

Safeguarding and Welfare Requirement: Health

Providers must have and implement a policy, and procedures, for administering medicines. It must include systems for obtaining information about a child's needs for medicines, and for keeping this information up-to-date.

MARSHALSWICK PRE-SCHOOL

Conjunctivitis Policy

Policy statement

From the onset of any signs of conjunctivitis or general eye infection/irritation the Nursery requires the child to be seen by a Doctor.

The Nursery requires written confirmation from the Doctor if no medication is prescribed (indicating a viral form of conjunctivitis) and the Doctor is happy for the child to attend Nursery. Providing there are less than four children in the same room with viral conjunctivitis, the Nursery will admit the child. If these numbers are exceeded, then the cases of conjunctivitis are not isolated, and the Nursery will have no option but to request the child remains at home in order to prevent an epidemic.

If medication is prescribed, the child can attend Nursery 48 hours after commencing the medication and providing the parent has signed the medication sheet with dosage and times.

Please note: without prior written consent we will not be able to administer medication.

The Nursery reserves the right to send any child home if senior staff feel that the child is not well enough to attend Nursery.

Procedures

- Children taking prescribed medication must be well enough to attend the setting.
- Only medication prescribed by a doctor (or other medically qualified person) is administered. It must be in-date and prescribed for the current condition (medicines containing aspirin will only be given if prescribed by a doctor).
- 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 a consent form stating the following information. No medication may be given without these details being provided:
 - full name of child and date of birth;
 - name of medication and strength;
 - who prescribed it;
 - dosage to be given in the setting;
 - how the medication should be stored and expiry date;
 - any possible side effects that may be expected should be noted;
 - A signature, printed name of parent and date.

- The administration is recorded accurately each time it is given and is signed by staff. Parents sign the medication book to acknowledge the administration of a medicine. The medication record book records:
 - name of child;
 - name and strength of medication;
 - the date and time of dose;
 - dose given;
 - signed by key person/manager; and is
 - verified by parent signature at the end of the day.

Storage of medicines

- All medication is stored safely in a cupboard not accessible to children or refrigerated as required. Where 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.
- For some conditions, medication may be kept in the setting. Key persons check that any medication held to administer on an as and when required basis, or on a regular basis, is in date and returns any out-of-date medication back to the parent.

- 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.

Further guidance

- Managing Medicines in Schools and Early Years Settings (DfES 2005)

This policy was adopted on

Signed on behalf of the management

Name of signatory

Role of signatory (Deputy)
