

Medicines, Illnesses and Injuries

Daisy Chain Nursery promotes the good health of children and takes positive steps to prevent the spread of infection and appropriate measures when they are ill.

Unwell children

If a child becomes unwell at the nursery the Manager or Deputy will notify the parents/carers. If the illness requires the child to be collected from the nursery he/she will be allowed to rest away from other children but within contact of an adult until the child's parent/carer collects the child. It is the role of the Manager/Deputy to ensure that no child is admitted to the nursery suffering from an illness that requires exclusion. Symptoms and illnesses that require a child's exclusion can be found in the Communicable Diseases table in the Childcare Procedures Manual. If a child has a communicable disease confirmed by the doctor, the nursery should be informed and other parents/carers and staff notified.

First Aid

The nursery staff hold a Pediatric first Aid qualification and one member of staff will hold a four day First Aid Qualification. There are first aid boxes in the office, kitchen, and other areas in all nurseries and minor accidents are dealt with accordingly. First aid is administered in a quiet area, away from children whose curiosity might lead to distraction from the main issue. Staff are asked to remain calm, as their distress could be harmful to the child. Staff ensure all documentation is completed efficiently and in the correct manner. Incident and Accident forms – for recording injuries to children are required by law and all staff are aware of their location and ensure they are accessible and available along with the First Aid Kit.

Medicines policy

Medicines will be administered to children if prescribed by a medical practitioner, and the child's parent/carer has given the nursery written permission to administer. Children's Paracetamol/Ibuprofen will be administered by the nursery, using the policy on administering Paracetamol/Ibuprofen medicines, either when prescribed by a G.P., or in an emergency, with prior written consent from the parents/carers.

Administration of prescribed medicines

All prescribed medicines must display the child's name, the dosage and the date. Parents/carers must sign a consent form at the start of each course of medicine for staff to administer the prescribed medicines. Medicines must be stored out of the child's reach, in a separate container in the fridge. The parent/carer must sign the medicine form upon collection of the child.

All medicine must be handed over to the parent/carer to take home at the end of each day. Medicines only needing to be administered twice daily will be discouraged from being administered at the nursery. Staff must be familiar with the administration of certain medication (e.g. Nebulizers and inhalers for asthma). Parents/carers or medical practitioners will be asked to show staff how to use them and so reduce the stress to adult and child. Homeopathic medicines must be accompanied by a letter from a registered homeopath.

The Administration of Paracetamol and/or Ibuprofen Medicine

Under normal circumstances*, the above medications can only be administered at the Nursery, for reasons **other than** a high temperature, providing the following conditions are in place and adhered to:

- The medication must have been prescribed by a G.P., and bear a pharmacy prescription label on the bottle. The label must clearly show the name of the child, and the required dosage, it should not cover the expiry date of the medicine.
- If the doctor has not issued a prescription they must instead provide a letter on headed surgery paper, confirming the date, the dosage, the period over which the medicine can be given and the times it is to be administered. The letter must bear a practice stamp and be signed by the G.P.
- parent's consent form must be completed by the parent/carer and signed.
- A maximum of two doses may be given to the child in the Nursery and these must be a minimum of four hours apart
- If more than one medicine has been prescribed, the doctor's letter or pro forma must clearly state whether these medicines can be given at the same time or whether they should be administered separately and in any specific order.
- Prior to staff administering medication at the Nursery a minimum of two doses must be given at home, to ensure that there is no allergic reaction.
- When administering the medication, staff will follow the procedure for giving medication.

*If a child becomes ill with a high temperature/fever whilst at the nursery, staff can administer Paracetamol, provided that parents/carers are en route to collect the child and the relevant documentation has been completed in advance giving consent.

Caring for children with Asthma

We welcome children with Asthma into the Nursery using the following policy to ensure that the children's needs are properly met in a caring, safe and sensitive way. We firmly believe in working in partnership with parents/carers and other healthcare professionals to meet the children's needs and ensure staff have training to enable them to administer the children's medication properly and deal with this serious condition in an appropriate and accepting way. Prior to a child with this condition starting in the Nursery or immediately after diagnosis the parent must provide written information detailing the following –

- What asthma medication the child takes and when
- What triggers the child's asthma
- What action to take if the child's asthma gets worse

The parent must also complete a medication form with all the relevant information and ensure there is an adequate supply of the medication and any other equipment necessary. Nursery staff should follow the administration of prescribed medications policy.

Exclusion Due To Medical Reasons

At Daisy Chain Nursery we try to keep any risk of infections to a minimum, and so we exclude children from time to time, using the **Health Protection Agency's Guidance on infection control in schools and other childcare settings**. However, this is just guidance and the nursery reserve the right to review the exclusion periods as they feel necessary to minimise cross infection, taking advice from the Health Protection Agency if necessary. A child who is taking medication can attend the nursery, providing they are well enough to do so and pose little or no risk of cross infection to the other children and staff. The staff will administer medication providing all relevant documentation has been completed and all other points on the policy have been adhered to. The following points provide helpful detail regarding the circumstances in which children will be re-admitted to the nursery following illness or, the occasions on which nursery staff will require children to be collected and any interim measures that may be appropriate.

Diarrhoea and Vomiting

Any child who is suffering from diarrhoea and/ or vomiting will not be allowed to come back to the nursery for a period of 48 hours after the last loose stool or bout of vomiting. This is a directive from Environmental Health.

Fever or high temperatures

If a child develops a temperature of 101f/38c whilst at the nursery, staff will ask parents/carers to collect the child. Staff can administer Paracetamol providing the parents/carers have been contacted and are on their way to collect the child, and the correct documentation authorising staff to administer Paracetamol under these circumstances has been signed, in advance, and is retained on file. The child may not return to the nursery for 8 hours after a dose of either Paracetamol or Ibuprofen. This is to ensure that the medication does not mask other more serious symptoms, and also, to ensure that that the original symptoms do not return once the medication has worn off, resulting in a child becoming unwell again part way through the day.

Unidentified rashes

If a child has an unidentified rash and, in the opinion of the Nursery Manager or Senior member of staff is obviously unwell, the parents/carers will be contacted immediately and asked to collect their child. The child will not be re-admitted to the nursery until, either the rash has gone, or a doctor has confirmed in writing that the rash is not contagious to others.

Childhood Illnesses

Any childhood illnesses must be reported to the nursery in order that other parents/carers can be notified so that they may monitor their children for any symptoms. Whenever an outbreak of a childhood disease occurs, a notice is displayed in the nursery explaining any relevant information about the illness to aid parents/carers to make informed decisions.

Fees Payable during Periods of Absence Due To Sickness

Nursery fees are still payable during periods of absence due to sickness (or holidays) as the ongoing costs of the nursery remain the same. The Daisy Chain fee structure operates on an average cost per child, building in an allowance for absence. In cases of prolonged absence, due to hospitalisation, or other serious illness, parents should be informed that Nursery Managers would be happy to work with them to seek temporary arrangements which would take up nursery places until they are required again.

Illness whilst in Nursery

If a child becomes unwell whilst at the nursery the senior member of staff on duty will notify the parent/carer as soon as possible, and ask them to collect their child. The staff will make every effort to make the child as comfortable as possible, away from the other children until collected. If Paracetamol medicine is to be administered during this interim period, prior to collection, the Nursery team will follow the procedure outlined under fever or high temperature.

Pandemic response

In response to a pandemic, Daisy Chain will follow the guidelines provided by Government, Local Authorities, and the Infection Control Nurse and they will seek advice from Environmental Services. Nursery Managers will be expected to follow any guidance issued by the regulatory bodies regarding exclusion of staff or children from nursery exhibiting symptoms of the pandemic illness, or having had contact with those with the illness. In the situation where staff and/or children become affected whilst at the Nursery, it may have to close. This decision will be made in partnership with the regulatory bodies, and will be taken by the Managing Director in consultation with senior management. The decision to re-open subsequently will follow the recommended guidelines. Staff and parents will be notified as soon as possible. Ofsted will be informed.

Protecting children from the sun

Whilst encouraging children to have fresh air and play outside there is an increasing awareness of the harm direct sun can do, as well as being the primary source of vitamin D. It is also dangerous to allow too much exposure to ultraviolet rays which can cause damage to the skin, eyes and immune system. Long exposure to the sun can cause irritability and tiredness as well as sunburn. Children must not be taken out into direct hot sun between 11am and 3pm, except in the instance of suitable sheltered provision. Children may not be taken outside without the proper protection. Children must wear a sun hat, preferably with a wide brim all round but as a minimum at the front to protect the child's eyes; a thorough application of sun cream must be applied (reapplied if they have been playing in water); areas of shade should be provided; drinking water must be readily available and activities provided must be a mixture of energetic and calm. Even if it is cloudy the children will still need all the above precautions. A consent form must be signed by the parent/carer authorizing its application by a member of staff.

Children's Rest Needs

Daisy Chain Nursery offer all the children the opportunity to rest at any time during the day. The individual needs of the child are discussed with the parents/carers during the initial visits when the key person and parents/carers complete the child profile form. As the child progresses there are many meetings with parents/carers and the child's key person where alterations in the child's needs can be discussed. At all times the requests of parents/carers are taken into account and met whenever possible. If a parent wishes for the child to be woken up – this must be put in writing from them. All children rest on their backs and are monitored every 10 minutes during their rest period. Children are settled with any comforter they may bring to the nursery. Staff settle the children individually and ensure that the room has a calm atmosphere and the appropriate bedding facilities are available. Bedding is stored hygienically, and mattresses are disinfected weekly. The length of time the child has slept for is kept on the child's records and is reported to his/her parents/carers at the end of each session.

No smoking

Smoking is not allowed within the boundaries of any Daisy Chain Nursery. In order to ensure a healthy atmosphere for children, parents/carers, staff and visitors to our nurseries, the no smoking policy will also apply at social events outside normal nursery opening hours.

Outdoor shoe policy

In the interests of hygiene staff and visitors are asked to remove their outdoor shoes before entering the Buttercups and Snowdrops Rooms. Blue shoe covers are provided for visitors who would rather not remove their shoes. Snowdrop and Buttercup staff have separate indoor shoes.

Policy on pets in the nursery

Pets within the childcare setting can significantly enhance children's education. However, animals can pose a risk of infection even if they are apparently healthy and may introduce infection into the nursery environment. Sensible precautions, such as high standards of hygiene, can help to reduce the risk of infection to an acceptable level. However, consideration should be given to children's religious beliefs, allergies or anxieties before introducing animals and written consent should be obtained from parents/carers. Any animals must be safe to be in the vicinity of children and not pose a health risk.

Animals in the Nursery

Animals are not permitted onto Nursery premises unless by prior arrangement with the Nursery Manager. Organised visits by e.g. Guide Dogs for the Blind, Zoolab are planned in advance and a full risk assessment is carried out. Parents are advised in advance of any visit and written consent obtained. Parents, Staff or Visitors bringing animals onto the premises without a prior arrangement being made will be asked to leave immediately.

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