



Sickness Policy

Prime responsibility for a child's health rests with the parent/carer. They are responsible for:-

- Making sure a child is well enough to attend the setting
- Informing us of all information regarding their child's medical needs
- Checking any medication held by us for its expiry date/replacement

Parents are asked to keep their children at home if they have any infection, and to inform the setting as to the nature of the infection. This will allow the setting to alert others as necessary and to make careful observations of any child who seems unwell.

Parents are asked not to bring into the setting any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last episode.

If the children of the staff are unwell, the children must not accompany their parents/carers to work in the setting.

Cuts or open sores, whether on adults or children, will be covered with an appropriate dressing.

If the child is on prescribed medication the following procedures will be followed:

- If possible, the child's parents will administer medicine. In special circumstances we will administer it, the medication must be stored in the original container and clearly labelled with child's name, dosage and any instructions. **Where local regulations require it, guidance will be sought from social services before people other than parents agree to administer medicines?**
- Written information will be obtained from the parent, giving clear instructions about the dosage, administration of the medication and permission for a member of staff to follow the instructions.
- All medications will be kept in a lockable cupboard/designated safe area or if necessary the fridge
- A medication book will be available to log in: name of child receiving medication; times that the medication should be administered, name of medication, dosage, date and time when medication is administered, together with the signature of the person who has administered each dose; parent's signature both to authorise administration & to acknowledge each administration.

With regard to the administration of life saving medication such as insulin/adrenalin injections or the use of nebulisers, the position will be clarified by reference to the settings insurance company. (In the case of pre-schools insured with Royal & Sun Alliance, this will be through the Insurance section at Pre-school Learning Alliance National Centre.) If specialist knowledge is required, staff involved in administering medication will receive training from a qualified health professional.

The setting 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 be on the premises at least one qualified First Aider trained to administer first aid to children.

The manager accepts responsibility for members of staff who volunteer to give medication & will ensure that they have adequate training to do so correctly.

Information sources

Parents will have the opportunity to discuss health issues with the staff and will have access to information available to the setting.

The setting will maintain links with health visitors and gather health information and advice from the local health authority information services and/or other health agencies.

This policy was adopted at a meeting of Kidstime held on.....(date)

Signed on behalf of Kidstime at St Josephs School.....

Reviewed by.....Date.....