



Illness and Administering Medicines Policy

Our aim is to provide the best possible care for all our children at Ladybirds and to provide an environment that is healthy for all attendees. We ask that children who are unwell (such as an illness stated in the childhood illness document below) are kept at home to minimise the risk of infection to others.

If a child becomes unwell in session.

We may notice that a child is not feeling well through visual or physical signs (flushed or clammy skin, changes in behaviour, drowsiness, temperature) or they may tell us that they feel unwell. We will keep the child as comfortable as possible in a quiet area of the setting, under observation and noting any changes in condition.

- Their temperature will be checked appropriately with a forehead or ear thermometer - **Parents / emergency contacts will be called immediately if a child has a temperature of 38 degrees or more and will need to be collected as soon as possible.** As a rule, a temperature in children under 5 over 38 degrees is a fever and high temperatures can be extremely dangerous and cause convulsions. We would monitor and record temperatures at 20-minute intervals.
- The child will be kept cool by removing excess clothing, a cool cloth to the forehead, opening a window and encouraged to drink water.
- With prior consent and for the well being of the child, we would give them Calpol if we were unable to contact parent or emergency contact within 1 hour and temperature remained high or increased. If child's temperature still remained high (38 degrees or above after half an hour of Calpol) – and still unable to reach parents or emergency contacts – we would call emergency services for advice.
- If the child's temperature is normal, we will look at other signs of illness, contact parents / emergency contacts to inform them of the signs of illness and monitor or discuss whether child should go home.

- If the child has vomiting or diarrhoea whilst in session, we will contact parents / emergency contacts to collect the child as soon as possible. Any child with sickness or diarrhoea must be kept away from the setting for at least 48 hours after the last episode of sickness and / or diarrhoea

Coughs, colds and sore throats

We appreciate that children often pick up cold viruses without being ill and accept they do not need to stay away from the setting. However, if they have a raised temperature, continued cough, or are unable to eat, then we ask that they are kept at home until these symptoms have gone.

Administering Medicines.

- We are able to administer medication as part of maintaining health and well-being or when a child is recovering from an illness and ensure that where medicines are necessary to maintain health of the child, they are given correctly and in accordance with legal requirements.
- We only administer medication when it has been prescribed for a child by a doctor (or other medically qualified person). It must be in-date and prescribed for the child and their current condition, with a Pharmacy label.

In many cases, it is possible for children's GPs to prescribe medicine that can be taken at home in the morning and evening. As far as possible, 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 24 hours to ensure there are no adverse effects, as well as to give time for the medication to take effect.

Children taking prescribed medication must be well enough to attend the setting.

- Non-prescription medication, such as pain or fever relief (e.g. Calpol) will not be administered as a rule at Ladybirds as this can mask symptoms such as Covid-19 for example. The exception to this is when parents or emergency contacts cannot be contacted and the child's

temperature is 38 degrees or above. We also ask that children do not attend if they have had Calpol in the last 4 hours as this can mask symptoms of illness.

- The administering of un-prescribed medication, such as nappy cream, is recorded in the same way as any other medication.
- Children's prescribed medicines should be stored in their original containers, clearly labelled and are inaccessible to the children. On receiving the medication, a member of staff will check that it is in date and prescribed specifically for the current condition.

Parents must give prior written permission for the administration of medication. A member of staff will ask the parent to sign a medication consent record stating the following information.

No medication may be given without these details being provided:

- the full name of child and date of birth
- the name of medication and strength
- the dosage and times to be given in the setting.
- the method of administration
- how the medication should be stored and its expiry date
- any possible side effects that may be expected
- the signature of the parent, their printed name, and the date

The administration of medicine is recorded accurately on the medication record each time it is given and is signed by the person administering the medication and a witness. Parents are shown the record at the end of the day and asked to sign to acknowledge the administration of the medicine. The medication record records the:

- name of the child
- name and strength of the medication.
- date and time of the dose.
- dose given.
- signature of the person administering the medication and a witness who verifies that the medication has been given correctly.
- parent's signature (at the end of the day)

If the administration of prescribed medication requires medical knowledge (such as epi pens), we need to obtain individual training by a health professional prior to the child's sessions. Please speak to us should this apply.

Storage of medicines

- All medication is stored safely in the disabled toilet on the top shelf and kept in a marked plastic box. (Or in the fridge if required)
- The session leader is responsible for ensuring medicine is handed back at the end of the day to the parent.
- For some conditions, medication may be kept in the setting to be administered on a regular basis or on a when-needed basis. Staff will check that any medication held in the setting, is in date and return any out-of-date medication back to the parent.

Children who have long term medical conditions and who may require ongoing medication.

- We carry out a risk assessment for each child with a long-term medical condition that requires on-going medication. This is the responsibility of our manager alongside the key person. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents will also contribute to a risk assessment. They should be shown around the setting, understand the routines and activities and point out anything which they think may be a risk factor for their child.
- 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.
- The risk assessment includes physical activities and any other activity that may give cause for concern regarding an individual child's health needs.
- The risk assessment includes arrangements for taking medicines on outings and advice is sought from the child's GP if necessary, where there are concerns.
- An individual health plan may be drawn up with the parent; outlining the keyperson's role and what information must be shared with other adults who care for the child.

- The individual health plan should include the measures to be taken in an emergency.
- We will review the individual health plan every six months, or more frequently if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted, etc.
- Parents receive a copy of the individual health plan and each contributor, including the parent, signs it.

Managing medicines on trips and outings

- If children are going on outings, a staff member will accompany the children with a risk assessment, who is fully informed about the child's needs and/or medication.
- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name, the original pharmacist's label, and the name of the medication. Inside the box is a copy of the consent form to be completed if medication administered.
- If a child on medication must be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the consent form signed by the parent.

Childhood illness information:

<https://resources.finalsite.net/images/v1641287858/southamcollegecom/r5vybskdbypatdsogv8x/illnessesinchildrenforwebsite.pdf>