



Cranbrook Education Campus Illness and Medication Policy

Policy Date: May 2018

Review Date: May 2020

Review Committee: Performance and Standards

Policy Statement

At Cranbrook Education Campus we are committed to providing the highest quality of care to all our children. We recognise the need to ensure that only children who are well enough attend our setting, for their own best interests and to safeguard the wellbeing of all the other children.

On occasion, children will require medication to be administered whilst in our care and we work closely with parents to ensure that any risks associated with the administration of medicines is minimised. Our policy and procedures ensure that the greatest care is taken during this process.

- Staff will discuss the wellbeing and health of children when they come in each session and may decide not to admit a child if it is felt that attending would not be in the child's best interest or in the interest of the other children.
- Parents/carers are made aware of the need to inform the setting if their child has been or is in any way unwell since they last attended, or on arrival at the beginning of the session (see our Starting In Nursery / Starting In Reception handbooks).
- Parents/carers will be made aware of the need to inform the setting as soon as possible about any changes to the information held by the setting about their child's health or medical needs.
- Parents/carers will be required to ensure any prescribed children's medication is handed to a member of staff on entering the setting. This is to ensure that appropriate documentation and procedures are maintained and that any potentially harmful products are stored safely.
- All medicine shall be stored in a locked cupboard or fridge in the kitchen – inaccessible to other children.
- No medication will be given to a child in the setting without the written permission of the parent/carer, and only prescribed medicines will be administered.
- An administration of medicine form is to be filled out each time medication is given.
- The administration of medicine form is to be signed by both the parent/carer at the beginning of the session and will be asked to countersign against each dose administered at the end of the session. Junior members of staff will not be given responsibility for completing these forms.
- When filling in the form staff must ensure they collect all relevant data, including when the medication was last given at home and any background information. Parents/carers must understand the importance of staff collecting this information and agree to spend the necessary times completing the forms. Staff may decide not to administer the medication if insufficient information is given by the parent/carer.
- Two members of staff must be present, one of whom is a senior member of staff, to check the instructions on the form, verify the medicine being given is the correct one, and to witness the exact dose being given and the time it is given.
- For children receiving ongoing or long term medication a separate form will be completed which is used for the duration of the medication being administered. Staff will inform parents and sign for the medication being administered each day following the same procedures as above, and the form will be reviewed and updated regularly in cases where medications to be administered over many weeks or months.
- When a child becomes unwell in the setting, staff will monitor the child and contact parents/carers immediately to discuss the course of action. Parents/carers must agree to collect their child from the setting as soon as possible if requested to do so by staff.

- In case of a fever, staff will do all they can to reduce the fever, following first aid procedures, until the parent arrives. The child will be monitored closely.
- Parents will be made aware of the exclusion times connected with certain illnesses when appropriate.
- The teacher/senior member of staff in charge of the session will be responsible for the safe keeping of all medicines.