



Policies

MEDICINES, ACCIDENTS & ILLNESSES POLICY

Hatch Warren Under Fives and Kempshott Under Fives Preschool, will hereafter be referred to as the “Preschool”

Policy statement

Whilst it is not the policy of The Preschool to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer some prescribed 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 the children’s GP’s to prescribe medicine that can be taken at home in the morning and evening. 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, it is advised that the parent administers the first dose at home and that the child remains under the parents care for the first 48 hours to ensure no adverse effect as well as to give time for the medication to take effect.

Children should NOT be given analgesia such as calpol or any ibuprofen/paracetaol products before attending preschool. If your child is unwell they will need to stay at home.

The Management or Preschool Manager are responsible for staff training and the risk assessment of the correct administration of medication to children. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures.

Procedures

- Children taking prescribed medication must be well enough to attend the setting.
- Only prescribed medication is administered. It must be in-date and prescribed for the current condition with full manufacturing instructions.

- Calpol or any painkilling medicine will not be administered by the preschool staff, for everyday infections, aches and pains, coughs and colds, even if it is prescribed by the child's G.P. However when a child has to take long term prescribed pain killers as part of their treatment for a medical condition, we will review the policy in discussion with parents/carers.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children. In addition, preschool hold Piriton to be used in an emergency situation which is stored in the original container and is clearly labelled.
- In an emergency situation, such as an allergic reaction, it may be necessary for the preschool staff to administer Piriton. Before doing so preschool will seek parental consent.
- In an emergency situation, such as a high temperature, it may be necessary for the preschool staff to administer Calpol. Before doing so preschool will seek parental consent, this will be done over the telephone.
- 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:
 - full name of child and date of birth;
 - name of medication and strength;
 - who prescribed it;
 - dosage to be given in the setting;
 - how the medication should be stored and expiry date;
 - any possible side effects that may be expected should be noted; and signature, printed name of parent and date.

Parents sign the record book to acknowledge the administration of a medicine. The medication record book records:

- name of child;
- name and strength of medication;
- the date and time of dose;
- dose given and method; and is signed by key person and also staff member who witnessed the administration and is verified by parent signature at the end of the day.
- Medicines will only be administered in the presence of 2 members of staff. The name and dosage will be checked again before administration.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- No Preschool child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their key

person what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

Storage of medicines

- All medication is stored safely within the preschool, out of reach of the children, or in the kitchen if the medicine has to be refrigerated.
- Life-saving medication such as an epi-pen or asthma inhalers will be kept out of reach of the children in the setting. All staff are aware where it is kept.
- For some conditions, medication such as an inhaler may be kept overnight in the setting. Key persons 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.

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

- A risk assessment is carried out for each child with long term medical conditions that require on-going medication. This is the responsibility of the Preschool Manager / SENCO alongside the key person. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents will also be encouraged to 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 Preschool 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 key person's role 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.

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, name of the medication, Inside the box is a copy of the consent form 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 book and the parent signs it.
- 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.
- As a precaution, children should not eat when travelling in vehicles
- This procedure is read alongside the outings procedure.

Emergency medicines held by preschool

- Preschool holds calpol medicine to be used in emergency situations, such as fitting due to high temperature spikes. This will only be administered following advice given to us when calling 999.
- Preschool holds piriton medicine to be used in emergency situations such as severe allergic reactions / shock. This will only be administered following advice given to us when calling 999.

Legal framework

- Medicines Act (1968)

In the event that a child or parent is attending Preschool with such illnesses as HIV, Aids or Hepatitis B, we do not legally have to be informed. In all cases it is expected that parents would be responsible and not allow any child to come to Pre-School with open cuts or sores that may result in infection of any kind. All medical information supplied to the Preschool regarding any child is dealt with in the strictest confidence.

In the event that a child becomes very ill or is involved in an accident during a session, the Preschool will contact the parent and a doctor or ambulance (if necessary) immediately. Ofsted will also be informed. Parents are required to provide three emergency telephone numbers on their registration form; if the parents cannot be contacted then the subsequent emergency numbers will be contacted. If a parent knows that they cannot be contacted during a session they must provide the Preschool with another number to contact.

All preschool staff will have an up to date First Aid Certificate and will administer First Aid if necessary. In the event of an emergency 999 will be contacted and advice sort.

All persons administering First Aid must wear rubber gloves that are supplied and will be found in the First Aid Box and on the main desk in the group. Any items used from the First Aid Box

should be replaced straight away and a check of the contents should be made every half term by a member of the Management Committee.

All accidents must be recorded in the Accident Book by the first aider and acknowledged by the parent's signature. The record must describe the injury and the subsequent action taken. In the event that the injury is deemed to be classed as major (ref: Health and Safety at Work Act) the Health & Safety at Work Executive (RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) must be informed. Ofsted and local child protection agencies will be notified of any serious accident, injury to, serious illness or death of any child whilst in the care of Hatch Warren Under Fives. The Preschool will act on any advice given by these agencies.

The Health & Hygiene Policy covers illnesses in children.

This policy was adopted at a meeting of the Preschool held on:

Signed on behalf of the Preschool _____