

## West Epping Pre School Sickness/Medication Policy

It is centre policy that sick children do not attend the centre.

Children should be kept at home if they have any of the following complaints ...

High Temperature	Vomiting
Diarrhoea	Severe skin rashes/infection
Productive cough (mucus)	Chicken Pox
Conjunctivitis	Diphtheria
Tonsillitis	Infectious Hepatitis
Measles	Mumps
Rubella (German measles)	WhoopingCough
Cold Sores	Head Lice
Ringworm	Scabies
Impetigo	Hand and Foot Infection

Excessive discharge from eyes/nose/ears.

### Medication:

If a child requires medication, such as antibiotics for an infection, the child must not attend for a minimum of 24 hours from when first taking the antibiotic. A certificate needs to be provided by the treating Doctor saying the child is fit to attend the pre-school. Medications will be administered as prescribed by Doctor. Medication must be in the original container and within the "Use by" date.

Medication permission forms are placed next to the sign in/out folder in each playroom. Please ensure this form is filled out correctly otherwise medication cannot be administered by staff. Staff/Witness will sign that staff has administered the correct dose. Signed medication forms must be given to the child's teacher. These forms are to be kept for 2 years after the member of staff leaves the service.

Ensure medication is handed to a staff member and not left in a child's locker or in the playroom. Medication is to be kept in a locked container in cupboard or fridge in either staff room or craft kitchen. Child's name, dosage and times must be clearly labeled on the medication. Please also remember to collect the medicine from a staff member at the end of the day. Copy of medication form is to be given to parents at the end of the day.

If medication is not administered at the correct time and more that 1 hour has elapsed since the prescribed administration time, the parents will be contacted for further advice.

Administration of Paracetamol: If any child develops a fever above 38.0 degrees, the following action will be taken:

- a) consent will be sought from parents for the administration of Paracetamol (dosage according to age child)
- b) should all attempts fail to contact a parent. The Director or person authorized by the Director will act in the best interests of the child and administer the required dose of Paracetamol.
- c) The parent will be requested to sign the Medication form upon arrival
- d) If after 20 minutes the child's temperature has not reduced an ambulance will be requested.

Related Policies – Asthma Policy