



Brightsparks Day Nursery Sickness, Medication & Infestation Policy

At Brightsparks, we promote the good health of all children attending. To help keep children healthy and minimise infection, we do not expect children to attend nursery if they are unwell. If a child is unwell it is in their best interest to be in a home environment with adults they know well rather than at nursery with their peers.

Our Procedures

If a child becomes ill during the nursery day, we contact their parent(s) and ask them to pick up their child as soon as possible. During this time we care for the child in a quiet, calm area with their key person, wherever possible.

We follow the guidance given to us by Public Health England (formerly the Health Protection Agency) in Guidance on Infection Control in Schools and other Child Care Settings and advice from our local health protection unit on exclusion times for specific illnesses, e.g. sickness and diarrhoea, measles and chicken pox, to protect other children in the nursery. In order to take appropriate action of children who become ill and to minimise the spread of infection we implement the following procedures:

- Even if a child is not deemed contagious, they still may not be well enough to attend and enjoy nursery. Each case will be decided on an individual basis based upon the child's well-being and needs.
- We notify Ofsted as soon as possible and in all cases within 14 days of the incident where we have any child or staff member with food poisoning. We inform all parents if there is a contagious infection identified in the nursery, to enable them to spot the early signs of this illness. We thoroughly clean and sterilise all equipment and resources that may have come into contact with a contagious child to reduce the spread of infection
- We exclude all children on antibiotics for the first 24 hours of the course (unless this is part of an ongoing care plan to treat individual medical conditions e.g. asthma and the child is not unwell) This is because it is important that children are not subjected to the rigours of the nursery day, which requires socialising with other children and being part of a group setting, when they have first become ill and require a course of antibiotics
- We have the right to refuse admission to a child who is unwell. This decision will be taken by the manager on duty and is non-negotiable

High Temperature

- If a child is found to be running a fever of 38C or above, we would use an inner ear digital thermometer to check the temperature, and then contact the parent and inform them of the child's raised temperature. If we have been given written consent to administer Calpol, we will firstly check if the child has already been administered any medication during the day, and if appropriate we will administer the recommended dose of Calpol to ensure that the child is kept comfortable and that the fever does not get any higher. We would remove some of the child's clothing, offer water and ensure that the room temperature is cool. If parents cannot be reached we will administer the recommended dosage providing the parents have given prior written permission and to avoid an overdose we will ensure the child has been at nursery for a minimum of four hours.
- If you have given your child Calpol or any form of pain relief medicine it is essential that you inform a member of staff of this upon your arrival and complete a medicine from home form. This is to ensure



additional medication is not given causing a potential over dose. **Children who have been given medicine before nursery to control a fever will not be allowed to attend nursery that day.**

- In most cases the child must be collected from nursery within the hour of discovering the raised temperature. Each case will be judged individually based on the child's symptoms and their general well being. The manager's decision regarding if the child can stay at nursery, or needs to be collected, is final. If there is a medical reason why a child cannot be given Calpol, the parents can provide the nursery with another form of medicine to be kept at nursery for use as long as they also give us written consent to administer the medicine.
- When Administering Calpol the child should be taken to the office. Only management and Room Leaders are to administer the medication, a witness needs to be present.
- The Nursery will only administer non-prescription medication when the symptoms that it is intended for are apparent. It will not be administered just because a parent has requested this at the start of a session.
- The nursery reserves their right to refuse to administer medication if they feel that the child does not need the medication or deem further medical attention is required
- The nursery does not administer any medication unless prior written consent is given for each and every medicine.
- 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.
- Ideally children should not be allowed to fall asleep with a temperature of 38C or higher, however we acknowledge that this is not always practical. Should a child with a temperature fall asleep whether they have had fever reducing medicine or not the child's temperature should be monitored every 30 minutes whilst they are asleep. Please ensure that children are not over heated using blankets or grow bags.

Low Temperature

- If the child is running a low temperature of 35 degrees Celsius or lower (Hypothermia). A member of staff will notify management immediately and a quick assessment will be made if further medical treatment is required.
- We would ensure the child is inside and the room is warm. Any wet clothing will be removed and the child will be wrapped in blankets, coats or whatever is available protecting their head and torso first. The child will be gently held to keep warm.
- If possible, the child will be offered warm milk or juice to help warm them up. However, it's important to only do this if they can swallow normally. Once the child's body temperature has increased, keep them warm and dry.
- If the child seems quiet, confused, limp or breathing is shallow or slow, an ambulance should be requested immediately.

Sickness or Diarrhoea

- If a child has sickness or diarrhoea at nursery, the parents would be contacted and asked to pick up their child within an hour of the call. If it is believed that the sickness or diarrhoea may be caused by a gastroenteritis, the child would then not be allowed back into nursery until 48 hours after the last episode of sickness or diarrhoea.



Childhood Illness and Infestations

- We will refer to our illness and infestation policy for a full list of different childhood illnesses and how to deal with them. It is the policy of Brightsparks Day Nursery that medicines will usually only be given to a child that has had them prescribed by their doctor. These will be administered by the Manager, Deputy Manager or a Room Leader, however, the first dose of any medicine must be given at home and parents must take all medicines home at the end of each day. Any child who is prescribed antibiotics must stay at home during the first 24 hours of the course. This is to ensure that the child does not have a reaction to the medicine, and also to allow the child to rest whilst recovering from their illness. We must always see the bottle of medicine with a clear pharmacy label before administering so we can ensure that the medicine has been specifically prescribed for the child.

Non prescribed medication such as teething gel, nappy rash cream, Infacol and menthol vapour rubs can be applied with prior written consent.

The greatest care will be taken to see that medicines are administered according to the instructions on the bottle or packet. Records of all medication administered shall be made on the medication forms and signed and witnessed as indicated, and the parent would then sign the form when they collect their child.

On discovering an infestation in the nursery, i.e. live head lice, the child's parents will be contacted and asked to collect their child from nursery and will be asked to treat the head lice at home. Children will be excluded from nursery until treatment has been applied and all live lice have been removed. It is then the parent's responsibility to carry out daily combing to remove any eggs left in the child's hair.

General

Emergency medication such as inhalers and epipens will be stored in an easily accessible first aid/medicine cupboard in the office. Medicine must not be stored in children's bags. Medication that requires refrigeration will be stored out of children's reach.

Meningitis procedure

If a parent informs the nursery that their child has meningitis, the nursery manager will contact the Infection Control (IC) Nurse for their area. The IC Nurse will give guidance and support in each individual case. If parents do not inform the nursery, we will be contacted directly by the IC Nurse and the appropriate support will be given. We will follow all guidance given and notify any of the appropriate authorities including Ofsted if necessary.

Transporting children to hospital procedure

The nursery manager/staff member must:

- Call for an ambulance immediately if the sickness is severe. DO NOT attempt to transport the sick child in your own vehicle
- Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital
- Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together
- Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter



- Inform a member of the management team immediately
- Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the accident.

Medication in the Nursery Setting - General Guidance

- Before administering medication to a child, we require written permission on our Medication Form from parents. This will include medication that is ongoing, medicine to be taken, up until a particular date, or medication only to be administered when certain symptoms arise.
- Medication is only accepted in its original labelled container
- Where the medication is an adrenaline pen or inhaler (where there may be only occasional emergency use), it will have the expiry date of the medication recorded on the medication form
- For non-prescription medication the nursery reserves the right to determine the number of days the medication will be given before requesting parents/ carers further input or the advice of a healthcare professional. This will be based upon the individual child and condition
- If at any time there is any doubt regarding the administration of medication to a child, practitioners will stop and check with the Nursery Manager before continuing.

Storage

- All medication will;
 - Be stored in accordance with the manufacturer's instructions on the container
 - Be stored in the office or kitchen fridge
 - Be kept out of the reach of children
 - Be in their original containers
 - Have labels which are legible and in English
 - Be clearly marked with child's name and date of birth
- Emergency medication, such as inhalers and Adrenaline (EpiPens), will be within easy reach of staff in case of an immediate need, but will remain out of children's reach.
- Medicine spoons & syringes must be kept in a sealed container in the office. Once a syringe has been used it must be taken apart washed & left to dry before placing back into the container dismantled.

Emergency Medication

- At new registration of a child to the setting, parents will be asked if they are happy to give consent to 'emergency' treatment being given. This would be only deemed necessary for specific circumstances such as allergic reactions or high temperatures. Parents/ carers will be asked to sign to give consent.
- An 'emergency' nursery stock of medication may be kept on site in the office
- Stock medication will be kept in accordance with manufacturer's instructions on the container (e.g. cool dark place, out of the reach of children)
- Stock will be checked at regular intervals by the designated trained first aider to ensure there is ample supply and is still within its expiry date



- Only one bottle of each medication is to be open at any one time. Once opened it must be clearly labelled with the date and time of opening and the name of the person who opened it.
- If a child experiences symptom of illness, attempts will be made to contact the child's parents before administering 'emergency' medication
- Where parents cannot be contacted the Nursery Manager will take the decision as to whether the child is suitable to receive the 'emergency' medication based on the symptoms and medical history of the child given at registration
- A record of any emergency medication given will be recorded on the child's Emergency Medication Record Form.

Injections, Pessaries, Suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for this child. This training is specific for every child and not generic. The nursery will do all it can to make any reasonable adjustments including working with parents and other professionals to arrange for appropriate health officials to train staff in administering the medication.

Administration

- All liquid medication must be administered and kept in the office only. All medicines that need to be kept refrigerated must be kept in the kitchen fridge.
- As a general guideline before administering medication to a child the staff member should:
 - Wash their hands
 - Ensure a drink is available if appropriate (some medication can irritate and damage the throat and oesophagus if administered without a drink)
 - Check the label on the medication: name of child, dose, route of administration (e.g. by mouth, into ear/eye, rubbed on the skin), any special instructions and expiry date and ensure this is the same information on the Medication Form
- If there is any doubt about any procedure staff should not administer, but seek advice from parent/ carer or health professional
- If a child refuses the medication, they must not be forced. Staff can try to encourage them or perhaps get someone else to try. Under no circumstances should staff attempt to hide the medicine in food or drink, unless there is express written permission from parents to do so
- It is normally considered poor practice to give medicines covertly, although in rare cases where health professionals judge that for the child's interests to do so, this is acceptable.
- To prevent cross contamination should a child require further medicine to complete their dosage a second syringe must be used.

Staff Fitness to Work & Staff Medication

- All nursery staff have a responsibility to work with children only where they are fit to do so
- Staff must not work with children if they are infectious or too unwell to meet children's needs. This includes circumstances where medication taken by staff affects their ability to care for children, for example, where it makes a person drowsy



- If staff members believe their condition, including any condition caused by taking medication, is affecting their ability to care for children they must inform their manager immediately
- The registered provider will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment
- Where staff may occasionally or regularly need medication, any such medication must be kept secure in the person's bag in the staff room, ensuring that the bag is kept out of reach from any children. If the medication is required to be accessed in an emergency, such as an asthma inhaler, this should be easily accessible but safe from children
- In all cases medication must be stored out of reach of children. It must not be kept in the first aid box. It will be clearly labelled with the name of the member of staff.

Medication Errors

- Occasionally mistakes may happen. It is important to be open and honest if errors occur
- Parents should be contacted, and the mistake explained to them:
- In the case of a missed dose, the dose may be able to be given at a later time. The parent may be able to advise
- Where a dose has been given in error, it is important the child is monitored for any reactions and medical advice sought if there are concerns. It is important to inform the parent/ carer as this may happen after the child leaves the setting
- The Nursery Manager will investigate all medication errors and put in preventative actions to ensure future errors do not occur.

Disposal of Medication

- Tablets and capsules are occasionally dropped on the floor or spat out. In this case we will place the tablet in a labelled envelope and hand to the parents to be disposed of later
- In no circumstances should it be flushed down the toilet or thrown in the bin
- When a child leaves the setting, ceases to need medication or if a medicine has passed its expiry date, we will return any unused quantity to the parents. If this is not possible then we will take it to a local pharmacist for safe disposal.

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