

E5: ILLNESS & ADMINISTRATION OF MEDICATION

This Policy includes the Early Years Foundation Stage and Breakfast, Tea Time and Holiday Clubs

Parents are asked to keep their children at home if they have any infection, and to inform the school as to the nature of the infection. This will allow the school to alert other parents and to make careful observations of any child who seems unwell. The school asks that parents follow the school's exclusion period detailed below and every classroom has a copy.

Illness/Disease	Exclusion Period
Chicken Pox	5 days from the onset of the rash <u>and</u> all the spots have healed or scabbed
German Measles*	5 days from the onset of the rash – children are most infectious before the diagnosis is made and most children should be immune due to immunisations.
Hand, Foot and Mouth	Until all the blisters have healed up.
Impetigo	Until lesions are crusted or healed (must not be moist or discharging). Antibiotic treatment may speed healing and reduce infectious period.
Measles*	5 days from onset of rash.

Meningitis*	Until recovered – depends on the strain and severity.
Ringworm	Until anti-fungal treatment has commenced.
Scabies	Child can return after first treatment.
Scarlet Fever*	5 days from commencing antibiotics.
Conjunctivitis	When eyes are no longer pink and itchy and discharge has ceased.
Mumps*	5 days from the onset of swollen glands.
Threadworms	No exclusion, however treatment is strongly recommended for the child and household contacts.
Head Lice	Until treated and live headlice eradicated.
Sickness, temperature** or diarrhoea	At least 48 hours has elapsed since last sign of symptoms.

* Denotes notifiable disease

** Children under 5 years of age are considered to have a fever (high temperature) if it is above 37.5°C. Children aged from 5 years, a fever (high temperature) is one recorded at 38°C as advised by St John's Ambulance who run accredited Norfolk County Council First Aid Training.

The school requests that parents inform the school if their child has received any kind of bump to the head whilst at home, however small. This allows the staff to observe any changes in the child's health. We also always inform parents of any head injury received at school (as outlined in the First Aid Policy) and a letter is sent home with the child on the same day. If the children of school staff are unwell, the children will not accompany their parents to work in the school.

Cuts or open sores, whether on adults or children, will be covered with plasters or other dressings.

If the child is on prescribed medication, the following procedures will be followed:

If possible the child's parents will administer medicine. It is the school's policy not to administer prescription medicines (eg antibiotics) to children during school time however in exceptional circumstances the school will administer the medication. The staff keep a detailed record of any medicines administered. The forms include the name of the child, the name of the medicine, how often it is to be administered and what the dosage is, and the name of the staff member who administered it, plus a signature from a second staff member who witnessed the administration.

Parents are also requested to inform the setting if any medicine has been administered at home before their child is brought to school. This includes the time and dose and parents must sign the medicine form to confirm this information. Parents also sign the form upon collection. The Statutory Framework states that children should only be given medicines containing aspirin when prescribed by a doctor and the setting will not administer these in any other circumstances.

If a child becomes unwell whilst at school, the school will contact the parents immediately and ask them to collect the child. In the cases of emergencies, parental consent allows the school to take a child to hospital.

In cases where parents request the school to administer prescriptive medicine, a letter of consent signed by the parent or person with parental responsibility must accompany the medication. The letter should include the name of the illness or condition, the name of the medicine, the dosage and frequency. Again parents must inform the setting if any medicine has been administered at home before their child is brought to school. The time and dose must be recorded on the form and parents sign to confirm this. We are unable to administer any prescription medicine without a letter of consent. If a child refuses to take their medication staff will accept their decision and inform the parents accordingly.

The majority of medications are stored in a fridge away from the classrooms and not within access of any child. Parents are requested to sign medicines in and out when they are left at school in the medicine fridge. However there may be incidences when medication needs to be readily accessible, for example if children are likely to suffer a severe allergic reaction which could potentially be life threatening. In such incidences, parents will be invited to discuss and implement a Individual Health Care Plan for children with special health needs.

This includes a diagnosis and symptoms of the special health need together with details of emergency treatment and daily considerations and requirements. Medicines kept in the classroom are also signed in and out by parents, so staff are aware what is being kept on site.

Inhalers must be clearly labelled with the name of the child and kept in the child's classroom where they can be easily reached where necessary. It is the responsibility of the parents to collect unused medicines from the school and dispose of them accordingly.

Details of any children with specific allergies are displayed in their classroom so staff are always aware of the nature of their allergy and treatment required.

Information Sources

Parents will have the opportunity to discuss health issues with school staff and will have access to information available to the school. The school will maintain links with health visitors and gather health information and advice from the local health authority information services and/or other health agencies.

Agreed and approved by the School Advisory Board

Date: September 2016

Reviewed: September 2017

Review Date: September 2018

DATE:

Dear Parent

Your child was involved in an incident at school today.

Time:

Location:

Description of incident:

Staff member who witnessed incident:

The injury included a **blow to the head** and whilst he/she has been well enough to continue in school, please watch out for any signs or symptoms which may indicate a more serious injury including:

- Drowsiness
- Vomiting or feeling sick
- Blood or watery fluid from nose or ears
- Headache
- Blurred or double vision

If any of these signs develop, seek medical advice from your GP or Hospital.

I confirm that I have received a letter informing me that my child received a blow to the head

Name of child:

Signed:

Date:

ADMINISTRATION OF MEDICINE

Child's Name:

Date:

Details:

Name of Medicine:

Dosage:

Time Administered:

Administered by:

Time of last dose administered by parent:

Signature of parent:

Consent for Prescriptive Medicine:

Signature of Staff Member:

Signature of Parent/Guardian:

CONSENT FOR PRESCRIPTIVE MEDICINE

Name of Child:

Class:

Date:

Name of Medicine:

Dosage:

Frequency administered/Time:

Original label and container?

Time of last dose administered by parent:

I hereby give my consent that a member of staff may administer the above medicine to my child.

Signature of parent:

Signature of Parent upon collection of child:

