

Promoting health and hygiene

2.1 Administering medicines and Managing children with allergies, or who are sick or infectious

Policy statement

We will agree to administer medication as part of maintaining children's health and well-being or when they are recovering from an illness. We seek to prevent allergic reactions by eliminating allergens where possible.

Procedures ~ administering medicine

Administering medicines will only be done where it would be detrimental to the child's health if not given in the setting. If a child has not had a medication before, it is advised that the parent keeps the child at home for the first 48 hours to ensure no adverse effect as well as to give time for the medication to take effect.

- Children taking prescribed medication must be well enough to attend the setting.
- Only prescribed medication is administered. It must be in-date and prescribed for the current condition. Out of date medicines will be returned to the parent.
- 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 Record Book.
- The administration is recorded accurately each time it is given and is signed by staff.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

- If rectal diazepam is given another member of staff must be present and co-signs the record book.
- 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 their key person what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.
- A health care plan will be drawn up for Children who have long term medical conditions and who may require on ongoing medication
- The manager will inform the nursery insurance company of any child requiring invasive /regular medical treatment (e.g. Epipens)

Storage of medicines

- All medication is stored safely in a marked container in the first aid cupboard out of the children's reach, or the refrigerator.
- For some conditions, medication may be kept in the setting.

Procedures for children with allergies

- When a child at the setting has a known allergy, these are recorded on the admissions form and a note is placed upon the allergy notice reminder.
- Specific details are shared with staff such as allergen, reaction control measures and medication.

Procedures for children who are sick or infectious

- If children appear unwell during the day - have a temperature, sickness, diarrhoea or pains, particularly in the head or stomach - the manager calls the parents and asks them to collect the child, or send a known carer to collect on their behalf. The child

will receive care and attention appropriate to their condition until collected by parent/carer.

- After vomiting/diarrhoea, parents are asked to keep children home for 48 hours or until a formed stool is passed
- In extreme cases of emergency the child should be taken to the nearest hospital and the parent informed

HIV/AIDS/Hepatitis procedure

- HIV virus, like other viruses such as Hepatitis, (A, B and C) are spread through body fluids. Hygiene precautions for dealing with body fluids are the same for all children and adults.
- Single use vinyl gloves and aprons are worn when changing children's nappies, pants and clothing that are soiled with blood, urine, faeces or vomit.
- Protective rubber gloves are used for cleaning/slucing clothing after changing.
- Soiled clothing is bagged for parents to collect.
- Spills of blood, urine, faeces or vomit are cleared using mild disinfectant solution and mops; cloths used are disposed of.
- Tables and other furniture, furnishings or toys affected by blood, urine, faeces or vomit are cleaned using a disinfectant.

<u>Adopted by:</u>	<u>Signature:</u>	<u>Date:</u>	<u>Position:</u>
<u>H Budd</u>		24/08/2017	manager
<i>Policy Review Date: August 2019</i>			