

## **Health and Medicines** Reviewed September 2019

**We promote the good health of children and adults at Twyford Playgroup. We follow procedure that support good health and prevent the spread of infection. In addition we take appropriate care of children that are ill and manage carefully the administering of medicines.**

### **Preventing the spread of infection:**

All participants in sessions will follow the basic hand washing and toileting procedures that prevent cross infection and ingestion of harmful bacteria. Everyone will wash their hands before eating, using fresh running water and soap. Hands will be dried separately on a fresh paper towel (see also Food Hygiene Policy). Hands will be washed after toileting if there has been any contact with bodily fluids and adults will wear protective gloves and a disposable apron for toileting where faeces is involved.

### **Managing sickness and infection:**

Parents and carers must keep children at home if they are ill to prevent the spread of infection to others and the child's own distress in session. Parents should ring to advise staff if this happens. If a child arrives at a session already showing signs of illness they will not be permitted to remain. If, however, a child becomes ill during session we take the following steps:

1. The supervisor calls parents or carers and requests that the child be collected as soon as possible.
  2. If parents or carers cannot be contacted and the supervisor judges it necessary the child's emergency contacts will be called and asked to collect the child.
  3. While still in session the child will be removed from the vicinity of other children and made as comfortable as possible by a qualified first aider.
  4. A first aider will monitor the child. If their condition deteriorates seriously and an emergency develops an ambulance will be called and the parents or carers informed.
  5. Children may not return to sessions until they are no longer infectious and are well again.
- We follow Health Protection Agency guidelines on absences required for infectious diseases.

### **Recording and Reporting:**

Children's early departure or absence from session due to illness will be recorded in the register. The supervisor will inform other families of outbreaks of infectious diseases. If a child or adult is diagnosed with a notifiable disease under Public Health Regulations (1988) the manager must inform Ofsted and follow HPA guidelines to ensure public safety.

### **Children with Allergies:**

Information about allergies is obtained on our registration form. If a child has an allergy this is discussed with the parent/carer as part of the registration process. It is our policy to manage allergies to enable children to take part in all aspects of Playgroup. A risk assessment for the child is completed. This details the allergen(s), the nature of the child's reaction, what action to take in case of a reaction including any medication required, and control measures that could prevent contact with the allergen. A review date will be set with parents. This information will be securely filed at the Playgroup. During the session, a list of children with allergies is pinned up in the kitchen for staff members to see. It is

removed at the end of each session and locked away. Parents are also made aware of any allergies that we have in the playgroup, for example eggs or nuts. Signs are displayed in the building and information is sent out with the weekend notes. If medication is required (e.g. an antihistamine or epipen) our procedures for administering medicines will be followed.

### **Administering Medicines:**

We are guided by Managing Medicines in Schools and Early years Settings (DfES 2005). Procedures for taking medicines in session also apply to staff (see Staffing Policy):

### **Conditions for administering medicines:**

Children needing medicines must be well enough to attend Playgroup. Medicines prescribed by a doctor, dentist, nurse or pharmacist will be administered. We will administer non-prescription medicines if a parent/carer is prepared to give permission. The medicine should have the child's name written by the parent/carer on the box/bottle.

### **Gathering information and consents, storage and transport of medicine:**

Information about a child's existing need for medicines is obtained on our registration form. Parents/carers are requested to keep us up-to-date with this information and to advise us if a child develops a new need for medication. We review this information termly at parent meetings. Medication must be in its original packaging and in date. It must be stored according to manufacturer's instructions and in a clearly labelled secure, waterproof container out of reach of children. If required, medicine must travel with the child between our site and on walks.

Parents must complete our Administering Medication Consent form. The form details the following:

1. Name of child and date of birth
2. Name of medication and strength, dosage to be given in setting, any possible side effects
3. Who prescribed it, who is authorised to administer it in session.
4. Storage instructions and expiry date
5. Parent or carer's signature giving consent for administration, printed name and date.

With the medication must be an administration log noting date and time of administration, dose given and the person administering it. Parents/carers must be informed and countersign the log after each use. It must travel to hospital with the child and their medication in the case of an emergency. It will be filled in the accident folder.

### **Managing complex medical needs:**

Information about a child's medical needs will be obtained on the registration form and discussed as above. The manager will make a judgement about whether these needs can be met at Playgroup. The manager and allocated key person will draw up a health care plan with the family. The child may not attend until all elements of the plan are in place. This will incorporate any allergy risk assessment or administering medication information (see above) and also:

1. A letter from the child's GP/Consultant stating the child's condition and medication required.
2. Details of medical intervention required either normally or in an emergency and certificates evidencing staff have been trained to carry this out by an accredited trainer.

3. Statement of the key person's role and information to be shared with other practitioners.
  4. Dated signatures and printed names of manager, parents or carers and key person.
- This plan will review termly at parent meetings.

**Administering First Aid:**

We gain permission for children to receive first aid treatment and emergency treatment at registration. All practitioners at Playgroup receive paediatric first aid training and this is kept up-to-date. Our first aid kits comply with Health and Safety Regulations and are replenished each half-term. We have 3 kits, one inside, one outside and one on our Outings rucksack. Parents/carers will be advised if their child receives first aid and will countersign our accident book where all instances will be recorded.

**We notify Ofsted within 14 days of serious accident, injury, illness or death of a child in our care.**

**Date:**

**Signed:**

**Review:**

**Date:**

**Signed:**

**Review:**