

# Medication and Sickness Procedure

(See also – Accident and Emergency Policy)

We have a duty to ensure that all children at our Pre-school are helped to stay healthy. Our policy therefore is that when a child is ill they should be taken home as soon as possible and not return until they feel well and are not contagious. When a child is absent from Pre-school due to illness, parents should inform Pre-school as soon as possible of how their child is and when they are likely to return. Also if the child has a specific diagnosis it would be helpful for staff to have that information. We also need to have sufficient information about the medical condition of any child with long-term medical needs.

If a child becomes ill at Pre-school staff will:

- Care for the child appropriately
- Inform parents so that the child can be collected as soon as possible.

## *Medication*

We are happy to administer medicine to your child where it has been prescribed by a doctor, dentist, nurse or pharmacist. Medicines containing aspirin will only be administered when prescribed by a doctor. Parents will be asked to sign a form showing the name of the medicine, dosage and times the medicine is to be given.

For non-prescription medication e.g. pain and fever relief or teething gel we require prior written consent of the parent and will only administer this when there is a health reason to do so.

Staff working with children are not legally obliged to administer medication and therefore the person giving the child medicine may not be the child's key person.

When medicines are administered, an extra member of staff will be present to ensure the correct amount is given at the correct time. Both members of staff will sign a form giving details and this will be passed to the parent/carer at the end of each day.

If we have reason to believe that any child is suffering from a notifiable disease identified as such in the Public Health (Infectious Diseases) Regulations 1988 we will inform Ofsted. We will act on any advice given by the Health Protection Agency and inform Ofsted of any action taken.

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**Georgie Porgy's Pre-school Ltd**

## Intrusive Medication

If a child needs to have intrusive medication at Pre-school such as suppositories then the parents must first speak to the Pre-school manager to arrange this. In cases such as this where the administration of prescription medicines requires technical/medical knowledge then individual training must be provided for staff from a qualified health professional. Training should be specific to the individual child concerned.

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