



ASHBROOKE HOUSE SCHOOL

INDEPENDENT SCHOOL FOR BOYS AND GIRLS AGED 3 TO 11

ADMINISTRATION OF MEDICATION AND SICK CHILD POLICY

Medication

At Ashbrooke House School and Acorns Nursery we follow the guidelines below regarding medication:

- Medication may be administered. It must be in-date and prescribed for the current condition.
- Children taking prescribed medication must be well enough to attend the setting.
- No un-subscribed medication (pain and fever relief) is given to children, parents or staff unless we have received prior consent and there is a health reason to do so.
- No medication containing aspirin will be given to any child attending this setting.
- Children's prescribed drugs are stored in their original containers, in accordance with product and prescriber's instructions and are clearly labelled and are inaccessible to the children.
- Parents give prior written permission for the administration of medication by filling out either a short term or long term medication form. This states the name of the child, name/s of parents(s), date the medication starts, the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- Wherever possible and under advice of a trained health professional individual children will be supported with any ongoing medical needs. This may include the attendance by the child's key person at any care plan meetings.
- We use the Medication Forms to record any administration of medicine and record; time, date, dosage and the form is signed by both the staff member administering the medication and a witness.

- If a member of staff at this setting is taking medication which they believe may affect their ability to care for children, they should inform the manager and only work directly with children after seeking medical advice a thorough risk assessment being carried out.

Sickness Policy

All parents are given this policy so that they are aware of our policy on the exclusion of ill or infectious children.

We do not provide care for the children who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease. This is in line with the Health Protection Agency's Guidance on infection control in schools, nurseries and other childcare settings.

The school/ nursery adopts a 48-hour rule for sickness and diarrhoea. This means that children and staff cannot return to school or nursery until 48 hours after their last bout of sickness and/or diarrhoea.

Child needs to sent home immediately	Child does not need to be sent home immediately
<p>Contact parent/carer</p> <p>Make child suitably comfortable. Encourage rest/fluids, whatever is required/appropriate to their illness symptoms.</p> <p>Move child to a more appropriate area of the building.</p> <p>Dress/undress appropriately.</p> <p>Comfort and reassure child/ren</p> <p>Update and inform parent/carer on collection.</p> <p>Advise Doctors appointment if this is felt necessary.</p> <p>Request the parent/carer phones later/next day after Doctors appointment to inform us of diagnosis</p>	<p>Make child suitably comfortable. Encourage rest/fluids, whatever is required/appropriate to their illness symptoms.</p> <p>Encourage a quiet activity</p> <p>Inform all staff of the situation and advise close monitoring if child moves away to play.</p> <p>Dress/undress appropriately</p> <p>Regularly assess child/ren</p> <p>Update and inform parent/carer on collection</p> <p>Advise Doctors appointment if this is felt necessary</p> <p>Request parent/carer phones later/next day if there is any development or diagnosis.</p>

- Children with headlice are not excluded, but must be treated to remedy the condition.
- Parents are notified if there is a case of headlice in the setting.
- Parents are notified if there is an infectious disease, such as chicken pox.
- Good hygiene practice concerning the clearing of and spilled bodily fluids is carried out at all times.
- Staff suffering from sickness and diarrhoea do not handle food.
- At least one person who has a current 12 hour paediatric first aid certificate must be on the premises at all times when children are present. At least one member of staff on outings has a current paediatric first aid certificate.

Reviewed: February 2015