



Medication and Sickness Policy 1 Of 5

All children should have up to date immunisations prior to starting at Blooming Futures Daycare.

At least one member of staff with a current paediatric first aid certificate is on the premises at all times.

Purpose of Policy

The purpose of this policy is to ensure that any and all medication administered to children has been authorised by the child's parent/carer. Only authorised members of staff (qualified practitioners) will be allowed to administer medication and accurate records of any medicine administered can be found on Blossom system.

Who is Responsible?

It is the overall responsibility of the nursery manager to ensure that there is written parental/guardian permission to administer medication to children during the session - this is stored on the Blossom system. It is the responsibility of the staff to ensure that parent/carers complete a medication form on Blossom giving authorisation prior to any medication being administered. The form must be sent to parents as soon as is reasonably possible for parent review and completion.

Only medication required for children with long term illnesses who are on a critical care plan will be stored on nursery premises. No short term medication is to be stored at nursery, these medications will be returned to parents at the end of each day.

How will the policy be implemented?

- Staff members will not administer the first dose of medicine to the child. Parents should have given their child one dose to ensure no allergic reaction is caused by administering the medication.
- Members of staff may only administer prescribed medication to a child with the written consent of the parent/carer and clear instructions. Child's name / dosage must be on the medication bottle/packaging.
- Where members of staff are required to administer medication to a child, whether short term or long term, the parent/carer must first complete a medicine administration form via Blossom.
- Staff can only administer medication for the length of time stated on the bottle, staff will not administer medication beyond this time-scale unless we have a Doctor's letter.
- The medicine administration form will detail the name of the qualified practitioner who administered the medication and another staff member will sign as a witness to the administration of the medication.
- Before medicine is administered, the designated member of staff should check the medicine administration form for any changes.



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- . The online medicine administration form should be completed each time the child receives their medication, this form must be completed and signed by the person administering the medication and sent via Blossom as soon as is reasonably possible after administering.
- . Medicines to be stored in the fridge will be stored in a plastic lidded box, clearly named and dated.

Administering Medication

- A medication form must be completed by the parent using our Blossom system
- It must be clearly stated why the child is on medication.
- Medication must be stored accordingly in sealed containers in fridge or medicine cupboard.
- No medication should be left in children's bags.

Staff will only administer prescribed medication to a child with the written consent of the parent/carer and with clear instructions, the child's name / dosage must be on the medication bottle on a prescribed label.

Staff will only administer medication for the dose and length of time indicated on the bottle (packaging or prescribed label). Staff will not administer medication beyond this time-scale unless we have a doctors letter.

Auditing Medication

- Medication forms will be checked by the senior staff.
- All medication forms can be easily accessible by management and staff via Blossom.
- Management will audit all medications brought in and out of the nursery, . Medications MUST be returned home daily.
- . The nursery manager and staff must ensure that all medications are inaccessible to children, stored out of children's reach, in their original containers and clearly labelled with their contents and the child's name. It should be noted if specific medications have storage implications for the setting:

Controlled Drugs

We will not be storing any controlled drugs within the nursery at anytime.
If a child requires administration of a controlled drug, then the parent must come along to the nursery to administer when required.

Storage:

Medication must be stored accordingly in sealed containers in the fridge or medicine cupboard, out of reach of children.

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Pain medications:

Staff should record when medications come into nursery using the Blossom system by ensuring that parents complete and submit any medication which is to be administered on site.

All medications will be kept in the medicine cupboard out of the children's reach; or in a container in fridge if required with a prescribed labels stating child's name on the bottle / packaging and date/dose information.

Blooming Futures Daycare has a policy of keeping a minimum supply of pain medication (Calpol) for children in emergency situations.

Allergy Medication/Antihistamines

These will be kept out of the children's reach and stored in the "medication" box with the the child's name on the bottle /box and returned home daily for short term. All details should be recorded on our medication record form.

For children requiring allergy/antihistamine medication due to a long term condition, this will form part of our critical care procedures and we shall obtain the written consent from parents to administer the medication using the aforementioned procedures regarding prescription labels/doses/storage/time-scales.

Blooming Futures Daycare has a policy of keeping a minimum supply of allergy medication (Antihistamines) for children in emergency situations.

Epi-pens

Where a child requires an EpiPen for allergic reactions, the child must carry one with them at all times, the setting should also be issued with one. Only members of staff who are trained to administer this medication will be allowed to do so, whilst Blooming Futures Daycare aspires that all members of staff receive the required training parents are reminded that it is their responsibility to ensure that their children's medication requirements are up to date and that Blooming Futures Daycare is kept up to date.

Asthma Medications

The child should have an inhaler with them, which will be stored at nursery in the case of an emergency, each child's inhaler should be kept in our "medication" container, all details should be recorded on our medication record form. The form should also detail the date when the inhaler was given to the setting and returned home if applicable.

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November 2023 (Updated) P. Blackbeard



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Sickness and Medicine Policy

If a child becomes ill whilst they are attending the setting, they will be monitored (e.g. taking the child's temperature on a regular basis) and if it is felt that it is not beneficial for them to continue with us that day, the senior staff will phone the parent/carer and inform them of the situation.

Parents must notify us immediately if they are aware that their child has a contagious illness, even if it has yet to be confirmed by a doctor. Children suffering from sickness, diarrhoea, high temperature or the possibility of being infectious must refrain from attending the setting until they are clear from the symptoms for at least 48 hours or until your child is well enough.

If a child has been sent home from Blooming Futures Daycare due to ill health they should not be re-admitted until the child is suitably recovered at least 24hrs or until the GP says they can return.

The setting will only administer prescribed medicine (doctor, dentist, nurse or pharmacist) which is clearly labelled with the child's name, medicine type, dose to be administered and the correct date. No un-prescribed or over the counter medicine given by a parent/carer will be administered. The exception to this would be if your child develops a seriously high temperature. In this situation, the appropriate dose according to age of a paracetamol designed for children, such as Calpol, would be administered if the parent/carer has given the setting prior consent via the Blossom system or registration form. We will also attempt to reduce the temperature by removing outer clothing and giving fluids.

Staff will assess the situation and take into account the child's character and if staff feel it is not in your child's best interest to stay in the setting that day, parents'/carers' will be requested to attend as soon as possible. If a parent/carer wishes their child to be given paracetamol in this situation, they must have completed the consent form via Blossom. Verbal consent is inadequate, no matter what situation arises.

Paracetamol will only be administered by the management team and cross checked by a qualified staff member. However, this procedure will only be completed in the event of an emergency. If a child is taking antibiotics they must be kept away from the setting for at least 48 hours to enable the medicine to take effect.

Parents/carers of a child who requires prescribed medicine during their time with us must complete a medicine form via Blossom. If this form is not completed, the medicine will not be administered.



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Sickness and Medicine Policy

Details of when the last dosage was given must be reported and recorded on Blossom when the child arrives at the setting. However, if the medication is a long-term arrangement then a specific consent form may be used.

A full risk assessment will be carried out by the setting to make sure that we can fully support any children with short, medium and long-term medical conditions. We will work closely with parents and any other health professional to fully meet the needs of all children.

Any Serious injuries, accidents and illnesses will be reported to Ofsted according to here:
<https://www.gov.uk/guidance/childcare-reporting-childrens-accidents-and-injuries>

We meet our legal requirements for the safety of our employees by complying with RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

We will report to the local office of the Health & Safety Executive:

- any accident to a member of staff requiring treatment by a GP or hospital; or
- any dangerous occurrences (e.g. an event which does not cause an accident but might have done).
- any notifiable diseases – 'Notification of infectious diseases' is the term used to refer to the statutory duties for reporting notifiable diseases in the Public Health (Control of Disease) Act 1984 and the Health Protection (Notification) Regulations 2010.

Medical Guidelines:

Please refer to attached public health guidelines on infection control in schools and other childcare settings.

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November 2023 (Updated) P. Blackbeard



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First Aid, Accident and Injury Policy

Purpose of Policy

The purpose of this policy is to ensure that if an accident occurs within Blooming Futures Daycare appropriate action is taken and accurate information is recorded and communicated. An accident is classed as an occurrence which has resulted in injury to one or more persons.

Who is Responsible?

It is the responsibility of every member of staff to ensure that accidents and injuries are dealt with in a timely manner. It is the responsibility of the nursery manager or most senior member of staff to ensure that all members of staff have knowledge of first aid and that there is at least one member of staff on duty at all times who has a valid paediatric first aid certificate.

It is the responsibility of the member of staff who witnessed and who administered the first aid to complete the incident report on Blossom and ensure that it is sent to the parent or carer of the child or children involved.

All members of staff have a responsibility to ensure that the manager is informed when items from the first aid box are used. A system of recording is in place to ensure that the first aid box is restocked on a regular basis.

How the Policy is implemented when creating the staff rota

The manager must ensure that at least one member of staff on duty has a valid paediatric first aid certificate. A sign must be displayed on the notice board or information board which states who the first aider on duty is and where the first aid box is situated.

The Nursery Manager

The nursery manager will check the first aid box each month to ensure that the box is fully stocked, if there are any items that need to be ordered this should be done as soon as possible. The nursery manager is responsible for making sure that all medical information and emergency contact details on the children's registration documents are up to date and accurate.



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First Aid, Accident and Injury Policy

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981
- is regularly checked by the nursery owner and re-stocked etc.
- is easily accessible to adults
- is kept out of the way of children.

At the time of admission to the setting, parents'/carers' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval via the Blossom system and or in their paper registration forms.

Accident and Incident records are securely stored on our Blossom system:

- are kept securely and accessible
- are known to all staff, including how to complete forms
- is reviewed at least half termly to identify any potential or actual hazards.

Ofsted is notified of any injury requiring treatment by a GP or hospital, as well as in the extremely unlikely circumstances of the death of a child or adult.

Confidentiality will always be adhered to. This is a requirement of registration, from the Early Years Foundation Stage and in compliance with GDPR regulations.

If an accident occurs, it is the responsibility of the first aider, manager or most senior to determine whether the injury can be dealt with in the setting or if medical assistance is required.

Minor injuries

If the injury is minor and does not require medical assistance the first aider should address the injury and complete an incident record, this record will be signed by the first aider and by the parent or carer of the child.

Serious Accidents and Injuries which require medical attention

If the injury is minor but requires medical assistance or If the injury is serious and hospital treatment is required a member of staff should call an ambulance immediately and a member of staff should accompany the child to the hospital. The child's registration form containing medical information should be taken along with the staff member to the hospital. A member of staff should inform the parent/carer of the child (or an emergency contact) immediately and inform them of the accident and which hospital the child has been taken too. Upon returning to the setting the witness, first aider or manager/senior member of staff should complete the accident report and have it ready for the parent to sign on arrival.





First Aid, Accident and Injury Policy

Recording Accidents All accidents and injuries, however minor must be recorded in the incident form. Each child has their own page in the book and parents have access to their child's records and those alone.

The accident record should include the following:

- Name of the child
- Date and time of accident
- How the accident occurred
- The extent of the injury
- What treatment if any was given
- Regular monitoring

The child's parent or carer must be notified of and sign the accident record. Any incidents which have required hospital treatment MUST be reported to Ofsted and the Essex child protection agency within 14 days.

You must tell Ofsted about any of the following:

- anything that requires resuscitation
- admittance to hospital for more than 24 hours
- a broken bone or fracture
- dislocation of any major joint, such as the shoulder, knee, hip or elbow
- any loss of consciousness
- severe breathing difficulties, including asphyxia
- anything leading to hypothermia or heat-induced illness

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November 2023 (Updated) P. Blackbeard

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