop the child will need to be collected from nursery. (See Covid protective measures regarding high temperatures)
* Suspected cases of conjunctivitis will be reported to parents.
* Chicken Pox. Children need to be absent from nursery for a minimum of 5 days from when the rash first appears. After this time if all the spots have dried and scabbed over, the child can return to nursery.
* Parents will also be contacted if their child develops a rash or suspected thrush. This will need to be checked out by a doctor whose advice should be followed.
* If your child has not been his/her normal self at home but is not showing signs of illness when you bring him/her to nursery please mention it to the staff and let them know how to contact you throughout the day.
* Any other infectious diseases such as hand foot and mouth children will need to be absent from nursery during the infectious period and until the child is fully fit to return to nursery.

**Head Lice Policy**

* Head lice are a problem that can sometimes occur in the nursery, an information booklet is available on request.
* If head lice are found on a child they should be kept home and treated and Puddle Ducks should be notified. The child may return back to nursery once he/she has been treated. (Exclusion time may differ according to which method of treatment is being used).

**Named Person for Ill Child/Accident and Incident:**

**Sarah Richards**

**Puddle Ducks**

**Medication Policy**

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At **Puddle Ducks**  we promote the good health of children attending nursery and take necessary steps to prevent the spread of infection . If a child requires medicine we will obtain information about the child’s needs for this, and will ensure this information is kept up to date.

We follow strict guidelines when dealing with medication of any kind in the nursery and these are set out below.

Medication prescribed by a doctor, dentist, nurse or pharmacist

*(Medicines containing aspirin will only be given if prescribed by a doctor)*

* Prescription medicine will only be given to the person named on the bottle for the dosage stated
* Medicines must be in the original container, clearly labelled with the child’s name and must be inaccessible to children. Those with parental responsibility for any child requiring prescription medication should hand over the medication to the most appropriate member of staff who will then note the details of the administration on the appropriate form and another member of staff will check these details.
* Medication should never be left in children's bags but handed to a member of staff.
* Written permission should be given on medication forms with their name, date, medication, last dose and time, reason for medication, next dose and time to be given and signed by the parent or guardian.
* The nursery will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by written instructions from a relevant health professional such as a letter from a doctor or dentist
* The parent must be asked when the child has last been given the medication before coming to nursery and the staff member must record this information on the medication form. Similarly, when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent’s signature must be obtained at both times
* At the time of administering the medicine, a senior member of staff will ask the child to take the medicine, or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication)
* Where medication is “essential” or may have side effects, discussion with the parent will take place to establish the appropriate response.
* Calpol may be administered if a child has a high temperature (Please see our Covid protective measures). Written permission needs to be given stating the last dose the child has had any Calpol, the dosage and time to be given the next dose and the Calpol will need to be supplied by the parent, in the original bottle and labelled with the child’s name. Again, the parents will then be asked to sign and date when they collect so they know that Calpol has been administered

Non-prescription medication *(these will not usually be administrated)*

* The nursery will not administer any non-prescription medication containing aspirin
* The nursery will only administer non-prescription medication for a short initial period, dependant on the medication or the condition of the child. After this time medical attention should be sought. This must be prescribed by a relevant practitioner.
* If the nursery feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse nursery care until the child is seen by a medical practitioner.
* For any non-prescription cream for skin conditions e.g. Sudocrem, prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child’s name
* If any child is brought to the nursery in a condition in which he/she may require medication sometime during the day, the manager will decide if the child is fit to be left at the nursery. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form
* As with any kind of medication, staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at the nursery, together with the times and dosage given
* The nursery DOES NOT administer any medication unless prior written consent is given for each and every medicine.

Injections, pessaries, suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for this child. This training is specific for every child and not generic. The nursery will do all it can to make any reasonable adjustments including working with parents and other professionals to arrange for appropriate health officials to train staff in administering the medication.

Storage

All medication for children must have the child’s name clearly written on the original container and kept in a closed box, which is out of reach of all children.

Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff in case of an immediate need, but will remain out of children’s reach.

Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children.

All medications must be in their original containers, labels must be legible and not tampered with or they will not be given. All prescription medications should have the pharmacist’s details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

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| **This policy was adopted on** | **Signed on behalf of the nursery** | **Date for review** |
| *January 2022* | *Jennifer Rennie* | *January 2023* |