



Medication and Illness Policy and Procedure

We promote the good health of children attending nursery and take necessary steps to prevent the spread of infection. If a child requires medicine, we will obtain information about the child's needs for this and will ensure this information is kept up to date.

Jo Jo's Day Care Nursery requests that parents/carers keep their children at home if they have any infection or are unwell. The setting is to be informed as to the nature of the infection. The Manager or Deputy Manager will then alert other parents/carers, if appropriate, and make careful observations of any child who seems unwell.

Prescription medication

If a child has been prescribed antibiotics then it is best if the child stays home for the first 24 hours before they come in to nursery, this is also to ensure the child does not have any allergic reaction from the medication.

On returning to the setting if a child needs medication, strict guidelines will be followed.

- All medication MUST be clearly labeled with the child's name, dosage and any instructions.
- Medicines must be in their original containers.
- Those with parental responsibility of any child requiring prescription medication should complete the 'medicine form' on our EyParent App which will be used to record the name of the child receiving medication, name of medication, date/times at which the medication has been taken previously and the time it should be administered and signed by the parent/carers.
- Those with parental responsibility must give prior written permission for the administration of each and every medication. However we will accept written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:
 1. The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed.
 2. The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed.
 3. Parent/carer should notify us IMMEDIATELY if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.
- The nursery will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by a doctor's letter.
- The parent must be asked when the child had last been given the medication before coming to nursery; this information will be recorded on the medication form. Similarly, when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times.
- The child's named Key Worker will then take responsibility, under the supervision of the another staff member to administer the medication. They will ask the child to take the medicine or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form.
- Medication will not be administered within the first four hours of the child being at nursery (unless otherwise stated on the prescription label i.e one hour before food).
- Information from the consent form will be logged on the room staff information white board.

All medicines will be kept in a locked cabinet or in the downstairs fridge (Sea Shells) if required.

Non-prescription medication

- Over-the-counter medicine such as pain, fever-relief and teething gel may be administered. However, the same procedures must be followed regarding documenting the dosage to be given and when it is administered (medicine form). Liquid paracetamol is not kept on site, parents will be required to bring their own to the setting.
- The nursery does not have a supply of liquid paracetamol kept onsite - nursery staff will use other methods to try and reduce a child's temperature, e.g. remove clothing, giving a cold drink etc; The child will be closely monitored until the parents collect the child.
- (medicines containing aspirin will only be given if prescribed by a doctor) – staff will check non-prescribed medication to ensure it does not contain aspirin.
- Liquid paracetamol will not be administered until the child has been in the setting for at least four hours due to administration times (the above procedures will also be followed).
- For any non-prescription cream for skin conditions e.g. Sudocrem, Metanium, Bepanthen prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child's name.



- If any child is brought to the nursery in a condition in which s/he may require medication sometime during the day, the manager will decide if the child is fit to be left at the nursery. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form.
- The nursery DOES NOT administer any medication unless prior written consent is given for each and every medicine.

Injections, pessaries, suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, they should not be administered by any member of staff unless appropriate medical training is given to each member of staff caring for this child. This training would be specific for each child and not generic.

Staff medication

- Staff medication on the premises must be securely stored in their bags in the staff room, if the medication needs to be refrigerated them it must be stored in the fridge box.
- Staff must inform their manager if they are bringing any medicine on to the premises and ensure that it doesn't impair their ability work.
- Staff must inform the manager if they are taking any medication outside of work hours and ensure that it doesn't impair their ability work.

Storage

All medication for children must have the child's name clearly written on the original container and kept in a locked wall box in Pebbles hallway, which is out of reach of all children and under supervision at all times.

Emergency medication, such as inhalers and epipens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach and under supervision at all times. Epi-pens must be stored in a sealed box clearly labelled with the child's name. These must be checked and replenished when necessary.

Any antibiotics requiring refrigeration must be kept in an area inaccessible to children.

Medication MUST NOT be stored in children's bags.

All medications must be in their original containers, legible and not tampered with or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

Administration

Prior to administering medication, the child's parent/carer must complete the medication form on the EyParents App. The staff member must sign to state they have discussed this with the parent/carer. The child's initials and time the medication is required should be recorded on the medication planner white board in the room. The medication is to be stored correctly (see above section). The form will be shared with the manager and record the details on their medication planner. Staff will complete form on the app and save as draft. Management will check the form to be published.

Medicine will only be administered to children by a first aid trained member. Another member of staff must witness this taking place. Both staff are required to check the details on the medication form and sign the form stating the medication was administered.

The nursery will allow children to self-administer inhalers if felt by the staff and parent/carer that the child is competent to do so. However, the medication will still need to be stored out of reach of children. All medication records are stored within the room cupboards whilst the medication is running and then filed confidentially.

If at any point during the course of medication a staff administers the treatment incorrectly the parents will be telephoned immediately and the management will take appropriate measures, this could be either calling a local GP, NHS direct or calling an ambulance.

Illness

- Children must not be brought into nursery if they have any types of infection or illness, e.g. chicken pox, diarrhoea, symptoms of COVID-19 etc. Any child found to be unwell will be sent home. A separate exclusion for illness policy is given to the parents that clearly states the exclusion periods for most common childhood ailments.
- Parents must inform the nursery if any child attending the nursery is admitted to hospital for any reason the nursery must then inform Ofsted.
- There may be occasions when these exclusion times are extended due to regional outbreaks of contagious illnesses.
- If your child is sent home by the nursery staff, your fees for that session are still payable. If a child is off sick for any reason fees are still payable.



Measures for High Temperature

If you suspect a child has a temperature of 38c (110.4F) or above the following steps must be followed:

- Take child's temperature using the ear or head thermometer.
- Record the child's temperature on a monitoring form.
- Record comment's that shows what measures have been done to help reduce temp.
- Take layers of clothing off to help reduce temperature. DO NOT put a cold compress onto their heads
- You are allowed to put on a fan to circulate the air flow BUT not direct on the child.
- Give the child some water to drink. Only allow to sip.
- Call the parent/carer and record time of call on the monitoring sheet.
- Ask the parent/carer to collect the child.
- Comfort the child if upset (however try not to cuddle them for too long as your body heat will add to their temperature).
- Record and monitor every 10 minutes.
- If continues to rise call parent again to see how long before collection.
- If you are unable to bring the temperature down and it continues to rise, and you cannot contact the parent/carers contact other named persons on the child's registration pack.

Temperatures 40c and above

- If child's temperature is 40c or above complete monitoring form and inform manager.
- Manager to check child's temperature and contact parent/carer and ask them to collect.
- If parent/carer unable to collect immediately inform them that the temperature will continue to be monitored for 10 minutes and if there is no change or it increases an ambulance will need to be called due to high risk of febrile convulsions.
- Continue to monitor temperature and reduce layers of clothing.
- If temperature maintains or increases after 10 minutes an ambulance will need to be called.
- Parents/carers to be notified immediately.
- A senior member of staff is to accompany the child to hospital ensuring they take a nursery ipad with them and a mobile phone.
- Upon returning to the setting the manager is to inform Ofsted and RIDDOR.

Measures for Low Temperature

If you suspect a child has a temperature under of 35c (110.4F) or below the following steps must be followed:

- Take child's temperature using the ear or head thermometer.

To treat a child with a low body temperature (hypothermia), gently move them to a warm, dry place, remove wet clothing, and replace it with dry layers. Cover the child with blankets and offer a warm, sugary drink if they are fully awake and can swallow normally. Stay with the child and keep them warm, but do not use direct heat like hot water bottles against the skin, and do not rub the limbs, as this can be dangerous.

Immediate Actions

1. **Move to Warmth:** Gently move the child to a sheltered, warm, and dry location as quickly as possible.
2. **Remove Wet Clothing:** Carefully remove any wet clothes and dry the child's skin.
3. **Cover Up:** Wrap the child in blankets, a sleeping bag, or dry towels, ensuring their head is covered.
4. **Offer Warmth:** If the child is fully alert and can swallow, give them a warm, non-alcoholic drink and high-energy food like chocolate.
5. **Stay with Them:** Keep them awake by talking and stay with them until help arrives.

What to Avoid

- **Do not use direct heat:** Do not place hot water bottles or heat lamps directly against the child's skin.
- **Do not rub their limbs:** Do not rub their arms, legs, feet, or hands, as this can be harmful.
- **Do not use hot baths or showers:** These can cause a sudden drop in blood pressure or a cardiac arrest.

When to Seek Help

- Call for emergency help immediately if the child shows signs of serious hypothermia, such as being unresponsive, having very low body temperature (below 36°C).
- If you are in a remote area, send two people to get help.

Prevention

- Ensure babies and children are dressed appropriately for the weather and keep their heads covered to prevent heat loss.
- Keep young children active when outdoors to help maintain their body heat.



Procedure for exclusion for illness / communicable disease at Jo Jo's Day Care Nursery

These exclusion periods have been introduced by guidance from the health protection agency and advice from Ofsted. These periods have been set to ensure the safety of all children and staff and prevent the spread of infection.

Below we have stated minimum timescales for your child to be off. Your child is unable to return to the nursery until these timescales have been completed and they are well enough within themselves.

Ailment / Medicine	Exclusion period
Antibiotics	First 24 hours at home (in case of allergic reaction, no fever and well enough to attend).
Eye drops	24 hours (in case of allergic reaction)
Pre School Boosters	Fine to attend unless showing any side effects eg; high temperature
On going medication	Regular monitoring
Temperature	If sent home ill, child must be off for 24 hrs clear of a temperature
Coronavirus	Child must be off for minimum of 3 days – Self Isolation (See COVID-19 Policy)
Vomiting	If sent home ill, child must be off for 48 hrs clear of sickness
Diarrhoea	If sent home ill, child must be off for 48 hrs clear of diarrhoea
Conjunctivitis	None (unless treatment given - see above)
Chicken Pox	5 days from appearance of rash or until scabbed over
Impetigo	Until lesions are crusted and healed, or 48 hours after commencing antibiotic treatment
Infective Hepatitis	7 days from onset of jaundice
Measles	5 days from appearance of rash
Meningococcal meningitis	Until recovered
Bacterial Meningitis	Until recovered
Mumps	Until swelling has subsided and no sooner than 5 days from onset of illness
Pertussis (whooping cough)	5 days after antibiotics have been started
Rubella (German Measles)	5 days from onset of rash
Scarlet Fever	24 hours after commencing antibiotics
Shingles	Exclusion only applies if rash is weeping and cannot be covered
Streptococcal Throat Infection	No less than 3 days from start of treatment
Slapped cheek / fifth disease	No need to be off
Hand foot and mouth	7 - 10 days from onset of illness
Head lice	None if been treated that day
Tonsillitis	Keep child off whilst unwell or antibiotic prescribed then first 24hrs
Flu	Until recovered
Glandular fever	Keep child off whilst unwell. You're infectious for up to first 7 weeks before you get symptoms

The following conditions require treatment but once given children need not be excluded:

Ringworm of body
Plantar warts

Ring worm of scalp
Scabies

The following illnesses require a child to be declared free from infection by a GP before they can return:

Gastroenteritis
Food Poisoning
Typhoid fever

Poliomyelitis
Tuberculosis

Dysentery
Salmonellosis

Please note: You will be required to complete a medicine form giving us permission to administer. You are also free to come in during your child's session to administer medication yourself, please be aware this could unsettle the child.

**For information regarding infections not listed above please speak to the Nursery Manager who will refer to the Public Health Agency*

Date Monitored: 6th October 2025

Name: Jodine Grutzmacher

Signature:

Review Date: October 2026

