

31: Illness & Medication (including infectious diseases)

Superkids is committed to the health and safety of all children and staff who play, learn and work here. It will sometimes be necessary to administer prescribed medication such as antibiotics for long term illness e.g. asthma. In such cases, the provisions of the Medicines policy will be implemented.

While it is not our policy to take care of sick children, who should be at home until they are well enough to return to the Out of School club, we will agree to administer medication as part to maintain their health and well – being or when are recovering from an illness, if prescribed by a doctor.

The manager will ensure there is a first aid box accessible at all times with appropriate content for use with children.

Superkids will not administer non-prescribed medication. If a child has vomitted, or had diarrhoea, the setting will request that parents keep them at home for 48 hours after their last bout. If a child becomes unwell while in out care, we would make every effort to contact the parent. If a child has a temperature, we would give them a drink, remove some of their clothing and attempt to cool them with a flannel and tepid water. We will call parents/carers to pick up their child if the temperature does not stabilise or lessen.

Administering Medication Form and Medication Record Book will be kept up-to-date and parents are informed on the same day, each time a medicine is administered.

The manager will notify Ofsted (and local child protection agencies if necessary) of any incident of food poisoning, serious illness, injury or accident as soon as possible, and at least within 14 days.

Superkids will not accept medicines that are not in their original containers with clear instructions regarding dosage as originally dispersed.

Prescription Medication

If a child attending Out of School Club requires medication of any kind, their parent or carer must complete an **Administering Medication Form** in advance. Staff at the Club will not administer any medication without such prior written consent.

Wherever possible, children who are prescribed medication should receive their doses at home. If it is necessary for medication to be taken during sessions at the setting, children should be encouraged to take personal responsibility for this, where this is appropriate. Parents/carers and staff should discuss such situations at the earliest possible opportunity and decide together on the best course of action.

Out of School Staff will normally administer medication to the child if it is prescribed by a GP, and if the request to do so is from the child's parent or carer and is given in writing at the start of

a session, stating frequency and dosage. Parents/carers can make such a request by completing and signing the Adminstrating Medication Form.

Staff have the right to decline such a request from a parent/carer if they are in any way uncomfortable with this. The setting is likely to decline a request from parents/carers to administer medication where this involves technical knowledge or training, until such training can be arranged.

Non-prescription Medication

If a child requires a non-prescription medication to be administered, we will consider this on a case by case basis after careful discussion with the parent or carer. We reserve the right to refuse to administer non-prescription medication. Under The statutory guidance of Administration of medication to children in registered childcare allows providers to administer over-the-counter medication such as pain and fever relief or teething gel. However, Superkids must obtain written consent in advance from parents to allow Superkids to do so and follow the same recording procedures as those for prescribed medication.

Superkids can only administer such medication when requested to do so by a parent and where there is an accepted health reason to do so, and not routinely as set out in the statutory framework.

The Statutory Framework recommends that children under 16 should never be given medicines containing aspirin unless a doctor has prescribed that medicine for that particular child. Superkids will NOT provide medicine containing aspirin to children unless prescribed by the doctor.

Written permission must be given to administer a particular over-the-counter medication, should the need arise, you do not need to give written permission every time in order for Superkids to administer the same medication. However, you will need to sign the medication logbook each time medication has been given.

The Procedure for Administering Medication at the Setting is as follows:

Medication will never be given without the prior written request of the parent/carer' all prescription medication provided must have the prescription sticker attached which includes the child's name, the date, the type of medicine, the frequency, the dosage, any potential side effects and any other pertinent information.

The staff will also be responsible for ensuring that:

If a child requires administration of prescription medicine which involves technical/medical knowledge, the manager will arrange appropriate training as soon as possible. It may be necessary to absent the child until such training has been undertaken. Where specialist training is required, only appropriately trained staff may administer the medication.

Superkids staff may not administer this medication until such training can be arranged provided for staff from a qualified health professional. The training will be specific to the individual child.

In some cases, it may not be possible to train staff if they are not confident to administer the medication. In this case, Superkids will not be able to agree to administer the medication to the child.

Staff must be familiar with the administration of relevant medication (e.g. Nebulisers and inhalers for asthma, EpiPen's etc). Parents/carers will be asked to show staff how to use them and so reduce the stress to adult and child.

- Prior consent is arranged.
- All necessary details are recorded.
- That the medication is clearly labelled with the child's name, date and expiry date and safely stored in their original containers during the session.
- Before any medicine is given, the child's name and dosage on the container must be checked by another member of staff, as well as the date.
- Another member of staff acts as a witness to ensure that the correct dosage is given.
- The time the medicine should be given must be checked and logged in the medicine book.
- The medicine book must be completed and then signed by both members of staff as soon as the medicine has been administered.
- The parent/carer must sign and date the Medication Record Book upon collection of the child to acknowledge that the medication has been given.

If for any reason a child refuses to take their medication, staff will not attempt to force them to do so against their wishes. If and when such a situation occurs, the manager and the child's parent/carer will be notified, and the incident recorded in the Medication Record Book.

Staff will not administer 'over the counter' medication, only that prescribed by the child's GP.

Where children carry their own medication (asthma pumps or insulin for example), the setting recommends that staff hold onto the medication until it is required. This is to minimise possible loss of medication and to ensure the safety of other children. Inhalers should always be labelled with the child's name.

If there is any change in the type of medication – whether regarding dosage or other changes to the information given on the Administering Medication Form – a new form must be completed.

Full details of all medication administered at the setting, along with all Administering Medication Forms, will be recorded and stored in the Medication Record Book.

Medicines must be stored out of the child's reach, in a separate container in the fridge.

The medicine should be administered to the child in such a way that affords them privacy. The child should be in a settled and relaxed frame of mind whilst the medicine is being administered.

All medicine must be handed over to the parent/carer to take home at the end of each day.

Changes to Medication

A child's parent or carer must complete a new Permission to Administer Medication form if there are any changes to a child's medication (including change of dosage or frequency).

Long Term Conditions

If a child suffers from a long-term medical condition the Club will ask the child's parents to provide a medical care plan from their doctor, to clarify exactly what the symptoms and treatment is so that the Club has a clear statement of the child's medical requirements.

Sun Protection

The manager and staff understand the dangers posed to children and themselves by overexposure to the sun.

In hot weather, parents/carers are required to apply and provide sunscreen for their children. A store of sun cream will also be kept on the premises for children who do not have adequate sun protection. Children will also be encouraged to wear a hat when playing outside in the sun.

When necessary, staff may apply sunscreen to children who cannot do so for themselves, where prior permission has been given by the parent/carer on the Admissions Form.

In hot weather, staff will encourage children to drink water frequently. Staff will also ensure that shady areas out of the sun are always available to children when playing outside. Outdoor play time may be reduced to protect children from over-exposure in very hot weather.

Staff are made aware that ultraviolet rays can still be harmful on breezy or cloudy days and the above precautions need to be taken

Duties of parents/ carers

- To inform the manager about your child's health care needs **before** admission.
- To provide any medication/s required and ensure it is fit for use, and clearly labelled with a chemist prescription label.
- To ensure the staff are aware of any side effect the medication may have on your child, whether administered at home or if the staff assist in the providing medication in the setting.
- To inform the staff about any medication given to your child earlier that day.

- To inform the manager of any changes to the child's condition or medication.
- To ensure that a supply of the child's medication is always on site. The child will not be admitted into the setting without their medication.
- A health care plan for the child is drawn up to include measures to be take in an emergency. Parents to sign health plan.

Infectious and Communicable Diseases

Superkids is committed to the health and safety of all children and staff who play, learn and work here. As such, Superkids will take necessary steps to prevent the spread of infection. It will sometimes be necessary to require a poorly child to be collected early from a session or be kept at home while they get better. In such cases, the provisions of the Accident, Illness and Emergency policy will be implemented.

In accordance with the procedures set out in the Accident, Illness and Emergency policy, parents/carers will be notified immediately if their child has become ill and needs to go home. Poorly children will be comforted, kept safe and under close supervision until they are collected.

If a child has had to go home prematurely due to illness, they should remain at home until they are better for at least 24 hours, or according to the times set out in the table below. If a member of staff becomes ill at work, similar restrictions on their return will apply.

If a child or member of staff becomes ill outside Superkids opening hours, they should notify Superkids as soon as possible. The minimum exclusion periods outlined in the table below will then come into operation.

If any infectious or communicable disease is detected on Superkids premises, the setting will inform parents/carers personally in writing as soon as possible. Superkids is committed to sharing as much information as possible about the source of the disease and the steps being taken to remove it. Ofsted will also be informed of any notifiable diseases discovered on the setting's premises [see table below].

Head Lice

When a case of head lice is discovered at Superkids, the situation will be handled carefully and safely. The child concerned will not be isolated from other children, and there is no need for them to be excluded from activities or sessions at the setting.

When the child concerned is collected, their parent/carer will be informed in a sensitive manner.

Other parents/carers will be informed that there has been a case of head lice as quickly as possible in writing, including advice and guidance on treating head lice.

Staff will check themselves regularly for lice and treat whenever necessary.

HIV & Aids

Staff:

Superkids accept that HIV can only be transmitted by the exchange of bodily fluids (blood or semen) and is not transmitted through saliva or normal social and professional contact. Employees with a progressive condition such as HIV will be covered by the Disability Discrimination Act 1995 and will not be treated less favourably than any other employee because of their condition, unless that treatment can be justified. Staff diagnosed with HIV and Aids will not be precluded from work except where deemed medically unfit by a doctor.

Guidelines for the handling and preparation of food and administering first aid remain the same, in that all staff must wear protective gloves during these activities to maintain hygiene and reduce the spread of illnesses and infections.

If the individual has any open wounds, it is advised that they cover the wound effectively with a plaster or suitable bandage.

All information and requests for advice will be treated with absolute confidentiality. Employees will be counselled to contact their own doctor where it is deemed appropriate.

Children:

The Club does not require any parent to disclose that their child is HIV positive. Any member of staff who becomes aware of a child's HIV positive status will maintain confidentiality and will not disclose that information to any other person without the parent's permission, except in an emergency where disclosure would benefit the child or protect another individual (ie. In the case of a medical emergency).

Such a child will not be denied access to any Superkids services or activities.

Superkids encourage individuals not to discriminate against any employee or child infected with HIV or Aids. Any member of staff or child in breach of this policy may be subject to the relevant disciplinary procedures.

Minimum Exclusion Periods for Illness and Disease

DISEASE	PERIOD OF EXCLUSION
Antibiotics prescribed	First 24 hours
Chicken Pox	5 to 7 days from when the rash first appeared
Conjunctivitis	24 hours or until the eyes have stopped 'weeping'
Diarrhoea	48 hours from last episode of diarrhoea
Diphtheria	Exclude - local HPU will advise [Notifiable disease]
Gastro-enteritis, food poisoning,	48 hours from last episode of vomiting/diarrhoea
Dysentery	24 hours or until advised by the doctor/local HPU
Glandular Fever	None
Hand, Foot and Mouth disease	None – contact local HPU re exclusion if large no. of children affected Hepatitis A 7 days from onset of jaundice & when recovered [Notifiable disease]
Hepatitis B	None [Notifiable disease]
High temperature	24 hours
Impetigo	Until the skin has healed [or 48 hours after commencing antibiotics]
Measles	4 days from when the rash first appeared [Notifiable disease]
Meningitis	Until certified well [Notifiable disease]
Mumps	7 days minimum or until the swelling has subsided [Notifiable disease]
Pediculosis (lice)	None
Pertussis (Whooping cough)	21 days from the onset [or 5 days from commencing antibiotics – (Notifiable disease)]
Plantar warts	Should be treated and covered
Poliomyelitis	Until certified well
Ringworm of scalp	Until cured
Ringworm of the body	Exclusion not generally required
Rubella (German Measles)	6 days from onset of rash [Notifiable disease]
Scabies	Until treatment has been given
Scarlet fever	24 hours after commencing antibiotics [Notifiable disease]
Tonsillitis	None
Tuberculosis	Always consult HPU [Notifiable disease]
Typhoid fever	Until declared free from infection by a doctor [Notifiable disease]
Vomiting	48 hours from last episode of vomiting
Warts (including Verrucae)	Exclusion not necessary. Sufferer should keep feet covered.

This list is not necessarily exhaustive, and staff are encouraged to contact local health services if they are in any doubt.

The policy was adopted by: Superkids Club Ltd	Date: 07.04.2020
To be reviewed: April 2021	Signed: Jo Murray & Jessica Baker

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017):
Safeguarding and Welfare Requirements: Health [3.45-3.46] Administration of medication to children in registered childcare.