



The Play Den

8 Safeguarding and Welfare Requirements

HEALTH- SICK CHILDREN POLICY

Sick Children

If your child falls ill whilst in our care we will contact you to take them home. If we contact you because your child needs to go home, you must comply urgently to minimise the risk of cross-infection with other children. We will contact your named authorised adults to collect your child in the event we are unable to contact you.

In the event your child has vomiting and/or diarrhoea, we will not accept your child back into the setting until 48 hours have passed since the LAST episode.

(Safeguarding and Welfare 3)

Medication

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer **prescribed medication and recommended over-the counter medication (by a pharmacist)** such as antibiotics, teething gel, nappy barrier cream and creams to treat eczema as part of maintaining their health and well-being or when

they are recovering from an illness. The Play Den can only administer medication containing aspirin if prescribed by a doctor.

No child should be given Calpol or similar medication containing paracetamol before attending the setting to ensure they are not given an overdose of medication if we then need to give Calpol. If your child has a temperature, we are unable to accept them.

- NB Children's paracetamol (un-prescribed) is only administered at The Play Den for children who have developed a high temperature of 38.5 or above. This is to prevent febrile convulsion and where a parent/carer or named person is on their way to collect the child.

If a child falls in during our care:

The setting manager/deputy manager will be notified in all instances of a sick child, including those who develop a high temperature. The setting manager/deputy manager will endeavour to contact you before administering Calpol (and will record these details on the form), however the welfare of your child is our priority. Therefore, in the event we are unable to contact the parent or carer, the setting manager/deputy manager may make the decision to administer Calpol and will record this information on the medication sheet, that parents/carers will sign. In rare situations where the temperature is near or over 40 the manager/ deputy manager may make the decision to administer Calpol immediately. We will record these details on the medication form.

Attending with medication:

If your child attends the setting with medication, please ensure you supply the medicine in the box with instruction as it contains essential information. **We reserve the right to refuse to administer medication in the absence of**

packaging/full details. The duty manager will record details of the medication, administration times, store the medication according to the manufacturer's instructions and ensure the relevant room communication method has been updated to inform the room managers that a child requires medication. In the event the duty manager is unable to record the short or long term medication form, a senior member of staff will record this information.

Administering medication:

The key person is responsible for the correct administration of medication to children for whom they are the key person. This includes ensuring that parent consent forms have been completed and that medicines are returned at the end of the session.

It is setting policy that before medication is given to a child, another member of staff checks the medication and the dose. In the absence of the key person, the setting manager/deputy manager is responsible for the overseeing of administering medication. Wherever possible, the medication will be administered in a managers office, unless to do so will further distress the child.

In any event, no medication will be administered without your prior consent to do so. **(Safeguarding and Welfare 3)**

We will record: **(Safeguarding and Welfare 3)**

- full name of child and date of birth;
- name of medication and strength;
- who prescribed/recommended it;
- dosage to be given in the setting;
- how the medication should be stored

- the expiry date;
- any possible side effects that may be expected should be noted
- In the event of necessity to administer Calpol, we obtain your consent upon induction. We will endeavour to contact you prior to administering Calpol.
- We will record details of the medication and obtain your permission (and signature) to enable us to apply or administer it
- We will inform you on the same day if we have administered any medication and ask you to sign to confirm we have informed you.
- We will never administer medication containing Aspirin unless prescribed by a doctor (**Safeguarding and Welfare 3**)
- We use a document for recording administration of medicine and comply with the detailed procedures
- Details of medications are kept for 2 years.

In the event medical or technical knowledge is required, staff will undertake training in the administration of such medication, for example EpiPen training (**Safeguarding and Welfare 3**)

Asthma training is no longer required as it is not regarded as requiring specialist knowledge to administer. We will however request you demonstrate how to give your child's inhaler(s).

Storage of medicines

- All medication is stored safely in a high cupboard or refrigerated. As the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.

- The child's key person is responsible for ensuring medicine is handed back at the end of the day to the parent/carer.

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