

## Health & Wellbeing

**EYFS legal requirement:** "The provider must promote the good health of children attending the setting. They must have a procedure, discussed with parents and/or carers, for responding to children who are ill or infectious, take necessary steps to prevent the spread of infection, and take appropriate action if children are ill or infectious, take necessary steps to prevent the spread of infection, and take appropriate action if children are ill"

*Health, EYFS Statutory Framework Pages 21-23, Paragraphs 3.42 - 3.49*

The following policy and procedure guidelines relate to the general topic of **Health**, we have created sub sections for the following areas:

- ☺ **Medication**
- ☺ **Food and Drink**
- ☺ **Accidents and injuries**
- ☺ **Sick children and illnesses**

## Medication

### General Medication

This is Grafton Childcare's policy regarding the administration of medication, it is shared verbally with parents when they attend the setting for their initial tour and interview, a copy is also available to download from our website and hard copies are supplied to all parents when requested. This policy was written in conjunction with guidance written in the EYFS Statutory Framework and the Ofsted Factsheet *Giving medication to children in registered childcare, January 2013 No. 080290*

Medicines must not usually be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist. When we use the word 'prescribe' we mean medicine that is recommended.

Often known as over-the-counter medication such as pain and fever relief or teething gel. When we use the word 'prescription' we mean written instructions from a doctor or dentist. Recent changes in the law mean that staff at Grafton Childcare are able to administer medicines which have either been recommended by a qualified nurse independent prescriber, pharmacist independent prescribers, for any medical condition they have been trained to specialise in. For nurses, this includes some controlled drugs. This means that we may give medication that is recommended by a pharmacist or nurse without a written prescription, as well as any medication prescribed by a doctor, dentist or an appropriately qualified pharmacist or nurse.

The most common medications which we administer here at Grafton Childcare are:-

Paediatric Paracetamol Oral Suspension i.e. Calpol

Nappy Rash Prevention Cream

Teething Gel

Allergy Relief Antihistamine Syrup

Anaphylactic Shock Epi-pens

Asthma Inhalers

Antibiotics

Cough Preparations

However this list is not exhaustive

When a child commences at Grafton Childcare the parent will be asked to complete our set of **Childcarer, Child & Parental Record & Permission Forms** these contain a specific sheet covering Administering Medicines. This is not a blanket consent sheet and written permission must be obtained for each particular medication you might wish us to administer to your child.

Also contained in our set of **Childcarer, Child & Parental Record & Permission Forms** we have sections for parents to give us any necessary information about your child's needs for medicine on the Details of the Child sheets. These forms are also printed into the fronts of all of our **Daily Diary's and Communication Booklets** so that

parents are able to keep us informed of any changes to this information on an ongoing basis.

Please be aware that we should not administer any medicine to any child which contains aspirin unless the medication has been prescribed by a doctor.

It is very important that we are aware of any medication your child has received prior to them attending Grafton Childcare on a daily basis so that we can ensure that if you wish us to continue with any dispensing schedule that it is not exceeded.

We do this via either your child's **Daily Diary** in the front of which we have the **Parent/Carer Just a Quick Note** sections or in your child's **Communication Booklet** in the current weeks **Parent's/Carer's Communication Page** where you can advise us if your child has for example been given any Paediatric Paracetamol Oral Suspension i.e. Calpol in the past 24 hours, the dosage given and the reason why. If we are given this information verbally when your child is dropped off at Grafton Childcare it will be noted into your child's Diary or Booklet so that your child's individual Key Worker is aware of the relevant information, although we would prefer that you record this information yourself prior to your child's arrival.

Any child who has presented with the symptoms of vomiting & diarrhoea or a heavy green nasal discharge will not be readmitted on the premises for at least **48 HOURS** from the last episode and full childcare fees will still be payable for your child's place in their absence.

Any child who has presented with the symptoms for flu, ear or throat infections or conjunctivitis will not be readmitted on the premises for at least **24 HOURS**. **They must be fever free without the use of any fever reducing medication for a minimum of 24 hours, or in the case of conjunctivitis symptom free or attend with 'prescribed' eye drops** and full childcare fees will still be payable for your child's

place in their absence. Please read our sickness policy for full details.

We record details of any medication administered here at Grafton Childcare in two ways, once via your **Child's Daily Diary** or **Communication Booklet** where we have specific sections where the parent can at the start of a course of antibiotics for example, complete a **Parental Permission Form - Administering Prescribed Medicines** and or **Administering Non-prescribed Medicines** for i.e. Paediatric Paracetamol or Ibuprofen Suspension. On these pages parents will complete the top halves of the pages with information about the type of medication, what it is for, the dosage, when it was last administered and time, plus sign to give consent for us here at Grafton Childcare to dispense it and the schedule needed. On the bottom half of the pages a member of staff usually your child's Key Worker will record when they administered the medicine, the dosage given and sign to confirm they have done so. All medication is usually stored either in our fridge or in our first aid cabinets, whichever is recommended on the packaging so that it is available at all times. Expiry dates are checked regularly to ensure they have not lapsed. If any are found to have expired then the parent will be informed and ask to provide a replacement as soon as possible, ideally before the child next attends the setting.

Details of any medications dispensed during the day will also be recorded into either the **Under Two's or Over Two's Supervision Diaries** as well as our **Whole Setting Supervision Diary** at the end of the day when the two Senior Supervisors feedback information to the Setting Manager, only members of the senior management team have access to these Diaries. When full they are stored in the Managers office.

Parents will be informed via their child's **Daily Diary** or **Communication Booklet** formally of any medication dispensed each day and verbally when the child is collected usually by their child's Key Worker or either the Under two's Senior Supervisor or over two's Nursery Teacher, dependant on which member of staff signs the child out of

the setting at the end of their session.

Grafton Childcare is registered to provide childcare for children between three months and 4 years of age, because of the ages of the children we do not normally advocate children managing self-held medication, but will review this on a case of case basis. However it might be prudent for a four year old child to manage the use of their own asthma inhaler.

We recognise that too much sunlight may increase a child's risk of getting skin cancer someday. Therefore, we ask parents to give permission for staff to apply a broad spectrum sunscreen product (that provides UVA & UVB protection) with SPF 50 or higher to their child according to the manufacturer's instructions and as specified, before playing outside. The sunscreen may be applied between the times of 10 am and 4 pm during the months of March through October. The sunscreen may be applied to exposed skin, including but not limited to the face, tops of ears, nose and bare shoulders, arms and legs, but not to the eyelids or skin touched when rubbing the eyes. Permission is gained via the Parental permission form (i) - Administering - Sunscreens.

We annually check our insurance policy held with the Royal and Sun Alliance Insurance plc that we are complying with all requirements regarding the administering of medicines and implement any changes which might be needed as required.

### **Specialist or Long Term Medication**

We acknowledge that for some medicines members of Grafton Childcare's staff may need to be trained by a qualified health professional. These are for things such as injections and for dispensing anal suppositories in which case we will arrange with the parent and the child's health professionals we work with to provide our staff with any specialist training which they might require if it is relating to generic medication such as administering EpiPens then this

does not need to be child specific. However for more specific medical interventions we will need the parent to arrange for the child's Key Workers to be trained in relation to their child's individual needs.

The dispensing of more specific medical interventions will be recorded in the same way as any other medications given here at Grafton Childcare, unless we have been advised to use a different recording method by the child's health professionals. Any documentation and recording systems will be reviewed annually with parents and the child's health professionals to decide if any of the protocols need to be reviewed and changed and decide if staff are still competent to administer any specialist medications.

If your child has ever had any form of reaction to any medication which you might wish us to administer even if it was Calpol please make us fully aware in writing on a separate sheet describing the reaction any medical treatment your child received because of that specific reaction including any advice you were given about using that medication in the future.

### **Staff Taking Medication**

Any staff medication must be stored securely out of the reach of children at all times.

If a member of staff appeared to be under the influence of alcohol or drugs prescription or otherwise in the first instance the member of staff will be asked to leave the children in the supervision of another suitably qualified member of staff. The member of staff will be asked to leave the premises and the disciplinary rules and procedures outlined in Grafton Childcare's **Staff Handbook** will be implemented for the purpose of promoting fairness and consistency in the treatment of employees. When they apply to any misconduct or failure to meet standards of performance or attendance. In this instance the possible Intoxication by reason of drink or drugs.

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