**14 Medication and accident/illness policy**

**The Pre-school staff have the right to refuse a child if they feel they are not fit and well enough to attend the Pre-school.**

**If your child has been given any medication that brings down their temperature in the past 48 hours, they must not attend the Pre-school**

 Parents/Carers must sign a medication form initially, giving details of the medicine, dosage and times to be administered and the length of time they will be on the medication. Daily forms will be completed by parent on child’s arrival each day. The form is then to be completed by a senior member of staff once the medication has been administered. The form is then signed again by the parents on the child’s departure that day.

All medicines must be clearly labelled with the child’s name. Only medication prescribed by a doctor may be administrated. The greatest care will be taken to see that these are administered per the instructions, medicines are to be administered by the officer in charge, and a signed record of all medication administered shall be made on the medication forms and witnessed by another member of staff. Parents must then sign the form again at the end of the day. If it is not the parents that collects the child a phone call is to be made to the parents to ensure they have been notified of when the medicine was administered.

**Anti-biotic can only be given if necessary, depending on the times to be given**. If the child is prescribed an anti–biotic they are to keep the child at home for minimum 48 hours.

It is Pre-school policy to encourage and promote good health and hygiene for all the children in our care. This includes monitoring the children for signs and symptoms of communicable diseases such as chickenpox, measles, mumps, rubella, meningitis, hepatitis, diarrhoea, vomiting and fevers of 101oF/37.8oC or over. (Please see Exclusions list).

 **If a child is displaying any COVID 19 symptoms** ie temperature, or new/persistent cough, or loss of smell or taste, they will be sent home straightaway. As per NHS and government guidelines, they will be isolated at home for 5 days. If symptoms develop, a Covid 19 PCR test should be done. If tested positive NHS test and track guidelines along with Covid 19 procedures must be followed. If tested negative, they will be allowed to attend the Preschool only when a proof of negative test is provided.

If a child/ staff is tested positive of COVID 19, Ofsted, local authority and Public health services England will be informed.

With the welfare of the sick child in mind and in the interests of the remaining children in the Pre-school, if in the opinion of the staff a child is ill, then the parent/carer will be contacted and requested to collect him/her as soon as possible. The staff must be convinced that the child has returned to good health before re-admitting him/her, ensuring that the child has not had a, sickness and diarrhoea or any other contagious infections for at least 48 hours.

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In breach of the policy, safeguarding action will be taken against parent/carer of the subject child which could result in Preschool dismiss the place of the child.

In the case of a serious accident or illness occurring then the parent/carer will be contacted immediately along with the child’s GP and the appropriate action taken. In the unlikely event of the parent not being available the senior staff member will assume charge and if necessary, take the child to hospital along with all relevant details.

**The following procedures will be followed in the event of: -**

**Major Accident**

**At all times the staff *must* wear protective clothing (disposable aprons and gloves).**

1. The manager will assess the situation and decide whether the child needs to go immediately to hospital or whether the child can wait for the parent/main carer to come.
* If the child needs to go straight to hospital an ambulance will be called. Then the parent/main carer will be contacted, and arrangements will be made to meet the parent/main 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/main carer to come, then the parent/main carer will be contacted, and the child will be made as comfortable as possible. A member of staff will stay with the child until the parent/main carer arrives.
* It will then be for the parent/main carer to decide whether to go to the hospital or not.
* A report of the accident will then be recorded in the accident log, the log will be signed by the member of staff who initially dealt with the accident, the manager and then by the parent who will also keep a copy of the form. Each accident is to be recorded on a separate page to ensure confidentiality.
1. Any accidents that occur in the Pre-school that lead to a child being hospitalised will be reported to OFSTED followed by a written report to both OFSTED and the local authority (Health and safety and safeguarding board) following the guild lines of RIDDOR.

**Minor Accident**

**At all times the staff *must* wear protective clothing (disposable aprons and gloves).**

* The injury is assessed by the keyworker and if necessary the manager is called.
* The injury is then treated.
* The child is then resettled back into the room and observed.
* The incident is then recorded in the accident record form and counter signed by the first aid responsible person. This person is responsible for ensuring the correct treatment has been applied. Parents must then be contacted if the child has a head or face injury.
* The accident record form must be signed by the parent or carer upon collection of the child and one copy is given to the parents to take away with them if they wish to take a copy. If it is not the parent who collect the child a phone call must be made to the parents to inform them of the accident.
* The accident forms are checked by the Pre-school manager on a regular basis to check for patterns.

**Staff and medication**

If staff are required to take medication, they must disclose this to the Pre-school manager and complete a form that states the name of medication, the length the medication is required, the reason for medication and dosage. The manager must be sure that the medication is not going to affect the staff members work and ability to care to the children, if the manager feels that it will then the member of staff must remain off work until he/she stops taking the medication or have a note from the doctor to say it is safe to continue to work. Staff medication must be kept away from children’s reach and not left in the staff’s bags.