



WILLOWDENE NURSERY SCHOOL

42 READING RD., CHINEHAM, BASINGSTOKE, HANTS RG24 8LT
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Medicine Policy

Statement of intent

It is our intent to ensure that all children are cared for in an appropriate manner, and at all times, including during accidents or illness. In this way we hope to prevent the spread of infections.

To this end all staff are First Aid trained and, in instances where children attending need specialist care (e.g. anaphylactic shock) all staff will undertake the necessary training (e.g. administering an epipen) According to the guidance set out in the Statutory Framework medicines must not usually be administered unless they have been prescribed for that child by a doctor, dentist, nurse or pharmacist.

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.4 Health and well-being	2.2 Parents as partners 2.4 Key person	3.2 Supporting every child	

Method

- Parents are asked to keep their children at home if they have any infection, and to inform the nursery school as to the nature of the infection so that we can alert other parents and make careful observations of any child who seems unwell. We reserve the right to refuse admission to any child who appears ill on arrival and to remove any child to hospital in the case of an emergency.
- Parents are asked not to bring into the nursery any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack
- If a child is taken ill while at nursery school the parents will be contacted immediately. The child will be comforted and cared for in a quiet area until the parent arrives. If the nursery school is unable to contact the parent a doctor or ambulance will be called if necessary. To this end it is important that the school is kept informed of any change in emergency contact numbers
- No medicines should normally be given to children. If a child is ill enough to be needing a course of medicine, he/she should normally be at home.
- There may however, be circumstances where a child is well enough to return to the Nursery but the course of antibiotics is not completed. Only prescribed medication may be administered by staff and written authorisation must be given by the parent/carer on a Medicines Form, which authorises staff to administer stated medicines. This is at the discretion of The Manager
- Teething gel and temperature reducing infantile suspension (Calpol) are the only unprescribed medication we would give to your child (In our Little Willow room only).. However we must get written permission beforehand from parents and apply the same procedures as those for prescribed medication. Parents would need to fill in the non prescribed permission form and sign the medication form on collection to acknowledge administration..
- The people authorised to give medication at the nursery are: The Manager, Deputy Manager, Senior staff and Level 3 qualified staff can in the presence of the Manger/Deputy or Senior Officer. Written authorisation must be given by the parent/carer on a Medicine Form, which authorises staff to administer stated medicines stating the dose and how often it is to be given. A written record will be kept of all medication administered. This will be signed by the parent on each occasion after the medication has been administered

- A written record will be kept of all medication administered. Injections can only be undertaken by a qualified nurse or medical practitioner. The nursery will endeavour to follow the parents/carers instructions, but reserve the right to refuse a request to administer medicines whilst a child is in our care.
- Injections/EpiPens can only be undertaken by a qualified nurse or medical practitioner. The nursery will follow the parents/carers instructions, but may seek parents help in finding suitable trainers to train staff
- Please inform us as soon as possible if your child will be absent for a period of time due to illness.
 - Local Authority regulations state that parents/carers are required to give the following information to the Manager: name, address and date of birth of each child; name, home address and place of work with respective telephone numbers of the parents/carers of each child (we ask that a copy of the parent/carers current timetable should be left with the Manager to ensure that contact can be made in an emergency); name, address and telephone number of each child's doctor, any allergies or medical conditions together with state of immunisation and infectious diseases suffered by each child. From time to time these information would be updated and parents would be requested to supply us with these information.
- In cases of allergy and ongoing medical conditions , individual care plans will be made stating the symptoms, cause and necessary action needed. Each care plan will be kept in easy access and will contain the appropriate and up to date emergency contact numbers.
 - These guidelines have been prepared for the guidance of both parents and staff .
- Willowdene Nursery 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.
- In cases of food poisoning affecting two or more children Ofsted will be notified immediately
- Staff are expected to observe the above guidelines and failure to do so would lead to disciplinary action.

Updates:

January 2014: non prescribed medication now includes temperature reducing infantile suspension (e.g. Calpol)

January 2015: Introduction of a health 'careplan' for children with allergies or continuous medical conditions. Addition of '**Symptoms**' and '**Action**' detail on displayed notices.