



Adventure Pre-School – Child sickness policy: managing infection and administering medication

If your child becomes unwell at home we ask that they stay at home until they are well enough to come in and enjoy their time with us and benefit fully from the sessions. Although it might be tempting to give them a medicine like Calpol to get them through the session we do not encourage this as the effects soon wear off and we have to send your child home as they are not well. This can be distressing for your child and can spread infections unnecessarily.

Reporting absence If your child is going to be absent, please report this via the Family app. As part of our safeguarding duties, if we have not heard from you as to why your child is absent by one hour after the start of their session, we will message you or call to confirm why they are absent.

If your child becomes unwell in pre-school we will triage, (cuddle, comfort, check) monitor their symptoms and care for them. If the Duty Manager(s) feel that they are no longer able to benefit fully from the session or are sick or have diarrhoea we will call you or message you via the Family app to arrange collection. If minor symptoms get worse or become severe we will contact you and follow our emergency procedures including calling the emergency services.

Managing risks Pre-schools hold a large number of children who have not yet developed the best personal hygiene routines. We teach them about hand washing, blowing their noses and not sticking their hands where they shouldn't be but young children are not always known for their compliance! Coughs and colds tend to spread quite quickly as children develop their natural defences to infection.

Exclusion periods We follow the Public Health England (2016) guidance on exclusion periods from schools and childcare to ensure that other children and our employees are not exposed unnecessarily to infection. This includes **a 48-hour exclusion period for children who have been sick, or have had diarrhoea**. This time period starts from the last episode of the sickness or loose bowels.

The following exclusions periods are recommended:

- Chicken pox (*5 days from the start of the rash and when all spots have scabbed over*);
- German measles (*6 days from the onset of the rash*);
- Impetigo (*once lesions are crusted over*);
- Measles (*4 days from the onset of the rash*);
- Scarlet fever (*24 hours after starting antibiotic treatment*);
- influenza (*until recovered*) and
- whooping cough (*5 days from the start of antibiotics or 21 days from the onset of rash if no antibiotics*).



Although there is no exclusion period for the following conditions (unless your child is not feeling well enough to come while they have the symptoms) it is very useful to know so that we can communicate this to other families if necessary:

- hand, foot and mouth disease;
- slapped cheek syndrome;
- conjunctivitis;
- glandular fever;
- tonsillitis;
- or head-lice (nits)

If young child has a high temperature or does not feel well while they have one of these conditions then they should stay at home until they are feeling better.

We will inform all families via Family if we have a reported case of chicken pox, German measles/rubella, measles or 'slapped cheek' as these can cause an increased risk to some pregnant women who should seek advice from their midwife or GP if they are concerned.

If your child is diagnosed with one of the following conditions we have a legal duty to inform Ofsted and the Health Protection Agency: tuberculosis, diphtheria, mumps, measles, scarlet fever and German measles/rubella; so please let us know.

Administering Medication If a child is well enough to attend pre-school but requires on-going prescription medication we can administer this following the procedures below. In many cases, it is possible for any prescribed medication be taken at home, prior or post your child's session. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given at preschool. If a child has not had a medication before, it is advised that the parent keeps the child at home for at least 48 hrs to ensure there are no adverse effects, as well as to give time for the medication to take effect.

The Duty Manager is responsible for the correct administration of medication to children. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. Our procedures are as follows:

- Children taking prescribed medication must be well enough to attend preschool.
- Only medication prescribed by a doctor (or other medically qualified person) is administered. It must be in-date and prescribed for the current condition.
- Children's Paracetamol (unprescribed) is administered only for children with verbal consent of the parents in the case of a high temperature. This is to prevent febrile convulsion and where a parent or named person is on the way to collect the child.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.



- Parents give prior written permission for the administration of medication. The staff receiving the medication must ask the parent to sign the Medication Log stating the following information. No medication must be given without these details being provided:
 - the child's full name and date of birth
 - the name of the medication and who prescribed it
 - the dosage to be given at pre-school
 - how the medication should be stored and its expiry date
 - the signature of the parent and the date
- It is the responsibility of the Duty Manager to liaise with parents, ensure all documentation is completed, and ensure that medication is correctly stored and that the medication is given in the correct dosage and at the correct time.
- The administration of medicine is recorded accurately on the Medication Log each time it is given and is signed by the key person/duty manager. Parents are shown the record at the end of the day and asked to sign to acknowledge the administration of the medicine.

Storage of medicines

- All medication is stored safely in the medication cupboard or refrigerated as required.
- The Duty Manager is responsible for medicine being handed back at the end of the day.
- For some conditions, medication may be kept at pre-school to be administered on a regular or as-and-when-required basis. The Duty Manager checks that any medication held at pre-school is in date and return any out-of-date medication back to the parent.
- If the administration of prescribed medicines requires medical knowledge, individual training is provided for the relevant member of staff by a healthcare professional.
- No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell staff what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

Children who have long-term medical conditions and/or an allergy

- A risk assessment is carried out for each child with long-term medical conditions, or an allergy. This is the responsibility of the manager alongside the key carer. Other medical or social care personnel may need to be involved in the risk assessment. Parents will also contribute to a risk assessment.
- For some medical conditions, key staff will need to have training in a basic understanding of the condition, as well as how the medication is to be administered correctly. The training needs for staff form part of the risk assessment.
- A healthcare plan for the child is drawn up with the parent, outlining the key person's role and what information must be shared with other staff who care for the child.
- The healthcare plan should include the measures to be taken in an emergency.
- The healthcare plan is reviewed every six months, or more frequently if necessary. This includes reviewing the medication.
- Parents receive a copy of the healthcare plan and each contributor, including the parent, signs it.