



## **Illness & Exclusion Policy**

Clondrohid Community Crèche, Pre-School & after School services prioritises the health and wellbeing of the children in the service and believes a child needs to be fit and well to benefit from attending the service. If a child is sick at home or becomes ill throughout their day, we believe the best place for them is at home where they can rest fully and recover.

This policy is underpinned by the Preschool Regulations 2006

### **High Temperature**

If a child has a suspected temperature, the electronic thermometer will be used to take an accurate reading. A temperature of 38 degrees or higher is considered high.

A number of measures will be used to try reduce the temperature: - The desire to improve the overall comfort of the child must be balanced against the desire to simply lower the body temperature

- ✓ Firstly the child's clothes are loosened and removed if necessary
- ✓ Check that the temperature of the room is not too warm
- ✓ The child is given a tepid sponging and comforted.
- ✓ The parent will be contacted and informed of the child's state & temperature
- ✓ If there is little or no improvement after 30 minutes, the parent will be asked to collect their child from the service
- ✓ The child will be monitored and made comfortable allowing them to rest.

### **Vomiting/ Diarrhoea**

If a child is vomiting or has diarrhoea he/she is considered too unwell to attend the service. Parents are asked to keep their child at home until **48 hours clear** of the vomiting or diarrhoea.

### **COVID-19**

If a child or staff member develops signs and symptoms of COVID-19 at home before attending the setting, they are advised to ring their GP for further guidance. They are **NOT** to attend the setting. **Please see** policy on Child/Staff developing signs or symptoms.

If a child or staff member develops signs and symptoms of COVID-19 during while in the setting, they are immediately to go to the isolation room and follow the procedure that is in place. **Please see** policy on Child/Staff developing signs or symptoms and Isolation room policy.

### **Infectious Illness**

For a list of common infectious disease, their symptoms and exclusion period please refer to the

This policy was adopted by: Clondrohid Community Crèche Pre-School & After School Services

Date: Oct 2016

Signed by: \_\_\_\_\_ On behalf of Management, staff & Parents

### **Administration of Medication Policy and Procedure**

Clondrohid Community Crèche, Pre-School & after School services is committed to supporting each child's well-being. To facilitate this we will work in consultation with parents to ensure the safe administration of medication in the event that:

- ✓ a child is taking prescribed medication, with the prior written permission of their parent(s) or guardian(s)
- ✓ a child becoming unwell while attending our service, with prior permission of their parent(s) or guardian(s) is given pain relief or temperature control medication.

This policy is underpinned by the Childcare (Preschool Services) Regulations 2006.

1. It is our policy that medication should never be administered without written permission from parent(s) or guardian(s).
2. Written permission is obtained from parent(s) or guardian(s) on the child's registration form in relation to the administration of medication.
3. Where a child has a chronic condition which requires daily medication the written permission and a written care and administration plan is obtained on enrolment and is reviewed regularly.
4. Parents should also be requested to notify the service if their emergency contact details change.
5. Medication is monitored both digitally & on paper

**Allergies:** Upon enrolment, (Registration Form) the service obtains written confirmation from the parent(s) or guardian(s) of all of the child's allergies, including an allergy to any medications such as Calpol or Nurofen.

### **Procedure to follow if you need to administer medication**

- Parents/guardians must complete and sign a medication form for the days which the medication is needed giving us consent to administer the medication to their child
- All of our Early Years Professionals are authorised by the Manager to manage and administer medication to the children in their care.
- The member of staff authorised to administer medicines will check the:

a. Child's name - b. Prescribed dose - c. Expiry date - d. Written instructions provided by the prescriber on the label/container as dispensed by the pharmacist

A second authorised staff member must check the medication and dosage and sign if it is correct prior to any medication being administered to a child

Staff can only administer medication that has been prescribed for a particular child

The "Five Rights" is a procedure which should be consulted before the administration of medication. It is set out as follows:

- 1 .**Right** medication,
2. **Right** child,
3. **Right** dosage,
4. **Right** form
5. **Right** time

The child's GP can write a prescription/instruction for a commonly used non-prescription medication (such as Calpol or Neurofen) that defines when and what the medication should be used for i.e. high temp. This prescription /instruction must be dated from start to end date for each single illness. For example, "With parent's/guardian's consent, children who are older than four months of age may receive Calpol when their body temperature exceeds 38°C, according to the dose schedule and instructions provided by the manufacturer"

Medications are accepted for use only when they are within their expiration period.

These must be labelled with the child's name and in their original container

Parents/carers should always be notified in every instance when medication is used

Non-prescription medications should be given according to the manufacturers' instructions unless a health care professional provides written instructions otherwise

Medication should not be added to the child's bottle or food.

If there is any doubt about any of the procedures, the member of staff should check with parents/guardians or a health professional before taking further action.

Staff involved must keep records each time they administer medication

Ointments for nappy rash are not applied unless for treatment purposes and where a health care professional has directed their use for the child on whom they are being used

### **Storage of Medications:**

All medications brought into a childcare setting should have child-proof caps and be stored in correctly: Medications requiring refrigeration are clearly marked and separated from food in an airtight container marked 'Medications'. Access to the fridge should be restricted

- a. At the proper temperature (according to the label)
- b. Away from food
- c. Out of the reach of children

Inhalers should be stored in a manner that allows them to be accessed quickly in case of emergency.

### **Analgesic (pain relief) and anti-febrile (temperature reducing) medication**

Parents are requested to bring in the medications required for their own child if they are aware their child is on any of the above medications. They will be stored in child-proof a container with the child's name clearly labelled on it and with the appropriate measuring devices. The procedures for their administration will be in the box. The date the medication is opened should be clearly labelled on the container. Medications with illegible labels or medications which are over 6 months old should be discarded. Medication in tablet form should never be administered to children less than 5 years of age.

Staff Training the manager must ensure that all staff members receive appropriate guidance and they must not administer medicines until guidance has been received. A record of the training should be made. Staff members should receive guidance about the purpose, expected response and possible side effects of medications they are expected to administer. They also need training on the proper use of equipment such as inhalers, nebulisers epi-pens etc. A GP or Public Health Nurse can demonstrate how to use these correctly.

The "Five Rights" of Medication Administration:

Documenting the administration of medication:

The authorised person giving the medication should ensure that they

Document the medication times, dosage precisely and have the process witnessed and signed by another authorised member of staff.

Any administration of medication should be documented in a record book and signed by parents/ carers.

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Date: Oct 2016

Signed by: \_\_\_\_\_

On behalf of Management, Staff & Parents

