

## ILLNESS, ALLERGIES, MEDICATION & FIRST AID POLICY

### Safeguarding and Welfare Requirements: Health

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

### POLICY STATEMENT

We aim to promote good health in all children who attend the setting through preventing cross-infection of viruses and bacterial infections and through identifying allergies and preventing contact with the allergenic substance. At least half of our staff hold a Paediatric First Aid Certificate and are therefore able to administer First Aid treatment in the event of an accident. We always ensure that at least one member of staff with current Paediatric First Aid training is on the premises and we ensure that at least one member of staff with current Paediatric First Aid training accompanies the children on outings. 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 as part of our commitment to maintaining their health and well-being, or when they are recovering from an illness.

Designated Special Medical Needs Person: **Rachael Richards**

Designated Health & Safety Coordinator: **Sophie Eccleston**

### Individual Child's Health

Children who are unwell should not attend Pre-school. Please do not bring your child if they are suffering from any infectious diseases, for example:

- Sickness/Diarrhoea
- Conjunctivitis
- Chickenpox
- Measles
- Scabies
- Tonsillitis

Your doctor will advise you when your child is no longer infectious. If you have any doubts whatsoever about whether your child should come to Pre-school, please ring us before you leave home so that our staff can advise you.

### Sickness or Diarrhoea

We always ask you to wait 48 hours since the last bout of sickness or diarrhoea before you bring your child back to Pre-school.

## If your Child Becomes Unwell at Pre-school

We will contact you as soon as possible and ask you to collect your child. If we cannot get hold of you, we will contact other emergency numbers that you have given us permission to contact. In extreme cases, we will phone for an ambulance.

Whilst waiting for the child to be collected we will ensure that s/he is looked after by their Key Person. The Key Person will continually monitor the child and ensure that s/he is as comfortable as possible. In the case of a child having a high temperature, they will be kept cool.

## Notifiable Diseases

Following the guidelines of the Health Protection Agency (HPA), and under the Public Health (Infectious Diseases) Regulations 1988, we have a duty to contact Ofsted within 14 days with regard to any of the following:

- Acute encephalitis
- Acute poliomyelitis
- Anthrax
- Cholera
- Diphtheria
- Dysentery
- Food poisoning
- Leptospirosis
- Malaria
- Measles
- Meningitis meningococcal pneumococcal haemophilia influenza viral other specified unspecified
- Meningococcal septicaemia (without meningitis)
- Mumps
- Ophthalmic neonatorum
- Paratyphoid fever
- Plague
- Rabies
- Relapsing fever
- Rubella
- Scarlet fever
- Smallpox
- Tetanus
- Tuberculosis
- Typhoid fever
- Typhus fever
- Viral haemorrhagic fever
- Viral hepatitis (Hepatitis A Hepatitis B Hepatitis C other)
- Whooping cough
- Yellow fever

## Allergies

Parents will be asked to disclose any information about allergies when they complete their child's Early Years Passport before the child first attends the Pre-school. This information will be passed to all members of staff and prominently displayed if appropriate.



If a child has an allergy, a risk assessment form is complete to detail the following:

- The allergen - the substance, material or living creature the child is allergic to
- The nature of the allergic reaction – anaphylactic shock, rash, reddening of skin, swelling, breathing problems, etc.
- What to do in case of allergic reactions, any medication used and how it is used
- Control measures, such as how the child can be prevented from contact with the allergen
- This form will be kept in the child's personal file and a copy will be displayed where all members of staff can see it
- The designated special medical needs person, [Rachael Richards](#), will undertake any necessary training on how to administer special medication in the event of an allergic reaction

## Prescribed Antibiotics / Medication

Parents/carers will be asked to keep their child at home for the first 24 hours when prescribed antibiotics. Children taking prescribed antibiotics/medication must be well enough to attend the setting. Antibiotics / medication must be clearly labelled and in original container. Medicine must be in-date and prescribed for current condition.

No child may self-administer. Where children are capable of understanding when they need medication, they should be encouraged to tell their key person what they need.

## Medication

In line with DfES Legislation around Managing Medicines in Schools and Early Years Settings (DfES, 2005) and Early Years Foundation Stage guidance, we are unable to administer any medicines unless they are prescribed by your GP.

We are also required by DfES Legislation to implement Health Care Plans for children with long term medical conditions, such as Asthma. These plans will include information on your child's medical needs, the action you would like us to take in the event of a medical emergency and any follow up care needed. The health care plan is reviewed every six months or more 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 health care plan and each contributor, including the parent, signs it.

If your child develops a medical condition during their time at Pre-school, please inform your child's Key Person as soon as possible. The Manager, [Rachael Richards](#), will be the designated medical needs person and will be responsible for attending relevant training sessions and implementing Health Care Plans. Parents of children with existing medical conditions will be asked to complete a Health Care Plan with their Key Person.

A risk assessment is carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility of the 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. For some medical conditions key staff will need to have training in a basic understanding of the condition.

If your child has been prescribed medicine by the doctor (this includes antibiotics that need to be taken during the Pre-school day), you will be asked to sign a permission form that authorises staff to administer medicine and states the dosage and time given.



The form will be signed and dated by the staff member who administered the medicine, and parents/carers will be asked to sign the form on collection of their child, acknowledging the return of any unused medication if applicable.

## Managing Medicines on Trips and Outings

If children are going on outings, staff accompanying the children will include the key person for the child with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.

## Head Lice

Children with head lice will not be excluded from the setting. However, we expect parents to be vigilant and take appropriate action to address the situation. In exceptional cases, a parent may be asked to keep the child away from the setting until the infestation has cleared. If you identify a case of head lice, we advise that all family members are treated. Please ask any member of staff for a head lice information leaflet if you require more guidance on how to treat your child.

## Accidents or Injuries

Unfortunately accidents and injuries do sometimes occur at home and at the Pre-school. All accidents in the Pre-school are recorded on an Accidents Form. We record the date, time, details of where the accident happened, description of the accident, and description of injury, care given and by whom. The form is signed and dated by a member of staff and parents/carers will be asked to sign and date the form on collection of their child. Should your child suffer a bang to the head you will be given a head injury letter. If your child arrives at the Pre-school with an injury you will be asked to fill out a Pre-existing Injury Form. We will record brief details of how the injury and how it was sustained, and advisable action to be taken as a result of the injury.

- If your child has a serious accident needing urgent medical attention we will inform you immediately and take the child to hospital via ambulance
- There will always be at least one member of staff on the premises at all times who holds a current Paediatric First Aid Certificate
- The Pre-school will ensure that the First Aid equipment is kept clean, replenished and replaced as necessary - sterile items will be kept sealed in their packages until needed
- The First Aid boxes will be checked on a monthly basis by the designated Health and Safety Co-ordinator
- Contents of First Aid boxes are determined by up to date guidance from Paediatric First Aid Training provided by St John's Ambulance

## Insurance

Our insurance automatically includes children with any disability or allergy.

## Further Guidance

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

[www.publications.teachernet.gov.uk/eOrderingDownload/1448-2005PDF-EN-02.pdf](http://www.publications.teachernet.gov.uk/eOrderingDownload/1448-2005PDF-EN-02.pdf)

[www.hpa.org.uk](http://www.hpa.org.uk)

[www.patient.co.uk](http://www.patient.co.uk)

[www.nhs.uk](http://www.nhs.uk)

[www.teachernet.gov.uk/publications](http://www.teachernet.gov.uk/publications) (download EYFS)

[www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk)

[www.ofsted.gov.uk](http://www.ofsted.gov.uk)





This policy is reviewed annually, next review date: February

APPROVAL

Signature:

Name & Position: Rachael Richards -  
Manager

Date:

AGREED

Signature:

Name & Position: On behalf of the  
Committee

Date:

