Parents/Guardian/Carers will administer prescribed medicines where possible.

Medication will only be given if it is to sustain the health of the child, such as asthma pumps, medication for epilepsy or for an allergic reaction. The procedures for administering these types of medication will be written in a personalised care plan that will be held within the child’s file. Other prescribed medication, eg antibiotics, may be administered at the discretion of management.

**Procedures**

* Only management and/or qualified staff will administer medicine.
* All medication will be stored in its original container, clearly labelled and inaccessible to children.
* When medication is administered, records will be kept which should include dosage, name of medication, time of administration, person administering and witness to procedure.
* Parents/carers should sign the medication form when the child is collected.
* Should a child require medication that needs specific training such as an EpiPen. The pre-school will seek training for staff to ensure that they are qualified to administer it.

In any instances where we have to administer medication that requires training, we will check with our insurance company regarding our legal position.

**Illness**

When a child in our care becomes unwell, our policy is to send the child home. However, should a parent be unable to collect immediately we will ensure that the child has his/her needs met in the most appropriate way whilst continuing to protect other children and adults from risk of infection. Should the child have a temperature and require medication we will contact the parents and with consent will administer such medication. Whereupon collection the parent/carer will be required to sign the medical log.

**Procedures**

* The manager will not allow in child into the setting who appears to be suffering from a contagious illness or disease. Please do not bring unwell children into pre-school as they will be sent home on arrival.
* Any member of staff suspecting a child is unwell must report this to a senior member of staff.
* A child who becomes ill during the session will be looked after by a member of staff, who will ensure the child is as comfortable as possible, in a quiet area.
* The person in charge will telephone the parents/carers to inform them that their child needs to be collected. If, however, there is no answer, the emergency numbers will be called. The numbers will be called at regular intervals.
* If there is no answer from any telephone numbers called, then a member of staff will take care of the child until the end of the session.
* Where a child's condition deteriorates and a parent/carer cannot not be contacted, medical advice will be sort and if needed an ambulance will be called or the child will be taken directly to the hospital, along with their medical records that we hold.
* The minimum requirement for returning to pre-school after sickness and diarrhoea is 48 hours after the last symptom of the illness.
* We ask that parents/carers are considerate to others using the setting, and do not bring in children with contagious conditions such as conjunctivitis or chicken pox (until scabs have formed) and are kept away from pre-school until the condition has cleared. If you require any information regarding whether your child can attend with a condition, please see the manager.
* If you have had to give your child paracetamol (Calpol) or ibuprofen before attending pre-school it is unlikely that they are well enough to attend.
* Please inform us as soon as possible if your child is going to be absent for a period of time due to illness, via telephone or email and continue to keep us updated.
* If your child is absent for more than two consecutive weeks without us being informed of their absence, we reserve the right to offer that place to another child.

**Injury**

Minor bumps and grazes are normal and part and parcel of children learning and developing. If a child suffers an injury in our setting, we will administer basic first aid to attend to minor cuts, grazes and bruises and provide children will some TLC. If there is a mark left a text will be sent to parents to inform them. However, if the injury is deemed more than minor the following procedure will occur.

* The child will be looked after by a member of staff, who will ensure the child is as comfortable as possible, in a quiet area.
* The person in charge will telephone the parents/carers to inform them that their child has had an accident, the accident will then be recorded in an accident book and a photo of the page will be sent via text to the parents. If the child is well enough to remain in the session no further action will be required.
* If deemed necessary parents will be informed that their child needs to be collected. If, however, there is no answer, the emergency numbers will be called. The numbers will be called at regular intervals.
* If there is no answer from any telephone numbers called, then a member of staff will take care of the child until the end of the session.
* Where a child's condition deteriorates and a parent/carer cannot not be contacted, medical advice will be sort and if needed an ambulance will be called or the child will be taken directly to the hospital, along with their medical records that we hold.
* If the senior member of staff considers the injury to be severe, life threatening or life changing then medical attention/ambulance will be sought immediately and parents will be informed.

**Other Health and Medical concerns**

Parents are required to provide medical information on a child’s registration forms. Any information regarding allergies, mild medical conditions or other childhood aliments will be recorded and kept on file for staff to reference.

This policy was adopted at a meeting of:............................................................................

Date:.....................................................................................................................................................

Date to be reviewed:.....................................................................................................................

Signed:................................................................................................................................................

Print Name:.......................................................................................................................................

Position of signatory:...................................................................................................