Administration of Medication and Sick Child Policy

Medication
At Northleaze after School Play Club we follow the guidelines below regarding medication:

- Required, prescribed medication may be administered to children during the after-school play club. 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-prescribed medication will be given to children. If your child has a health reason to need medication such as Paracetamol or Calpol, a GP or nurse should be able to prescribe this.
- Children's prescribed drugs are stored in their original containers, in accordance with product and prescriber's instructions and are clearly labelled and inaccessible to the children. All medication will be securely stored and out of reach of children in the secure NAP Club Cupboard.
- Parents/carers must give prior written permission for the administration of medication.
- This states the name of the child, name/s of parent(s), date the medication starts, the name of the medication and prescribing doctor, nurse or dentist, the dose and times, or how and when the medication is to be administered.
- If the administration of prescribed medication requires medical or technical knowledge, tailored training is provided for at least two relevant members of staff by a health professional prior to the child attending the setting.
- We use the Medication log 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 the parent/carer on collection of the child.
- We will ask you to review your Child's registration form and health requirements to check details are correct when children attend the setting with prescribed medication.
- If a practitioner 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 and a thorough risk assessment being carried out. The provider will require evidence of this before the practitioner is able to work directly with children.
- All staff medication whether prescribed or unprescribed will be securely stored and out of the reach of children in the staff filing cabinet in the porch.

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

We do not provide care for children who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease. This is in line with the https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities

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

In the event of your child/children becoming ill whilst at the setting, the staff will follow the

outlined procedure below:

- Keyperson/Back-up Keyperson and person-in-charge to be informed.
- Description of the symptoms/problem to be relayed to the appropriate staff.
- Keyperson to assess the child/children and decide on appropriate action required.
- If the child is thought to have an infectious disease or is deemed too unwell to attend the setting, the Keyperson/Back up Keyperson will contact the child's parents/carers to ask them to collect the child.
- If the child's parent/carers are unavailable, emergency contact numbers will then be used.
- While the child is deemed well enough to attend the setting, or is awaiting collection by his/her parents, the child will be offered fluids and supported in a quiet or rest area.

Children with head lice are not excluded but must be treated to remedy the condition. Parents are notified if there is a case of head lice in the setting.

Parents and visitors are notified if there is an infectious disease, such as chicken pox. HIV (Human Immunodeficiency Virus) may affect children or families attending the setting. Staff may or may not be informed about it. Children or families are not excluded because of HIV.

Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times.

Staff suffering from sickness and diarrhoea do not handle food and are sent home as soon as staffing ratios allow. Staff are then not able to return to work until they have been clear of sickness or diarrhoea for 48 hours. The Public Health England South Region (Tel 0300 303 8162 or email swhpt@ukhsa.gov.uk) is notified of any infectious disease that a qualified medical person considers notifiable. (Infectious Disease (Notification) Act 1889)

Child needs to be sent home immediately	**Child does not need to be sent home immediately**
Contact parent/carer	Make child suitably comfortable
Make child suitably comfortable	Encourage rest/ fluids, whatever is required/appropriate to their illness symptoms
Encourage rest/fluids, whatever is required/appropriate to their illness symptoms	Encourage quiet activity
Move child to a more appropriate area of the setting	Inform all staff of the situation and advise close monitoring if child moves away to play
Dress/undress appropriately	Dress/undress appropriately
Comfort and reassure child/ren	Regularly assess child/ren
Update and inform parents/carer on collection	Update and inform parents/carer on collection

Advise Doctors appointment if this is felt necessary	Advise Doctors appointment if this is felt necessary
Request the parent/carer phones later/ next day/after Dr appointment to inform setting of diagnosis	Request parent/carer phones later/next day if there are any developments or diagnosis

Notify other users of the setting if the child is discovered to have an infectious/contagious condition/illness respecting the privacy of the ill child/family.

Advise parent/carer on the agreed time of return to setting, taking into consideration the illness and required incubation periods.

Notify Public Health England of any notifiable disease followed by Ofsted (including what steps are being taken to minimise the risk).

Date to be reviewed: October 2027

Date amended: October 2026

Date signed off: October 2026

Signed: Kathleen Williams

Signed: Jinny Mitchell-Kent