

# Medicine and Healthcare Procedure and Policy

Rewritten: July 2017  
Reviewed: July 2018

It is the responsibility of all TOSH staff team to promote the good health of all the children attending the setting.

Our health care procedure must be discussed with parents when they first join the setting.

Parents / carers will be informed about the way we respond to children who are ill or infectious.

If a child/ staff member has become ill whilst at home with Sickness/ Diarrhoea they **MUST BE AT LEAST 48 HOURS CLEAR** from the last time they were ill before returning to nursery.

Our procedures are as follows:

Should a child become ill when they are attending TOSH with Sickness/ Diarrhoea parents/ carers will be informed and the child will need to be taken home.

If a child becomes ill with a temperature their wellbeing will be closely monitored and their parents / carers will be contacted. Staff will remain with the child at all times and regularly check their temperature once each 15 minutes, recording the results of these checks.

In exceptional circumstances, when a child is identified as having a temperature which continues to rise, if it is considered that there is a risk of convulsion, we may ask parents/ carers for verbal permission to administer Calpol or

Ibuprofen at the correct dose to aid their child and to ask when the child last had medication, prior to parents / carers being able to attend to their child at nursery.

Parents will be asked to come to collect their child and remove them from the setting to avoid the spread of illness and to seek medical advice. A record of the administered dose must be kept using the child's individual medicine form - dosage must be witnessed by a second team member who must also sign the form. This form must be presented to the parent when they arrive to collect their child to confirm what medicine has been given and what dosage.

With the exception to emergency Calpol or antihistamine -

The Old School House will only administer medicines prescribed to children within their care, by doctors, dentists or nurses, **provided that the medicine is contained in the original bottle and is clearly labelled with the child's name and date of birth** when medication is related to an ongoing medical condition or for example to administer the last doses of a course of antibiotics. If medication is required, parents should consider carefully, whether the child is well enough to attend nursery.

**Prior to medicine being administered a medicine form must be completed by the parent or carer to provide permission for medicine to be administered and to provide specific instructions in relation to dosage.**

When the medicine is administered to the child the person administering the medicine will be witnessed by another member of staff and then fill in the relevant parts of the medicine form. The member of staff which witnessed the administration of the medicine will also need to sign this form, as will parents when they collect their child from the setting to acknowledge that their child has been given the medicine.

Training must be provided for all staff when the administration of medicine requires medical or technical knowledge.

Medicines containing aspirin will only be given if prescribed by a doctor.  
EYFS 3.42/ EYFS3.44