



Medicine & Cream



To prevent the spread of infection/virus/bacteria, nippers Nursery Yorkshire Ltd will follow strict procedures to ensure the safety of staff and children.

Accepting & Storing medicines

We will only administer prescribed medicines for children on Health Care plans, who have allergies/intolerances or who have a long-term condition. A letter from the child's GP/hospital will be requested in order to accept and administer the medicine.

If your child has been ill and you are administering any type of prescribed medicine – the child cannot return to nursery until they have taken the medicine for **at least** 48 hours and are fit and well enough to spend the day at nursery.

Non prescribed creams such as specific nappy rash creams, teething gels & granules will only be accepted if the seal has not been broken. These creams will be labelled with the child's name & stored at the setting.

All liquid medicines will be stored in the fridge.

All other medicines such as inhalers/ointments will be kept in a cupboard only accessible to staff.

Children that require paracetamol for pain relief during the day will be sent home.

Children that require paracetamol/ibuprofen for a fever should not return to nursery until **48 hours** after the fever has subsided and **48 hours** after the last dose of paracetamol/ibuprofen.

Administering

Responsibility of administering the medicine will be that of senior staff.

Medication will be administered with the correct implement supplied & witnessed by a second staff member. Medication consent & log forms will be checked against the medicine before administration and then immediately recorded on Famly.

If a child refuses medication, the manager will share the information with the parents at collection time to resolve the situation.

Unused medicine will be returned to the parent/carer at collection time. Sharps such as epi-pens or needles will be returned to the pharmacy for correct disposal.

In the event of special circumstances allocated staff will be trained specifically

Recording

The member of staff who administers the medicine will record the information on the medication form on Famly. One member of staff is required to acknowledge on Famly. Parent will acknowledge on Famly.

Calpol- When recording Calpol record in the non-prescribed medicine record sheet not on famly.

In the event of the child needing qualified medical care 999 will be called.

If hospital treatment is needed the responsibility will be transferred to the doctor/paramedic in charge.



Medicines & Creams

Only medicine for children with a Health Care plan or on long term medicine with a GP/Paediatic consent letter can have medicine administered.

Accepting a medicine/cream at the door:

All medicines must be reported to a senior member of staff before accepting at the door.

It must be **48 hours** from the first dose – check the date +confirm with senior staff before accepting.

Childs name must be printed on the label.

The label must be printed by a prescribing chemist or doctors surgery.

The label must state the dosage required.

The date must be a current prescribed date.

The medicine form must be completed and signed by parent/carer & staff member.

Ensure the medicine has a spoon or syringe for administering.

Medication must be uploaded to Famly and approved by a manager/senior member of staff **and** a parent before administering.

Calpol will be stored in the office – check with management for permission to administer. Phone permission will be sought from the parent/guardian.

Accepting non prescribed nappy creams:

Only accept tubes/pots that are sealed.

Write the child's full name on the tube/pot

Staff Parents

Calpol check with management to administer + complete a medicine form



Sick Child Policy



At nippers we commit to providing a safe environment for children to thrive and learn. We will at all times make every effort to keep the setting free from infection in order to protect both staff & children.

Medicine:

Vomit & Diarrhoea: Children must not return to nursery until **48** hours after the last bout of sickness or diarrhoea.

If your child has been ill and you are administering any type of prescribed medicine – it is a **48** hour exclusion from the first dose – sometimes longer depending on the type of infection and illness – the child cannot return to nursery until they are fit and well to manage their usual day at nursery.

Children that require paracetamol for pain relief during the day will be sent home.

Children that have had paracetamol or ibuprofen before arrival to nursery will not be allowed to attend that day & can only return **48** hours clear of taking paracetamol or ibuprofen.

Children that require paracetamol or ibuprofen for a fever should not return to nursery until **48** hours after the fever has subsided.

Parents & carers will be made aware of the importance of notifying nippers of any illness and the importance of exclusion where necessary.

Management will be informed of a child becoming ill whilst at nursery. Parent/carer will be expected to collect their child immediately. A member of staff will be allocated to supervise at a safe distance and attend sensitively to his/her needs until a parent arrives to collect the child. The child will be isolated in the Quiet room from the other children to limit the spread of infection.

The nursery will display notices of any infectious illness that is present within the nursery.

If there is a case of a notifiable disease the Public Health England will be informed.

Environmental health will be informed of an outbreak of an illness or infectious disease.

A list of notifiable & infectious diseases will be available in the office.

Confidentiality will be maintained at all times.

Emergency contact numbers will be kept in the office and will be accessible at all times.

Emergency treatment forms completed by the parent/carer will be kept in the office & accessible at all times.

Emergency contact numbers & instructions for outside bodies will be kept in the blue box accessible to staff at all times.

If the parent is not contactable the next point of contact on the child's information card will be called. Management will persevere with calling main carers.

Information & support will be sought from the Environmental Health Agency, Public Health England, NHS help line & the community infection control nurse.

In case of emergency:

- Clear visual instructions to contact emergency services are in place next to the telephone on the office wall.
- In the event of the child needing qualified medical care, 999 will be called. If hospital treatment is needed the responsibility will be transferred to the doctor/paramedic in charge.

Updated Feb 26 M.Morris

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