

SICK CHILD POLICY INCLUDING ADMINISTRATION OF MEDICATION

Reference: CF01

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SICK CHILD POLICY INCLUDING ADMINISTRATION OF MEDICATION

Windmill Hill City Farm has a responsibility to ensure that each child is provided with a healthy and safe environment enabling them to enjoy their time with us. This policy allows all individuals to know that within our services the child's well-being is paramount at all times.

This Policy has been updated in line with current Government Guidance in managing the COVID-19 Pandemic within Early Years Settings (21/05/2020):

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

General Sickness:

This policy is to support staff, parents, carers and volunteers in the event of a child being unwell.

Parent/Carers responsibilities:

- If a child is unwell, please do not bring them to any of our services. Not only are certain illnesses contagious, but when a child is unwell the main carer is the best person to care for the child.
- If a child has a cold/cough virus and is showing no other symptoms of being unwell they can continue attending all services. However, if they have a raised temperature, continued cough, are unable to eat or are generally not themselves then this indicates that they are not well enough to be in.
- If a child has sickness and/or diarrhoea they must be kept away from the setting for a **minimum of 48 hours after the last episode** of sickness and/ or diarrhoea.
- If a child has been diagnosed with conjunctivitis it is our preference that you keep your child away from the setting for the first twenty-four hours

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whilst they are being treated with eye ointment as it is highly contagious. After the first day's application we are happy to accept the child as long as they are well within themselves. We will continue to apply the ointment at the required times providing you fill in a medication consent form to allow this to take place.

- If a child has been prescribed antibiotics, generally they will not be well enough to attend our services. If after twenty fours of administering the child with antibiotics they are better within themselves, they may return to the setting the following day. It is the responsibility of the parents/carers to ensure that the child is in the best of health and that they share all necessary health information with the staff on duty.
- To ensure we have up to date contact details for parent/carers and emergency contacts

Please note:

- If a child is on antibiotics for an on-going condition, they may attend Nursery/Farm Adventurers providing the child is in overall good health.
- If a child has a raised temperature, even if not accompanied by any other symptoms, they should not attend the setting as this would indicate they are unwell.

Staff responsibilities:

- If a child becomes ill during their time with us, they will be cared for sensitively i.e. they will be made to feel comfortable, reassured and kept under observation.
- If a child becomes ill and the setting does not consider him/her as being well enough to attend, you will be contacted and given precise details of your child's condition. We would discuss the best course of action and generally you would be expected to take your child back home. We would expect you to collect your child within the hour of us contacting you allowing the child to be seen by a medical professional if required

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or allowing them to be in their home environment which is more suitable/comfortable than being in a busy Nursery/Farm Adventurers environment.

- If a child is ill during their time with us and we cannot contact you or any named persons as supplied on the emergency contact list, staff may have to seek medical advice/attention for your child. For example, if your child had a low temperature (below 35 degrees).
- If a child becomes seriously ill, we will seek medical attention and contact you as soon as possible.

If a child develops an increased temperature whilst at the Nursery/Farm Adventurers, we would follow our Emergency Administration of non-prescribed fever relief procedure (page 4).

- When a child returns following an absence due to being unwell, staff will liaise with you to ensure that the child is well enough to attend their session. Please ensure all relevant information is shared.
- As a setting we work with and follow the guidance on infection control in schools and other childcare settings from the Public Health Agency (this can be found on their website).

If a child has a serious illness which may cause risk to others or results in hospitalisation we have a duty to report this to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

COVID-19:

This policy, guidance and supporting Risk Assessment (NUR020 COVID-19) is devised in line with current Government advice and guidance in relation to COVID-19.

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and->

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[childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures](#)

Any Child or Adult within the setting must self-isolate for 7 days if showing the following symptoms:

- **A High Temperature:** this means you feel hot to touch on your chest and/or back
- **A new continuous cough:** this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours. (If you usually have a cough it may be worse than usual)
- **Loss or change to your sense of smell or taste:** this means you have noticed you cannot smell or taste anything, or things taste or smell different to normal.

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/> (20/05/2020)

Parent/Carer Responsibilities:

- To disclose at the earliest opportunity if your child is displaying any of the three identified indicators of COVID-19.
- Keep your child at home if they are showing any signs or symptoms of COVID-19.
- Ensure we have up to date contact details for Parent/Carers and emergency contacts.
- To collect your child within one hour in the instance you are called and informed they are unwell.
- Adhere to Governments current guidelines regarding Self-isolating and testing of COVID-19
- Keep your child home for 14 days if a member of your household is displaying signs and symptoms of COVID-19. They may be able to return sooner if tests for COVID-19 return a negative result.

Staff Responsibilities:

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- To disclose at the earliest opportunity if displaying any of the three identified indicators of COVID-19.
- Stay at home if showing any signs or symptoms of COVID-19.
- Ensure we have up to date contact details and emergency contacts.
- Adhere to Governments current guidelines regarding Self-isolating and testing of COVID-19
- Stay home for 14 days if a member of your household is displaying signs and symptoms of COVID-19. The individual may be able to return sooner if tests for COVID-19 return a negative result.
- Adhere to Government guidelines, policies, procedures and risk assessments to reduce the risk of transferring COVID-19 to others.
- To be a positive role model in promoting and supporting children in managing good hygiene with regards to hand washing and the Catch it, Bin it, Kill it guidance.

Child displaying COVID-19 symptoms while in our care:

- Child will be moved to a quiet space and made comfortable. Adult will wear PPE (facemask, gloves and disposable apron) as required.
- Parent/Carer will be called and informed child needs to be collected as soon as possible but within the hour. Parent advised child will need to self-isolate for 7 days and others in their household for 14 days.
- Child's symptoms will be monitored, if worsen advice will be sought by calling 111.
- All areas of contact to be cleaned with anti-bacterial cleaner.
- All PPE will be disposed safely immediately after use.
- Child permitted to return if test for COVID-19 results are negative and fit to attend.
- If test results are positive all known contacts (children and adults) to be informed and advised to self-isolate for 14 days.
- All areas deep cleaned.

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- Public Health England informed and advice sought.

Adult (Staff member) displaying COVID-19 symptoms while at work:

- Adult to inform Room Leader and Manager immediately.
- Adult to go home immediately, self-isolate and arrange for a COVID-19 test.
- All areas of contact to be cleaned with anti-bacterial cleaner.
- Adult permitted to return if test results are negative for COVID-19 and are fit for work.
- If test results are positive all known contacts (children and adults) to be informed and advised to self-isolate for 14 days and arrange a COVID-19 test where possible.
- All areas deep cleaned.
- Public Health England informed and advice sought.
- Individual can return after 7 days if fit.

Person in household displaying Symptoms of COVID-19

- Child/Adult to self-isolate for 14 days.
- To arrange a test for COVID-19 for household where possible.
- If symptomatic person's test results are positive rest of household to self-isolate for remainder of 14 days.
- If symptomatic person's test results are negative individual permitted to return as long as fit and are not displaying symptoms of COVID-19.

Administration of medication:

We believe that children with medical needs have the same rights of admission to the provision as other children. We will work with staff, parents, the child and relevant health care professionals to enable this to happen whilst ensuring the safety of staff and children and recognising

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that there maybe circumstances in which this is unable to occur e.g. with complex medical procedures.

Prescription Medicines

All prescription medicines must be provided in the original container as dispensed by the pharmacist with the prescriber's instructions of administration and the patient information leaflet. Staff will not accept medication that has been taken out of the container or make changes to dosages or times on parental instruction. Some common prescription medicines include inhalers, piriton, ranitidine:

Medication	Used for
Inhalers	Asthma, wheeziness, breathlessness and chronic obstructive pulmonary disease
Piriton	Hay fever, allergies including insect bites and stings, skin allergies, nettle rash and hives and food allergies
Auto-injector/EpiPen	Emergency treatment of severe allergic reactions (<i>anaphylaxis</i>) to insect bites, insect stings, food, medication, as well as other allergens
Ranitidine	Reducing the amount of acid in the stomach and treat and prevent ulcers

Emergency administration of non-prescribed fever relief (i.e. liquid paracetamol).

We will keep an emergency supply of non-prescribed fever relief that is appropriate for the age of the children in the nursery.

We will request written consent to administer fever relief in an emergency from the parent/carer on our admissions form.

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If a child develops a high temperature, we will monitor the child's temperature and record in the room diary 3 temperature levels over 10 minutes. This is to ensure that we have a correct temperature reading for the child. During this time period we will ensure that the child is comfortable by finding them a quiet space, pat them down with a cold flannel, strip off unnecessary clothing and offer them some water.

Following on from this, if it is established that the child's temperature is high, we will make contact with you for the following reasons:

1. To inform you that your child has a high temperature and needs to be collected.
2. To ask if pain relief had been administered (especially if child has been in our care for less than four hours).
3. If it is more than four hours, to seek consent to administer another dose of non prescribed fever relief as stated on the manufacturer's dosage instructions.

On collection of the child the parent/carer must sign the administration of medication form which will have been completed by a staff member.

If we can not make contact with you or any of the emergency contacts, and we do not have consent to administer non prescribed pain relief and it has been less than four hours, we will continue to make the child feel comfortable. If the temperature continues as it is or rises, we will either ring 111 or emergency services depending on the overall well-being of the child.

Please note:

We will never administer non-prescription medication that contains aspirin.

We expect parents/carers to inform us if non prescribed pain relief has been administered to their child before they arrive for their session. This allows staff to monitor your child especially if they are a not quite themselves. We also expect parents/carers to inform us of their availability

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allowing us to make contact swiftly if their child is unwell and needs to go home.

Short – Term Medical Needs:

Many children may need to take medicines for a short period of time, for example finishing a course of antibiotics or applying a lotion. We will be happy to administer medicines for short – term needs providing the child is well enough to attend our setting. Please note that in order for this to happen a short-term health care plan consent form does need to be filled in and all relevant information will be checked/logged e.g. patient information sheet, clear dosage information etc.

Long – Term Medical Needs:

Some children may have long – term medical needs and may require medicines on a long – term basis to keep them well, for example children with asthma, epilepsy or cystic fibrosis. Parents/carers will need to meet with their child’s key person and a Senior staff member in advance and discuss the issues involved. All information regarding the child’s long-term health needs will be recorded on a Health Care Plan form, agreed and signed by the parents/carers and the staff member. A medication consent form will also need to be completed if necessary and from this staff must ensure that they follow the correct procedure relating to the child’s on-going needs. The Health Care Plan and medication consent will be shared with all staff members working with the child and then a copy will be taken and filed in the child’s file in the office. The setting will aim to meet the need dependent on staff training, supervision needs, staff confidence and insurance cover. Please note that until all forms are completed no medication can be administered. Parents/carers are responsible for informing the setting of any changes in medication and this must be done in writing.

Training

Staff may need training before administering certain types of medication e.g. inhalers, epipen, buccal midazolam. Training could be in the form of relevant books, videos and/or accessing external training. External training from a qualified health professional must be accessed for staff before undertaking any complex or intrusive procedures or ones which

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require technical or medical knowledge. Any staff member who has attended any training regarding administration of medication or a specialised health subject will retain a record of any training accessed.

Storage

All medication must be passed on to staff in the room who will store it in a suitable and safe place according to manufacturers instructions e.g. out of direct sunlight, in a refrigerator etc. Medication will be stored out of reach of the children and generally in the office unless it is life threatening medication which will in this instance be kept in a clearly labelled box with the child's name allowing it to be easily accessible. All medicines must be stored in their original packaging with the patient information leaflet otherwise it will not be administered.

Old medication will be given back to the parent/carer or taken to the pharmacy for safe disposal.

Outings

Any required medication will be administered as it would normally be in the setting. All paperwork relating to the medication including the child's Health Care Plan and the Administration of Medication form will be packed and taken on the outing.

Recording

In the case of a short or long term healthcare need a health care plan form must be completed. The forms will include: name of child, medication and expiry date, dosage, date, time, name of staff member/s administering/supervising, name of witness as appropriate and the signature of the parent/carer at the end of the day. The senior team or nominated staff member/s will take responsibility for administering and recording.

We are not permitted to administer any medication where consent forms have not been completed; this may result in your child being unable to attend the setting.

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For the administration of non prescribed fever relief an administration of non prescribed fever relief form will be used.

For short – term medical needs an administration of medication form will be used.

For long – term medical needs an administration of medication form and a Health Care Plan will be used.

A COSHH risk assessment form will be completed for all medication and a copy of the patient information leaflet taken.

Administration

There is no legal duty for staff to administer medication but generally this will be part of their contract of employment. No staff will administer medication without the consent of the parent/carer or if they do not feel competent to do so.

All staff will follow the settings administration of medication procedure. All staff will administer medication in a tactful and sensitive manner. Staff will not administer medication if the consent form and Health Care Plan are incomplete or if they feel unclear about the procedure.

If a child refuses to take their medication, staff will explain why the medication is important for them and what needs to happen if they do not take it. If the child still refuses, then staff will inform the parent's/carers or seek medical advice if necessary. This will be recorded on the administration of medication form the date and time the child declined the medication.

Mistakes

If a staff member has made a mistake in administering medication, this needs to be reported to a Senior member of staff immediately. Staff will then inform parents/ carers and seek medical advice as appropriate.

Mistakes will be recorded on the Administration Record and an Incident Form as appropriate. A Senior staff member will look into how it happened and investigate the incident and look at what can be done to prevent it

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from happening again.

The Registered Person for the setting also needs to be informed i.e. Chief Executive/Board of Trustees. Ofsted or RIDDOR may also need to be contacted.

Queries or concerns

If a staff member is concerned about a medication or a dose level, then the staff member will not administer the medication. Concerns or queries will be passed onto a senior staff member and then discussed with the parent/carers or seek medical advice as appropriate. Mistakes can be made on labels for example and it is much better to check in advance than administer a medication incorrectly. All queries and concerns will be noted.

Please note:

- If your child requires long-term medication and you do not provide it on the day that your child attends, we can refuse to accept your child until the required medication has been provided as staff want to ensure that they minimise the deterioration of your child's health/well-being.
- Parents must ensure that all medicines that they provide the setting with has the child's name, date of birth, dosage, patient information sheet and expiry date. If any medicines do not have this information, we can refuse to administer the medication/accept your child until the medication has been replaced. Staff will only administer medication in line with the doctors or prescribing specialists' direction as on the prescription label; parents/carers are not able to amend or change this advice and staff will direct them back to the medical profession if any changes are requested.
- When checking the expiry date on the medication, staff will ensure that the expiry date on the box matches the expiry date on the medication if appropriate. If the medication has a shelf life after opening e.g. to be used 2 weeks after opening, then staff will base this on the dispensing date for the medication.

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- A staff member who is a witness to administering medication needs to observe all parts of the process from first checking the medication through to the administration and recording.
- Once a child no longer requires any long-term medication due to being given the all clear by a medical professional it is the parent/carers duty to notify the setting of this in writing.

Confidentiality

All records relating to the medical needs of any child and the administration of medication will be stored confidentially within the setting. Information will be shared with staff as necessary.

Fees

If your child does not attend their usual session due to sickness, fees will be charged as usual as your child's booked session cannot be filled by anyone else.

In exceptional circumstances negotiation can take place to reduce fees due to lengthy illness by the main parent/carer or child. This can only be authorised by the Chief Executive/Board of Trustees.

Law

We recognise that we **do not** have a legal responsibility to administer medication. We recognise that we **do** have a responsibility under the Equalities Act 2010 to be inclusive at all times and not treat a child less favourably because of their medical needs.

Responsibilities of Management/Senior staff

- To ensure a safe and clear policy and procedure is in place.
- Where necessary to liaise with the Farm insurers and follow any recommendations as advised and ensure that if staff follow procedures that they will be covered if there is a complaint.

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- To arrange, with the Senior team, who should administer medicines within the setting. The responsible individuals must be confident and competent in doing so and ensure that they fully understand their responsibilities.
- To provide appropriate training for staff where necessary.
- To assess the risks to the health and safety of staff and others and to put measures in place to manage any identified risks.
- To support all individuals in fulfilling their responsibilities.
- To make the final decision about whether a child can access the setting as we do not want to fail any child with regards to their well-being.
- To ensure that no students or volunteers administer any medication.

Parents/carers responsibilities

- To provide factual and accurate information about their child's medical condition and work in partnership with the setting to reach an agreement on the settings role in supporting their child's need.
- To discuss with the prescriber whether dose time can be altered so it is outside the hours of the service/nursery provision.
- To provide medication, which is in date and in its original, labeled container/box with the prescription label and including the patient information sheet.
- To complete all necessary health care forms as appropriate.
- To obtain details from GP or prescribing specialist as requested.
- To inform staff in writing of any changes to medication.

Staff responsibilities

- To understand and work with the documented procedure.

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- To work in partnership with parents at all times.
- To liaise openly with parents, staff and Farm management with regards to any child's well-being.
- To ensure staff themselves put policy into practice and follow documented procedures.
- To be aware of any side effects of the medication being administered.
- To feedback any concerns to parent/carers and the Manager/Deputy Manager.

Senior Staff/Team Leaders responsibilities

- To ensure all parents and staff are aware of the policy and procedure and support them in the understanding of it.
- To support all staff members if any questions or queries arise.

Please note:

As a setting we work with the Health Protection Agency Guidance with regards to infection control in childcare settings. You can see guidance via this link: http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1274087715902

As a setting it is our responsibility, in partnership with parents/carers to ensure that all children in our care are in the best of health at all times allowing them to enjoy and learn in a healthy and fun environment.

This Policy works in conjunction with CF15 Health & Safety Policy