

ILLNESS AND MEDICAL ADMINISTRATION POLICY

PRINCIPLE

We aim to provide comfort for all the children in our care, which may mean from time to time administering medication. We also have a duty of care to all the children in our care and staff to ensure they are kept in a healthy environment whilst at Primrose Hill. We believe that children who are ill require one to one attention to accept children who are ill into Primrose Hill in accordance with guidance issued by our regulating authority Health and Social Services.

STATEMENT OF INTENT

Primrose Hill believes that:

- Children, staff and parents should not come into the unit if they are unwell, or have a contagious illness
- Children, staff and parents who are well, but require medication to be administered are welcome to attend Primrose Hill as normal
- It is important that parents complete on their child's enrolment form about illness or allergies the child may suffer from or any regular medicine the child takes
- Should this change parents must notify the manager immediately

PROCEDURES

Illness

- Children cannot be brought into the nursery if they are unwell or have a contagious illness of any kind
- If a child has more than two cases of diarrhoea at Primrose Hill or vomits, we will contact their parents/guardians and ask them to collect their child
- Any soiled clothing will be double bagged and left for collection by parents/guardians
- If any child has a temperature we will administer calpol or nurofen in accordance with the authority given in the child's enrolment form, we will always contact the parent first to inform them. Any layers of clothing will be removed and the child's

temperature will be repeatedly taken over a period of 30 minutes to ensure that the temperature reduces

- If the temperature does not reduce or the level of temperature gives cause for concern, then the parent/guardian will be contacted immediately. In the case of an emergency an ambulance will be called

Administering Medication

- Medicines should be labelled with your child's name, exact dosage required and time or times of the day to be administered
- The manager (or someone appointed by them) will always witness the administration of medication
- Administration of medication forms must be signed by the parents which will be retained for Primrose Hill's records
- All medication will be stored out of reach, any medication which must be refrigerated will be kept in the fridge which is out of reach from children
- We will only administer calpol and nurofen where we have received consent to do so on the child's enrolment form and will follow instructions from the manufacturer about dosage in accordance with the child's weight or age
- We would only ever administer piriton in case of an allergic reaction following telephone consent from a parent or guardian. We would require the parent to complete a medication form for this when collecting their child
- Medication is normally administered using a measuring spoon or syringe
- This policy links closely with the infection control policy
- Any medicines unused will be returned to parents for disposal