



Illness, Medication and Immunisation Policy

Introduction

Little Ducklings Pre-School undertake procedures and precautions to minimise cross infection occurring between children, parents and staff and we also use 'The Public Health Agency Guidance on Pre-School infection control in schools and other childcare settings' as our guidelines. The Pre-School has a 'Well Child' Policy in place as we are not equipped to care for sick children. Parents/carers and staff are to adhere to the following policy and procedures.

The 'Well Child' Policy

As every child is an individual they recover from illness in different ways and at different times, therefore, the Pre-School reserves the right to refuse admittance to any child it deems not well enough to attend. If your child is prescribed medication please keep them at home the first 48 hours if they have not had the medication before and 24 hours if they have had the medication before to make sure they do not have an allergic reaction to it. Staff are able to administer prescribed medication, after the relevant forms have been completed and the child is well enough to return to pre-School at least 24/48 hours after commencing the prescribed medication.

A child is well enough to attend Pre-School if:

- They are happy to be in Pre-School, join in with everyday Pre-School life and the activities on offer
- They are not medication dependent (infant paracetamol (Calpol) or infant ibuprofen (Nurofen)) for example they have not been given medication within the last 12 hours and/or at regular intervals for the last 24 hours.

A child is not well enough to be in Pre-School if:

- They are not 'themselves', do not want to join in with everyday Pre-School life or the activities on offer, for example, all they want is to rest and be comforted
- They are medication dependent (infant paracetamol (Calpol) or infant ibuprofen (Nurofen)) for example they have had medication within the last 12 hours and/or at regular intervals for the last 24 hours.
- They are showing significant signs of being unwell such as a rash, lethargy etc.
- They have diarrhea and/or vomiting. Your child will not be allowed into Pre-School unless they have had a clear 48 hours from the last episode of diarrhea and/or vomiting
- They have a childhood infectious disease that The Public Health Agency Guidance on infection control recommends a period of absence for.

Procedures:

If a child becomes ill whilst at Pre-School staff will:

- Inform Manager/Deputy Manager of any changes that occur
- If a child has a temperature they will remove layers of the child's clothing and place them in a quiet, cool and comfortable area.
- Maintain high standards of personal hygiene and take necessary precautions at all times in accordance with Pre-School policies and procedures.

A senior member of staff will:

- Contact the child's parent/carer and keep them of their child's condition
- Inform a parent/carer as to whether their child needs to be picked up immediately



- Call an ambulance if the child requires urgent medical attention
- Ensure all staff maintain a high standard of personal hygiene and take necessary precautions at all times in accordance with Pre-School policies and procedures.

Administering Medication:

The Pre-School will only administer medication and it can only be administered if brought into the Pre-School in the original packaging with the child's name and dosage clearly visible on the prescription. Pre-School staff will only administer medication after the relevant forms have been completed by the parent/carer. Staff administering will fill out a form and get another member of staff to countersign and also parent/carer to sign it on pick up.

If a child has a rising temperature, staff can administer Calpol. The parent must be contacted before the Calpol is administered for approval to be given and once administered, the child must then be collected as soon as possible. The child should not return to Pre-School for 24 hours after.

Long Term Medication:

Any child or staff member who is on long term medication that is required in Pre-School hours such as an inhaler, EpiPen etc will have their own named box in the office containing a Health Care Plan specific to the child or staff member and their medication.

Storage of Medication:

All medication must be clearly labelled with the child's name and in the original packaging. It will be kept in the Pre-School office unless it is medication that requires refrigeration that will be kept in fridge in a clear labelled box in the kitchen.

Notifiable Disease Procedure:

If a parent informs the Pre-School that their child has had a notifiable disease, the Pre-School Manager, will inform Public Health England (PHE). A PHE nurse will give guidance and support in each individual case. If parents do not inform the Pre-School, we will be contacted directly by the PHE team and the appropriate support will be given.

Immunisation Policy:

We recognise that it is parental choice as to whether you have your child vaccinated or not, therefore it is the responsibility of parents to inform the Pre-School of their decision. If your child is vaccinated, please inform us of the date of the vaccination to ensure your child's records are kept up to date. This is to ensure that children, parents and staff are not exposed to any unnecessary risks.

Signed on behalf of Little Ducklings Pre-School: _____

Position: _____