

# Walton Lane Nursery School & Rocking Horse Club

<b>Policy:</b>	<b>CHILD HEALTH POLICY</b>
<b>Reviewed:</b>	December 2018
<b>Next Review:</b>	3 years or as legislation may require
<b>Responsibility:</b>	Designated Safeguarding Lead
<b>Category:</b>	Safeguarding (H & S Policies)

This policy comprises of all necessary health policies relating to children.

**Section 1** Administration of medicines

**Section 2** Managing an Outbreak of Diarrhoea and Vomiting

**Section 3** Head Lice

**Section 4** Sun Awareness and Protection

**Section 5** Plaster Cast Procedure

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## Section 1

### Administration of Medicines

#### All Care Services

A child's welfare is paramount and as such if they appear to need urgent medical attention all necessary measures will be taken to ensure that they receive this as soon as possible.

Should a child appear to be unwell whilst at the Centre and/or their temperature is recorded as above 38° C or below 35°C the Practitioner will speak to their Team Leader and parents/carers will be contacted. Arrangements will be made for the child to return to the care of their parents/carers.

#### General

- We will help children understand the safe use of medicine in partnership with parents/carers, by using the curriculum and by implementing our medicines policy.
- Medicine should only be taken at the Centre when essential; that is if it would be detrimental to a child or young person's health if the medicine was not administered.
- A medical authorisation form must be completed on the first day that any medication is brought into the Centre by a parent/carer and they must log the last dose and time of medication administered at home on the form. If this is not completed then medication **will not** be administered in the Centre.
- The medication must be handed directly to a staff member on arrival for the child's session and then handed directly back to the parent/carer at the end of each session. At each point a parent/carer signature will be required to confirm delivery of and receipt of the medication.
- For children who require medication on a long term basis a Health Care Plan must be completed.

#### Receipt of Medicines prescribed by a G.P.

- Any medication that is prescribed by a G.P. must be delivered in separate, original containers and should be clearly labelled with the following :
  - ⇒ Name of medicine
  - ⇒ Patients name
  - ⇒ Dosage

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- ⇒ Dosage frequency
- ⇒ Date of dispensing
- ⇒ Storage requirements
- ⇒ Expiry date

- Prescribed medicines from unlabeled containers will **not** be accepted.

### Receipt of Over the Counter Medication

Recent changes to legislation have resulted in some G.P.'s refusing to prescribe certain medication that can be purchased "over the counter". The Centre may agree to administer certain over the counter medication if it is in the best interests of the child. This will be administered as per the dosage instructions on the labelling. Written permission and confirmation of the times to administer the medication must be given by parents. A list of examples is given below. Please note that this list is not exhaustive and each medication administration request will be considered individually.

- Calpol/pain relief
- Eye ointment/treatment
- Ear drops
- Teething relief products
- Colic relief
- Antihistamine medicine
- Oral thrush

### Administration of Medicines

- Medicines must not be transferred from one container to another.
- As each dosage is administered, the details, including date, time, dose and member of staff administering the medication must be recorded. A senior member of staff must witness the administration of the medication.

### Receipt of Medicines (Long Term)

- A Health Care Plan must be completed for children who have ongoing health problems and who require medication on a long term basis.
- The Health Care Plan will be reviewed annually or as and when the health care needs of the child change.

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### Specific Medical Interventions

- Should a child require more specific medical interventions, a senior member of staff will liaise with parents and specialist nurses to provide training for staff.
- The advice will be written into a Health Care Plan. Records of staff receiving training will be kept.

### Self – Management

- It is good practice to support and encourage young people who are able, to take responsibility to manage their own medicines. The age at which they are able to be responsible for their own medicine would vary. This would be discussed and agreed beforehand with parents/carers.
- Staff will always supervise young people administering their own medication. The medication will always be kept in a secure place.

### Refusing Medicines

- If a child or young person refuses to take their medicine, this should be recorded and parents/carers should be informed as soon as possible. If the refusal is reoccurring parents/carers should be advised to speak to their G.P.

### Disposal of Medicines

- Parents/carers are responsible for ensuring that date expired/unused medicines are returned to the pharmacy for safe disposal. If medicines are not collected by parents/carers, staff will take unwanted medicines to the Teacher's office where arrangements will be made for disposal after fourteen days.

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### Parental agreement for medicine to be administered

<b>Name of child</b>		
<b>Date of birth</b>		
<b>Setting</b>		
<b>Medical condition/illness</b>		
<b>Name and strength of medicine (as described on the container)</b>		
<b>Medication source (please circle)</b>	<ul style="list-style-type: none"> <li>Prescribed by GP</li> <li>Recommended by nurse/pharmacist</li> <li>Bought over the counter</li> </ul>	<b>Date prescribed:</b>
<b>Dose and frequency</b>		
<b>Expiry date</b>		
<b>Agreed review date</b>		
<b>Procedure to take in an emergency:</b>		

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the Centre administering medicine in accordance with Centre policy. I understand that all medicines must be provided in the original container as dispensed by the pharmacy.

I will inform the Centre immediately if there is any change in dosage or frequency of the medication or if the medicine is stopped.

<b>Parent/carer signature</b>		<b>Relationship to child</b>	
<b>Staff signature</b>		<b>Date</b>	

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**IF THE LEFT HAND COLUMN IS NOT COMPLETED BY PARENT/CARER MEDICATION WILL NOT BE ADMINISTERED**

<b>Walton Lane Nursery School and Rocking Horse Club</b> <b>Record of medicine administered to an individual child</b>
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<b>Child's Name:</b>	
<b>Medication Name:</b> (1 medication type per page)	

Medicine administered at home		Administered in Centre					
Date		Date					
Time given at home		Time given					
Dose given at home		Dose given					
Time to be given in centre		Name of staff member					
Dose to be given in centre		Staff initials	1 <sup>st</sup>	2 <sup>nd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	1 <sup>st</sup> 2 <sup>nd</sup>
Parent/carer signature		Parent/carer signature					
		<b>Medicine handed to Staff</b>			<b>Medicine returned to Parents</b>		
		Staff Signature	Parent signature		Staff Signature	Parents Signature	

Medicine administered at home		Administered in Centre					
Date		Date					
Time given at home		Time given					
Dose given at home		Dose given					
Time to be given in centre		Name of staff member					
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Parent/carer signature		Parent/carer signature					
		<b>Medicine handed to Staff</b>			<b>Medicine returned to Parents</b>		
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Date		Date					
Time given at home		Time given					
Dose given at home		Dose given					
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### Section 2

#### Managing an Outbreak of Diarrhoea and Vomiting

The aim of this policy is to provide guidance on how to manage an outbreak of diarrhoea and vomiting at the Centre and to outline the procedures that should be followed in such a case.

- It is recognised that occasional diarrhoeal or vomiting illness is not unusual in young children. Any child who has had diarrhoea and/or vomiting symptoms should not return to the Centre for a full **48 hours** after the last episode of vomiting or diarrhoea.
- An outbreak may be defined as the occurrence of cases of diarrhea and vomiting in excess of what would normally be expected in an educational and childcare.
- As soon as an outbreak is suspected within the establishment the Designated Safeguarding Lead will contact the Cumbria and Lancashire Health Protection Team and inform them.  
Advice from the agency will be followed in regards to recording, monitoring and taking action.

**Phone: 0344 225 0562 option 2**

**Out of office: 0151 434 4819**

- The most effective way of controlling outbreaks of diarrhoea and vomiting is scrupulous hand washing. Frequent washing with warm water and antibacterial soap for at least 10 seconds each time is the correct method. The use of paper towels for drying hands is advised. Children and staff must be hand washing in particular after using the toilet, and before preparing or eating food. Alcohol based hand gels can be used as a further measure to prevent the spread of infection by contaminated hands but does not replace the need to wash hands properly. Hand gels are not effective at killing viruses.



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## Section 3

### Head Lice

From time to time children, as well as adults, may contract head lice.

- The Centre will issue a standard letter to all parents/carers when it has been identified that a child in the setting has or may have head lice .
- Advice on how to manage treatment for effective removal of head lice and their eggs can be provided for parents/carers and further advice sought from the local Health Visiting team
- The Centre expects that parents/carers treat the infestation within twenty-four hours of notification of it. Children with untreated infestations of head lice may be excluded from sessions until treatment is complete.
- In case of persistent head lice infection, the child may be referred to their Health Visitor for further advice and support.
- The parents/carers will always be informed if live lice are evident.
- Parents/carers are advised to regularly check their child's hair.

## Section 4

### Sun Awareness and Protection

Young children need special care when they are in the sun. As adults it is important that we take precautions to avoid children becoming sunburnt as this can lead to a greater risk of skin cancer in later life.

- The Centre aims to protect children whilst they are in our care at the Centre.
- Help children understand the importance of keeping themselves safe in the sun.
- Staff to ensure that they are aware of the risks of sunburn.
- Staff to take particular care when children are playing out during the hottest part of the day between 11.00 am and 3.00 pm. During this period children should:
  - ⇒ only be outside for very limited periods of time, when it is sunny. Shaded areas are available

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- ⇒ wear an appropriate sun hat
- ⇒ wear clothing covering shoulders and arms
- ⇒ wear appropriate sunscreen which is provided by the Centre. Parents/carers should sign a permission form to enable staff to apply the cream. (in the case of allergies to the sun screen provided by the Centre parents will be expected to supply an alternative)

## Section 5

### Plaster Cast Procedure

My child \_\_\_\_\_ has recently attended hospital after sustaining an injury.

This has resulted in them having to wear a plaster cast on their \_\_\_\_\_.

Advice given from the hospital staff is that it is safe for \_\_\_\_\_ to attend their sessions at Walton Lane Nursery School and Rocking Horse Club.

I understand that the Centre staff will do their best to accommodate my child's needs but cannot be held responsible for any accident/incident that may result in damage to the plaster cast or further injury to the affected limb.

I accept that should my child appear to be experiencing discomfort or difficulties staff from the Centre will contact me and I will collect my child as soon as is possible.

I would prefer my child \*to / not to play outside.

I would prefer my child \*to / not to participate in 'messy' play activities.

**\* Please delete as appropriate**

Signed \_\_\_\_\_ Parent / Carer

Date \_\_\_\_\_

**Comments / Concerns**