



## Well Child and Medicine Policy and Procedures

We identify the importance that children and young people can only enjoy and benefit from the pre-school environment when they are well. Children and young people who are unwell require special care from their parents/carers and should not attend pre-school until they are able to:

- Take part in indoor and outdoor activities fully.
- Enjoy and contribute within the group to their full individual ability
- Display good energy levels.
- To have the ability to concentrate (relevant to their age and development)

Any concern or worries please speak with a member of staff.

Expectations concerning illness and Pre-School. Parents are asked to keep their children at home if they are unwell, and to inform the pre-school as to the nature of the illness. This will allow the pre-school to alert other parents as necessary. For any other illness or infections please ask for more information.

### Illness

- Parents/Carers are asked to keep children who have been vomiting or had diarrhoea until 48 hours after last occurrence
- Parents/Carers are asked to inform us of any infection their children have had. This is so we can notify other parents if necessary.
- No Medicine can be administered unless the Parents/Carers has discussed and given written permission
- Chicken pox's children will need to be kept off until all spot have scabbed over.
- Conjunctivitis children can attend depending on how it affects them.
- Cuts or open sores, whether on adults or children, should be covered with sticking plaster or other dressing, before arriving at pre-school. But with permission replacement plasters or dressings will be applied if required

### First Aid

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. There will always qualified first aiders trained to administer first aid to children on the premises.

### Statement of intent

Teaching Tots Pre-school believes that it is important to be aware of medical conditions and cater for them wherever possible. It is a fact of life that some children suffer from known medical conditions such as diabetes, asthma, allergies or other. Occasionally a child may need medication at regular intervals just to stay healthy or may need an emergency administration of medication to prevent a reaction or to make it less severe. We intend to create an environment where medical problems do not necessarily exclude provision and, at the same time, define how we respond to general illness and administration of prescribed treatments.

On admission to Teaching Tots Pre-school any details of health related conditions are entered onto the Registration Form so that members of staff are informed of possible problems or

symptoms and the appropriate needs of the child. In the case of staff being unfamiliar they will ask the parent to provide further information. Staff will also seek professional advice and guidance concerning long standing conditions before allowing entry into the Pre-school. This ensures the continued safety and well being of the child concerned.

We aim to regulate medical situations by;

- All medication must be prescribed by a GP and have clear instructions in how to administer such medication.
- The parent or guardian must provide prior written consent.
- Information will be obtained from the parent, giving clear instructions about the dosage, administration of the medicine and permission for a member of staff to follow the instructions.
- All medications will be kept in a lockable cupboard.
- A medication sheet will be available to log the name of child receiving medication, times that the medication should be administered, date and time when medication is administered, together with the signature of the person who has administered each dose.
- If specialist knowledge is required, staff involved in administering medication will receive training from a qualified health professional. Proof of staff training in the administration of such medication by the child's GP, a district nurse, children's nurse specialist or a community paediatric nurse will be made available.
- Procedures will be put in place for each individual child for dealing with an emergency where life saving medication is required. This should be discussed and agreed with the parent or guardian of the child, and confirmed in writing. A care plan could include: -
  - List of symptoms
  - Procedures to call 999 to request an ambulance stating that the child has collapsed or requires assistance with a particular condition
  - Emergency contact telephone number for parent/guardian.
  - Emergency medication supply to be provided by parent/guardian for the ambulance crew to administer
  - Consideration by the Manger will be given to any care plan received from Parent/carers for a child relating to a specific condition.

This policy was adopted at the meeting of Teaching Tots Ltd on .....  
Signed Manager: Tracey Woods .....To be reviewed on .....

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