

BUTTONS DAYCARE NURSERY LTD

Managing children with allergies, or who are sick or infectious (Including reporting notifiable diseases) and Administering Medication.

Policy Statement

Our provision is committed to the health and safety of all children and staff who play, learn, and work here. As such, it will sometimes be necessary to require a poorly child to be collected early from a session or be kept at home while they get better.

PROCEDURES

For children who are sick or infectious

Parents/carers will be notified immediately if their child has become ill and needs to go home. Poorly children will be comforted, kept safe and under close supervision until they are collected. If their temperature is raised, they will be kept cool by removing clothing and a cold drink given. Parents will be contacted and asked to collect their child. Care plans will be adhered to where applicable. If consent has been gained, Calpol maybe administered whilst the child is awaiting to be collected.

If a child has had to go home prematurely due to illness, in particular sickness or diarrhoea, (after 3 loose nappies), they should remain at home until they are better for at least 48 hours, or according to the times set out in the Guidance document for infections in Childcare settings. If a member of staff becomes ill at work, similar restrictions on their return will apply.

If a child or member of staff becomes ill outside of the settings hours, they should notify the setting as soon as possible. The minimum exclusion periods outlined in the Guidance document will then come into operation depending on their illness.

Conjunctivitis – children can still attend Nursery, we recommend that when the child is at Nursery and at home that staff, parents/carers bathe eyes. After 2 or 3 days if the eyes are not clearing up, we then recommend to seek further medical advice.

Diseases notifiable to the Local Authority.

- If a child or adult is diagnosed suffering from a notifiable disease, This will be reported to the Local Health Protection team.
- When the setting becomes aware, or is formally informed of the notifiable disease, the manager informs Ofsted and acts on any advice given by the Health Protection Agency. Any incident of food poisoning affecting two or more children, the same procedure applies.
- Covid no longer needs to be reported however if a child or member of the team tests positive then current guidance and advice should be followed.

Procedures for children with allergies

When parents start their children at the setting they are asked if their child suffers from any known allergies. This is recorded on the registration form.

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If a child has an allergy, a risk assessment form/care plan is completed to detail the following:

- The allergen (i.e. the substance, material or living creature the child is allergic to such as nuts, eggs, bee stings, cats etc)
- The nature of the allergic reactions e.g. anaphylactic shock reaction, including rash, reddening of skin, swelling, breathing problems etc
- What to do in the case of allergic reactions, any medication used and how it is to be used (e.g. EpiPen)
- Control measures – such as how the child can be prevented from contact with the allergen
- Review

This form is kept in the child's personal file and a copy in the room where the child is cared for, so staff can see it.

Parents inform staff on how to administer medication in the event of an allergic reaction.

Generally, no nuts or nut products are used in the setting and parents are made aware of this so that none are accidentally brought into the play rooms e.g. for a party

If children are prone to febrile convulsions, again this information is recorded on a care plan format.

Administering any Medication.

- Where a parent/carer requests the administration of prescribed medication, to their child at the Nursery, they must complete and sign the medication form. Any medication must have a label on which will be checked by a member of staff before being accepted.
- A member of staff will counter sign it and dosage and times will be recorded.
- When the child is due their medication, a Senior member will read the medication form, administer the medicine, record the time and dose and then sign the form along with two witnesses.
- At the end of the child's session, their parent/carer will be informed, and they will sign the medication form in the confirmation section to confirm they have been given the information.
- The same procedure applies to inhalers, teething gels and creams.
- If a high temperature develops while in nursery the child's clothing will be removed and a drink given. After 15-20 minutes the child's temperature will be checked again to see if it has come down.
- Parents will be contacted, if temperature is still high, they will be required to pick up the child. If consent has been gained prior, Calpol maybe administered whilst the child is awaiting to be collected.
- If a child has had any medication at home before coming into nursery, staff must be informed and a form must be signed by parents to record this.
- Medicines containing Aspirin will not be given to children – unless prescribed by a doctor.

Storage

- Medications will be stored appropriately. Medications needed to be stored in a

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fridge will be stored in a separate container/compartment so as to avoid any cross contamination.

- Inhalers will be stored in the First Aid cupboards that each room has; these are white lockable cupboards that are out of reach from children.
- Nursery will keep Calpol sachets on site, again these will be stored out of reach of children but easily accessible for staff. We will only administer the recommended dosage which is stated.

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 and Deputy Manager alongside the Key Person. Other medical or social care personnel may need to be involved in the risk assessment.
- 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 key 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.
- A health care plan for the child is drawn up with the parent; including the information that is to be shared with other staff that cares for the child.
- The health care plan should include 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.
- It is also the child's key person's and senior member of staff's responsibility to keep checking dates on any medication which is kept at nursery such as inhalers. If the medication becomes out of date or needs replacing then all medication needs to be given back to the parents/carers to discard of as the setting will not do this.
- Where and if applicable, in each room a notice will be displayed explaining who is on any long-term medication, how much then need administering and where it will be stored. This needs to be clear in case of emergencies so all staff are clear what the procedures are.

Managing medicines on trips and outings

- If children are going on outings, staff accompanying the children must include the key person for the child with a risk assessment, or 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. Inside is a copy of the medication form to record the administering details.
- On returning to the setting, when the parent collects the child, they will sign it as normal.

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- 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.
- As a precaution children should not eat when travelling in vehicles.
- This procedure is read alongside the outing's procedure.

Refusal of medication

If a child refuses to take medication, staff will not force them to do so. They will however, note this on the medication form and inform parents. If a refusal to take medicines results in an emergency, the Nursery's emergency procedure will be followed.

Staff medication

Cross reference to 'Smoking, Drugs and Alcohol' policy for details on staff taking medication.

HIV/AIDS/Hepatitis procedure

- HIV virus, like other viruses such as Hepatitis, (A,B and C) are spread through body fluids. Hygiene precautions for dealing with body fluids are the same for all children and adults.
- Disposable gloves and aprons are used when changing children's nappies, pants and clothing that are soiled with blood, urine, faeces or vomit.
- Any soiled clothing/bibs belonging to the child will be double bagged and will be tied and passed onto parents. Soiled clothing will not be rinsed by any staff, as outlined in the Public Health Guidelines.
- Spills of blood, urine, faeces or vomit are cleared using disinfectant solution and mops/cloths. Cloths are then disposed of in the correct manner.
- Tables and other furniture, furnishings or toys affected by blood, urine, faeces or vomit are cleaned using a disinfectant.

Head lice

When a case of head lice is discovered, the situation will be handled carefully and safely. The child concerned will not be isolated from other children, and there is no need for them to be excluded from activities or sessions.

- ❖ On identifying cases of head lice, parents/carers will be informed via a notice, and will be advised to speak to staff members for further advice and guidance on treating head lice.
- ❖ Staff should check themselves regularly for lice and treat whenever necessary.

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This policy was amended on/who by

Reason.....

Date to be reviewed

Signed on behalf of all the management and staff at Buttons Nursery

Signature Counter signature.....

Print Name Print Name.....

Role..... Role.....

Updates that we are unable to share via staff meeting due to the ongoing Covid-19 situation, will be shared either by email/memo/Whats App chat with the staff.