

Family First Nurseries Absence and Medication Policy and Procedures



Child Absence

At Family First Nurseries we aim to work in close partnership with all parents to confidently meet the needs of all our children. We aim to ensure we provide the highest quality care within our service in a warm and welcoming environment.

If a child is unexpectedly absent from nursery, the staff team will endeavour to contact the parent by 10:00am. If staff receive no response, management will leave aim to make contact by phone or email. Failing to make contact may result in management the using emergency contact provided.

Staff will make the manager aware of any child failing to attend nursery on their normal pattern. Each case will be considered individually, taking into account parents working pattern and annual holidays.

Relevant professionals will be contacted where there are concerns over the welfare of a child.

If the nursery manager is unable to contact the parent or emergency contact within two days, Social Care Direct (0131 200 2327) will be contacted for further advice.

Medication

At Family First, we aim to promote the good health of all children attending and take the necessary steps to prevent the spread of infection. If a child requires medication whilst at nursery, we will strive to obtain all relevant information, compile paperwork and care plans and will ensure this information is kept up to date.

When dealing with any kind of medication, Family First Nurseries will follow strict guidelines. This is to ensure the safety and wellbeing of the child as well as staff and other children in the setting.

Prescription Medication

- Prescription medication will only be administered to the child named on the label and for the dosage stated.
- Medication must be in their **original containers** and labelled correctly.
- Parents/carers must ensure that they administer the first round of prescribed medication at home to ensure there is no reaction or allergy. Children can return to

nursery after they have received the medication for 24 hours. This includes but is not limited to antibiotics and inhalers.

- Children who have received medication at home for 24 hours, with no reaction or allergy, may return to nursery and following completion of appropriate medical forms, our staff team may administer the medication throughout the day as required.
- Those with parental responsibility of any child requiring prescription medication should allow a senior member of staff to have sight of the medication. The staff member should note the details of the administration on the appropriate form and another member of staff should check the details.
- Those with parental responsibility must give prior written permission for the administration of every medication. However, we will accept written permission once for a whole course of medication (for example antibiotics) or for the ongoing use of a particular medication under the following circumstances:
 1. The written permission is only acceptable for the specific name of medication and cannot be used for similar types of medication. E.g. if the course of antibiotics changes a new form will need to be completed.
 2. The dosage written on the label and permission form is the only dosage that will be administered.
 3. Parents should notify us immediately if the child's circumstances change, e.g. a dose has been given at home or a change in strength/dose needs to be given.
- Family First Nurseries will not administer a dosage that exceeds the recommended dose on instructions unless accompanied by a doctor's letter.
- The parent must be asked when the child last received the medication before attending nursery. This information will be recorded on the medication form. Similarly, when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent must sign on both occasions.
- At the time of administering medication, a qualified member of staff will ask the child to take the medicine or offer it in a manner that is acceptable to the child at the prescribed time and prescribed form. It is important to note that staff working with children are not legally obliged to administer medication.
- If the child refuses to take the appropriate medication, then a note will be made on the form and if a child only takes part of the dosage this will be recorded. No additional medication will be administered until the next dose is due to minimise the risk of overdosing. Parents will be notified if the appropriate dose has not been taken by the child.
- Where medication is 'essential' or may have side effects, discussion with the parent will take place to establish an appropriate response.
- Wherever possible parents will be asked to request that the GP prescribe the least number of doses per day, i.e. three x daily rather than four x daily.

Non-Prescribed Medication

- The only non-prescription medication that *may* be administered is paracetamol or equivalent, such as children's ibuprofen, for specific reasons. If a parent requires that their child has this during nursery hours in addition to the signed medication form a separate letter will be required daily with more details as to why the medication is required.
- If any child is brought to Family First Nursery in a condition in which he/she may require medication during the day, a senior member of staff will decide if the child is fit to be left at nursery. If the child is staying, the parent must make staff aware if any kind of medication has been given, at what time and what dosage.
- Family First Nursery does not administer any medication unless prior written consent is given for every medication/prescription.
- Non-prescribed medications can include, but are not limited to, any of the following: paracetamol, teething powders or gels, creams.
- The administration of long term over the counter medication, will follow the same paperwork trail and continue to be reviewed.

Injections, pessaries and suppositories

- As the administration of injections, pessaries and suppositories represents intrusive practice, they should not be administered by any member of staff, unless appropriate training and guidance is given to each member of staff caring for this child.

Storage

- All medication for children must have the child's name clearly written on the original container and kept in a closed box, which is out of reach of all children and under ongoing supervision.
- Emergency medications, such as inhalers and EpiPens, will be stored in a designated space; staff will be advised on where it is stored.
- All medications must be in their original containers, legible and not tampered with or they will not be given. All prescription medications should have the pharmacists' details and notes attached to show the dosage required and the date the prescription was issued. This will be checked, along with the expiry date, before staff can agree to administer medication. As part of the health and safety audit, any expiry dates will be checked on all medications stored on Family First Nurseries Premises.

Refer to 'Management of Medications Guidelines', Care Inspectorate, for further information.

Sickness/High Temperature

- Colds, coughs and sniffles are to be expected in Nursery. If your child is unwell, even if the symptoms seem mild, they should remain at home until they are fully recovered and able to participate comfortably in all nursery activities. The nursery is not a restful environment for children who are unwell.

- Young children can deteriorate quickly and what may appear manageable at home can become overwhelming in a nursery environment. Keeping unwell children at home helps us to;
 - Prevent the spread of infection to other children
 - Protect the health and wellbeing of our staff team
 - Maintain stable staffing and consistency for the children
 - Reduce disruption caused by mid-session collections
- When infection spreads within the setting, it not only affects children and families, but can significantly impact staffing levels. This makes it much more challenging to provide the calm, consistent, high-quality care that your children deserve.
- Children who have had an upset stomach, very loose bowel movements or vomiting will be required to remain at home for a full 48 hours from the last bout. If a child vomits whilst at nursery, a parent will be called to collect their child. If a child has three loose bowel movements whilst at nursery, a parent will be called to collect. A decision around collection also remains at managers discretion, as there may other factors to take into consideration.
- Children who have been given antibiotics by a doctor must stay home until they have received the medicine for 24 hours.
- A raised temperature is usually a sign that a child's body is fighting an infection. In some cases, high temperatures can lead to febrile seizures which are convulsions triggered by a temperature
- Following NHS Guidelines, a fever constitutes to a temperature of 38 degrees or above.
- A child will not be admitted to Nursery if they have a fever. They will also not be admitted if they have received any medication for a fever in the 24 hours prior to attending. Medication can temporarily lower a temperature and mask symptoms.
- If a child develops any of the above symptoms whilst in the care of Family First Nursery, we will contact parents and make arrangements for the child to be collected.

Please note that nursery sessions are not deducted from invoices for unexpected absence or illness.

Transporting children to hospital procedure:

- If it is required, an ambulance will be called. The nursery will NOT attempt to transport a sick child in their own vehicle
- Whilst waiting for an ambulance, parents or emergency contacts will be informed.
- A senior member of staff will accompany the child and collect registration forms, relevant medication paperwork, medication and the child's comforter if appropriate.
- Staff will always remain calm.
- If the child's illness results in the extreme event of death, then the care inspectorate must be informed. The manager will compile a detailed report of the events of the day using the knowledge of all staff.

We require honesty and transparency from parents to best support and meet the needs of your child, in the interest of their health and wellbeing, as well as that of staff and peers. Having the correct paperwork in place allows us to safely administer prescribed medication in line with medical advice.

A child requiring medication does not automatically mean they need to be absent from nursery; however, there is a protocol we follow to ensure the wellbeing and safety of everyone. This includes but is not limited to; completing the correct paperwork and care plans prior to your child returning to nursery after a period of absence.