

MEDICATION POLICY/ILLNESS POLICY/ACCIDENT PROCEDURES

Wingle-Tye staff are not in a position to administer medication. However, we recognise that there will be occasions when children will need to be given specific medication for a chronic medical condition when they are using the provision.

Following Government guidelines prescription medication can only be administered by staff if the parent/carer has completed and signed a **Medical Administration Form** (see attached) and the medication is in its original package, with the child's name and dosage clearly stated (including a 5ml medicine spoon or oral syringe for administering liquid medicines).

Whenever possible the Manager or Deputy Manager will be responsible for administering medicine, if this is not possible a member of staff who holds a current First Aid certificate will administer the medicine, overseen by another member of staff to ensure good practice. A record will be kept on the **Medical Administration Form** and signed by both staff members and the parent/carer will be asked to read and sign it when they collect their child.

Wingle-Tye Pre-School staff will use their best endeavours to carry out these arrangements – no legal liability can be accepted by Wingle-Tye Pre-School staff in the event of any adverse reaction by the child to the administration of the drug.

Wingle-Tye Pre-School will make every effort to access training for specific medical needs of children in our care so as not to discriminate but promote the good health of children.

Epipens, ventilators etc will be kept in a safe place accompanied by a letter from the parents stating exactly when and how they are to be administered. All our staff have been trained to use Epipens.

It is the parent/carers responsibility for keeping medicines up-to-date, for the removal of out of date medicines (and returns to dispensing pharmacy).

For safety all medicines will be kept in a lockable cupboard out of the reach of children, but accessible to staff.

ANAPHYLAXIS

Anaphylaxis (nut allergy) is a condition, which appears to be on the increase. It is difficult to diagnose in advance and is often discovered only when a child eats a nut for the first time. For this reason, we ask all parents/carers to discuss any allergies with the Manager to ensure their children are placed in a provision, which has staff that can administer the medicines needed to treat such conditions

MEDICATION PROCEDURE

PROCEDURE IN THE EVENT OF AN ANAPHYLACTIC REACTION

1. Ask member of staff to dial 999 and call an ambulance
2. Give the child's name and inform them that he/she is suffering an Anaphylactic Reaction.
3. Call the child's parents and inform them
4. While awaiting the medical assistance, staff will administer the EpiPen
5. A second dosage will be given after ten minutes if the ambulance has not arrived and his/her condition has not improved.

THE EPIPEN TREATMENT – INJECTABLE ADRENALINE

Directions for use are:

1. Pull the end off i.e the grey cap
2. Hold onto the muscle at the top of the leg i.e thigh
3. Aim the pen. It must be placed **OUTSIDE THE THIGH AND LEFT**
4. Press down on the top of the pen: this will click which in turn will push the needle into the leg
5. Count slowly to ten: this allows the adrenaline to be absorbed.
6. Withdraw needle i.e pull the EpiPen away
7. Look for a positive response. **YOU CAN INJECT A SECOND DOSAGE AFTER TEN MINUTES IF REQUIRED.**
8. Confirm that an ambulance has been called.

ILLNESS POLICY

We at Wingle-Tye Pre School realise that all children have minor illnesses that do not prevent them from attending. However, in the following circumstances children will be excluded from the Pre School.

- Diarrhoea and/or vomiting
- Doubtful rash
- Conjunctivitis
- Impetigo
- Worms
- Infectious illness

For example:

- chicken-pox
- mumps
- measles etc
- Fever or temperature of 101 degrees Fahrenheit or 38 degrees centigrade or over.

Good practice dictates that children should not attend the setting whilst they are on anti-biotics prescribed by their doctors and are still unwell. If your child is still taking anti-biotics but you feel they are well enough to attend, please consult with the Manager to ascertain when your child may return to the setting. We would also ask parents to be vigilant not to send their children if they suspect medical conditions such as conjunctivitis or impetigo as these conditions are extremely contagious. Good practice also dictates that children should not attend if they have a heavy cold (green discharge) as infection is easily transmitted. Finally, should your child have diarrhoea and/or sickness (for whatever reason) they should not attend for 48 hours after the cessation of the condition.

If a child arrives at Pre School ill, the senior member of staff will take the decision as to whether the child is fit to attend or not. If not, the parent will be asked to take the child home. If a child becomes ill at Pre School, we will take responsibility for informing the child's parents/carers and they will be asked to collect the child.

Whilst waiting for the parent, the child will be comforted and given the chance to rest in a quiet area.

Parents/carers are asked to inform the Pre School if the child has a communicable disease, so that we can inform other parents/carers.

ACCIDENT PROCEDURE

MAJOR ACCIDENT

If a major accident occurs the procedure is as follows:-

The First Aider will assess the situation and decide whether the child needs to go immediately to hospital or whether the child can wait for the parent/carer to come.

If the child needs to go to hospital an ambulance will be called. Then the parent/carer will be contacted and arrangements will be made to meet the parent/carer at the hospital. A member of staff will accompany the child to the hospital, but will not sign for any treatment to be carried out.

If the child can wait for the parent/carer to come, then the parent/carer will be contacted and the child will be made as comfortable as possible and a member of staff will stay with the child until the parent/carer arrives.

It will then be for the parent/carer to decide whether to go to the hospital or not.

A report of the accident will be recorded in the accident book.

MINOR ACCIDENT

If a minor accident occurs the procedure is as follows:

The injury is assessed by the First Aider and treated. The child is then re-settled back into the Pre-School and observed. The incident is then recorded in the accident book, which the parent/carer is asked to sign when collecting the child.