

Oyster Bay Nursery

Medication, Illness and Sickness Policy

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This policy will be reviewed at least annually and/or following any lessons learnt and/or updates to national or local guidance and procedures.

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1. Policy Statement

At Oyster Bay Nursery, we aim to promote a healthy environment and protect the health, safety and wellbeing of every child in our care.

We recognise our responsibility to identify children's medical needs, manage allergies, administer medication safely when necessary, and reduce the spread of infections.

We work in partnership with parents and carers to ensure that relevant medical information is shared, individual care needs are understood and appropriate arrangements are in place.

This policy covers medication, allergies, illness, infectious diseases, exclusion from nursery, emergency medical procedures and the management of first aid supplies.

2. Medical Information and Allergies

2.1 Identifying Allergies and Medical Needs

When a child joins Oyster Bay Nursery, parents and carers will be asked to provide information about known allergies, medical conditions, dietary requirements and medication needs during the admissions and settling-in process.

Information will be recorded in the child's admission and transition records and updated whenever circumstances change.

Where a child has an allergy or medical condition requiring additional support, parents and carers will be asked to complete an appropriate allergy or individual care plan with the EY SENDCo.

The plan should include:

- The allergen or medical condition.
- The child's known symptoms and possible reactions.
- The action staff must take if symptoms occur.
- Any prescribed medication and instructions for its use.
- Emergency contact details and escalation arrangements.
- Measures required to prevent exposure to allergens.
- Details of relevant training staff need to administer medication safely.

Plans will be reviewed regularly and whenever the child's needs, medication or treatment instructions change.

2.2 Sharing Allergy Information

Relevant allergy and medical information will be accessible to staff who need it to care for the child safely. Information may be displayed in appropriate staff-only areas, including the kitchen, where necessary, for safe food preparation.

Where photographs are used to help staff identify children with allergies, they will be displayed securely and handled in accordance with the nursery's data protection procedures.

Parents and carers must inform the nursery promptly of any changes to a child's allergies, medication or medical condition.

2.3 Preventing Allergic Reactions

Staff will take reasonable steps to prevent children coming into contact with known allergens.

Oyster Bay Nursery will not use nuts or nut products in the setting. Parents and carers will be informed of this restriction and asked not to bring nuts or nut products into the nursery, including for parties or packed lunches.

The nursery will also follow its specific food restrictions and individual dietary and allergy plans, including restrictions relating to eggs where applicable.

Staff will take precautions to avoid cross-contamination during food preparation, serving and eating.

2.4 Allergic Reactions and Emergency Medication

If a child shows signs of an allergic reaction, staff will follow the child's individual allergy care plan and seek medical assistance appropriate to the severity of the reaction.

Where a severe allergic reaction or anaphylaxis is suspected, staff must call **999 immediately** and administer the child's prescribed emergency medication in accordance with their care plan and staff training. Parents or carers must be informed as soon as practicable, without delaying emergency treatment.

Prescribed adrenaline auto-injectors, such as EpiPens, must be accessible to authorised staff when needed, stored according to the manufacturer's instructions and checked for expiry dates.

Parents and carers must provide the required medication, written consent and clear instructions. Staff responsible for administering specialist medication must receive appropriate training and have their competence recorded.

3. Administering Medication

3.1 General Principles

Medication will only be administered when it is necessary for the child's health and wellbeing and when the nursery has the required written permission and instructions.

Staff must not administer medication unless they are authorised to do so and understand the instructions.

Medication must be handed directly to a member of staff by a parent or authorised carer. It must never be left in a child's bag or within a child's reach.

3.2 Medication Requirements

Before medication can be administered, the nursery will ensure that:

- Written parental consent has been obtained and recorded on the nursery's approved system, currently Ovivio.
- The medication is in its original packaging, clearly labelled and suitable for the named child.
- The child's name and dosage instructions are clear.
- The medicine has not expired.
- Written instructions explain the dose, method, timing and any relevant precautions.
- The nursery has established whether a dose has already been given at home.
- Any discrepancies between the medication label, prescription and parental instructions have been clarified before administration.

Prescription medication must be supplied in accordance with its dispensing instructions. Where additional clinical clarification is needed, the nursery may ask the parent or carer to obtain written confirmation from the prescribing healthcare professional.

Medication will be stored securely, in accordance with the label, manufacturer's instructions and the child's care plan. Medication requiring refrigeration will be stored appropriately and separately from food.

3.3 Recording and Communicating Medication

Every administration of medication must be recorded promptly on the nursery's medication record.

The record will include:

- The child's name.
- The name and strength of the medication.
- The dose administered.
- The date and time.
- The name of the staff member administering it.
- Any relevant observations or adverse reactions.
- The name of the staff member who checked or witnessed the administration, where required by the nursery's procedure.

Medication administration details will also be recorded in the child's Ovivio diary/news and activities record where appropriate.

Parents or carers will be informed of the medication given, including the dose and time. They will be asked to acknowledge the record in accordance with nursery procedures.

Staff must never give an additional dose if they are unsure whether medication has already been administered. They must seek advice from the Nursery Manager and, where necessary, a healthcare professional.

3.4 Short-Term and Long-Term Medication

Short-term and long-term medication forms will be completed as appropriate and kept with the child's records. A copy of the relevant instructions or care plan will be kept with the medication where practical and safe.

For children requiring regular medication, an individual care plan will explain the child's condition, medication requirements, relevant risks and emergency procedures.

The nursery will review care plans with parents and carers regularly and whenever instructions change.

3.5 Paracetamol and Other Medicines

Calpol (Paracetamol) Administration Policy

Oyster Bay Nursery will only administer Calpol (paracetamol) with prior written parental consent and in accordance with the manufacturer's instructions and the nursery's medication procedures.

Calpol may be administered to help reduce a child's fever or high temperature, or to relieve teething-related pain and discomfort in babies and toddlers, where appropriate. **If a child has a raised temperature or is unwell, Calpol will only be considered when the parent or carer has been contacted and is on their way to collect the child.**

Giving medication must not delay collection, medical assessment or emergency treatment.

Before administering Calpol, staff must check the child's recorded consent, the correct dose for the child's age and weight where specified, the time and amount of any previous dose, and that the medicine is suitable and has not expired. Staff must record the dose and time administered and inform the parent or carer.

Calpol will not be given solely to enable an unwell child to remain at nursery. If staff have concerns about the child's condition, they will seek appropriate medical advice. In an emergency, staff will call 999 where necessary and will not delay urgent care while attempting to contact parents.

Ibuprofen and aspirin will not routinely be administered. Any proposed use must be supported by an appropriate individual care plan and authorised instructions. Aspirin must not be given to children unless specifically directed by an appropriate specialist healthcare professional.

Antihistamines, including Piriton, will only be administered when there is appropriate consent, clear instructions and a suitable reason to do so. In an emergency, staff must not delay calling 999 while trying to contact parents. For non-emergency uncertainty, staff may seek advice from NHS 111.

Single-dose sachets or appropriately packaged products may be used where suitable to reduce contamination risks, provided the product is appropriate for the child and used according to its instructions.

3.6 Refusal, Errors or Adverse Reactions

If a child refuses medication, staff must not force the child to take it. The refusal must be recorded and parents or carers informed. Medical advice should be sought where missing the dose could affect the child's health.

If the wrong medication or dose is given, a dose is missed, or an unexpected reaction occurs, staff must immediately inform the Nursery Manager, seek appropriate medical advice and call 999 if there is a serious or immediate concern. Parents or carers must be informed promptly, and the incident must be documented and reviewed.

3.7 Returning and Disposing of Medication

Medication that is no longer required, has expired or is no longer suitable must be returned to the parent or carer for safe disposal, unless another safe disposal arrangement has been agreed.

Medication must never be disposed of where children could access it. Needles and other sharps must be placed in an appropriate sharps container and handled only by trained or authorised personnel.

4. Individual Care Plans and Emergency Treatments

Children with conditions requiring regular medication or additional medical support will have an individual care plan agreed with their parents or carers and, where appropriate, their healthcare professional.

The plan will explain the child's condition, medication, routine care requirements, emergency signs and the action staff must take.

4.1 Life-Saving Medication and Specialist Treatments

For children who require life-saving medication, such as adrenaline auto-injectors, or other specialist treatments, the nursery will obtain:

- Relevant medical instructions from the child's healthcare professional where required.
- Written parental consent.
- The prescribed medication and any necessary equipment.
- A clear care plan and emergency procedure.
- Evidence that the staff responsible for administering the treatment have received appropriate training.

Emergency medication must be readily accessible to authorised staff and must not be locked away in a way that delays emergency treatment. It must be stored securely against unauthorised access, in accordance with the child's plan and manufacturer's instructions.

The nursery will ensure that arrangements for medication and emergency care are in place during outings and other activities away from the premises.

4.2 Choking Emergencies

Staff must follow their first-aid training and emergency procedures if a child is choking. They must call 999 when indicated and provide age-appropriate first aid.

Any specialist choking-response device, including a LifeVac if used by the nursery, must only be used in accordance with its instructions and relevant training. It must never replace established choking first aid, CPR or emergency medical assistance.

5. Children Who Become Unwell at Nursery

If a child becomes unwell during the session, staff will observe the child, assess their immediate needs and inform the Nursery Manager or designated senior member of staff.

Signs of illness may include:

- A raised temperature.
- Vomiting or diarrhoea.
- Unusual tiredness or lethargy.
- Pain, including headache or stomach pain.
- A new or unexplained rash.
- Difficulty breathing or other concerning symptoms.
- A sudden change in behaviour or general condition.

The nursery will contact the child's parent or carer and request collection when the child is too unwell to remain safely at nursery or when exclusion is required under current public health guidance.

Every effort will be made to contact parents or carers. If they cannot be reached, the nursery will contact the other authorised emergency contacts listed on the child's record.

Children who are unwell will be cared for in a suitable, supervised area away from other children where practicable, while maintaining their comfort, dignity and safety. They must not be left alone.

5.1 Temperature and Fever

If a child has a raised temperature, staff will monitor their condition, keep them comfortable and avoid excessive clothing or bedding.

A suitable thermometer will be used in accordance with the manufacturer's instructions and nursery procedures. Staff will record relevant observations and communicate them to the parent or carer.

A child with a fever who is unwell or unable to participate comfortably in normal nursery activities will normally need to be collected.

Staff must seek urgent medical help if the child has serious symptoms, deteriorates rapidly or there is concern about their immediate safety. A temperature alone must not be used to determine the seriousness of a child's condition.

5.2 Emergency Medical Assistance

If a child has severe breathing difficulties, becomes unresponsive, has a suspected severe allergic reaction, experiences a serious injury or shows other signs of a medical emergency, staff must call 999 immediately and provide first aid within their training.

Parents or carers must be informed as soon as practicable. Staff will not delay emergency treatment while attempting to obtain parental consent.

If a child needs to go to hospital, a member of staff will accompany the child by ambulance where appropriate and remain with them until the parent or carer arrives, subject to safe staffing arrangements. Another member of staff will maintain appropriate supervision of the remaining children.

6. Infectious Illness and Exclusion

Oyster Bay Nursery takes steps to reduce the spread of infections and protect children, staff and families.

Parents and carers must inform the nursery if their child has been diagnosed with, or is suspected of having, an infectious illness. This enables the Nursery Manager to seek current public health advice, assess the risk to others and communicate any necessary precautions.

The nursery may refuse admission or request collection when a child is too unwell to remain safely in the setting or when exclusion is required under current health protection guidance.

Decisions will take account of the child's symptoms, the nature of the illness, the needs of other children and staff, and advice from the relevant health protection authority.

6.1 Vomiting and Diarrhoea

Children who have vomiting or diarrhoea must stay away from nursery until at least 48 hours after the last episode of vomiting or diarrhoea, in line with standard UK infection-control guidance, unless specific public health advice requires a different period.

If a child develops diarrhoea or vomits at nursery, parents or carers will be contacted and asked to collect them.

Repeated loose stools will be assessed in context, taking account of the child's normal pattern, symptoms and any advice from a healthcare professional. Stool appearance charts may support staff observations but will not be used as the sole basis for diagnosing illness.

The nursery will clean and disinfect affected areas using appropriate procedures and protective equipment.

6.2 Other Infectious Diseases

For illnesses such as chickenpox, measles, impetigo and other contagious infections, the Nursery Manager will consult current UK Health Security Agency (UKHSA) guidance or the relevant local health protection team to determine the appropriate exclusion period and any additional measures required.

Parents and carers will be informed when necessary, while respecting the confidentiality of the affected child.

The nursery will follow advice on notification, cleaning, ventilation, hand hygiene and other infection-control measures.

6.3 Antibiotics

Parents and carers must tell the nursery if their child has been prescribed antibiotics and provide the necessary medication instructions.

A child may return when they are well enough to participate in nursery activities and any exclusion period required for the underlying illness has passed.

The nursery will not apply a blanket 48-hour exclusion solely because a child has started antibiotics unless this is required by current public health guidance, the child's condition or specific medical advice.

Where medication needs to be administered during nursery hours, the normal medication consent and recording procedures will apply.

6.4 Head Lice

Head lice are not normally a reason for exclusion from nursery.

If head lice are identified, parents or carers will be informed privately and advised to check and treat the child as appropriate. General reminders may be shared with families if necessary, without identifying the affected child.

Any exceptional decision about attendance will be made by the Nursery Manager based on the circumstances and relevant guidance.

7. Infection Prevention and Hygiene

Staff will follow current infection prevention guidance and the nursery's hygiene procedures.

These include:

- Frequent and effective handwashing.
- Safe nappy-changing and toileting practices.
- Appropriate use of disposable gloves and aprons where required.
- Cleaning and disinfecting contaminated surfaces promptly.
- Safe handling and disposal of nappies, tissues and other waste.
- Safe handling of bodily fluids.
- Cleaning toys and shared resources as necessary.
- Maintaining suitable ventilation and general cleanliness.

- Following food hygiene and allergy procedures.

The nursery will maintain suitable first aid supplies and personal protective equipment.

8. First Aid Kits and Medical Supplies

Each nursery room will have access to a suitable, clearly identifiable first aid kit. Portable first aid kits will be available for outdoor activities and outings.

The designated first aid lead or another authorised member of staff will check supplies regularly, at least termly, and replenish items sooner when necessary.

Checks will include:

- Ensuring supplies are present and in good condition.
- Checking expiry dates where applicable.
- Replacing used or damaged items.
- Ensuring kits are suitable for the nursery's activities and identified risks.

First aid kits and medical supplies must be accessible to authorised adults but stored securely away from children.

9. Outings and Off-Site Activities

Before an outing, staff will check whether any child attending has medication, allergies or medical needs requiring additional arrangements.

Staff will ensure that:

- Required medication and emergency equipment are taken.
- Individual care plans and emergency contacts are accessible as appropriate.
- Staff understand their responsibilities.
- Medication is stored and administered safely.
- Suitable first aid supplies are available.
- Emergency procedures are in place.

Medication must never be left unattended where children or unauthorised people could access it.

10. Records and Confidentiality

The nursery will maintain appropriate records relating to:

- Children's allergies and medical conditions.

- Individual care plans.
- Parental consent and medication instructions.
- Medication administration and refusals.
- Illness and collection arrangements.
- Accidents, incidents and medical emergencies.
- Relevant staff training.
- First aid kit and medication checks.

Records will be kept securely in the nursery's approved systems, including Blossom and the relevant health records system, with access limited to staff who need the information for their role.

Medical information will be shared with emergency services and relevant professionals when necessary to protect a child's health and safety, in accordance with applicable data protection requirements.

11. Insurance and Liability

Oyster Bay Nursery will maintain appropriate insurance cover for its activities, including suitable public liability and employers' liability insurance where required.

The Nursery Manager will ensure that the nursery's insurance arrangements are reviewed as necessary and that relevant certificates are available in accordance with applicable requirements.

12. Responsibilities of Parents and Carers

Parents and carers are expected to:

- Provide accurate and up-to-date medical and allergy information.
- Inform the nursery promptly of any changes to a child's condition or medication.
- Supply prescribed medication in its original packaging with clear instructions.
- Complete the required consent forms and care plans.
- Collect their child promptly when requested because of illness.
- Follow the nursery's exclusion periods and relevant public health advice.
- Inform the nursery of diagnosed infectious illnesses.
- Ensure emergency contacts remain up to date.
- Collect medication when it is no longer required or has expired.

The nursery will work in partnership with families to maintain a healthy environment for all children.

13. Review of Policy

This policy will be reviewed at least annually and sooner if there are changes to legislation, statutory guidance, public health advice, nursery procedures or a significant incident.

All staff will be made aware of the policy and any changes. The Nursery Manager will ensure that staff receive appropriate guidance and training to implement it safely.

Oyster Bay Nursery is committed to supporting children's health and wellbeing through safe medication practices, effective illness management and close partnership with parents and carers.