

LITTLE SPONGES MONTESSORI

ILLNESS AND ACCIDENTS

Policy Statement

It is the policy of this Nursery that children in our care are kept safe at all times. The Nursery understands its duty to promote the good health of the children, take necessary steps to prevent the spread of infection, and take appropriate action when they are ill. In this respect the Nursery is fully compliant with Section 3: Welfare Requirements of the Early Years Foundation Stage (EYFS) statutory framework.

Procedure

- At LITTLE SPONGES MONTESSORI, we realise that all children have minor illnesses, such as minor coughs and colds, from time to time, that do not prevent them from attending. In these circumstances Nursery staff should allow children to attend.
- The Nursery is also aware that some children have longer-term illnesses and conditions that, while serious, do not affect their day-to-day life and that living a “normal” life and attending early years settings is an important part of their coping with that illness. These cases will always be discussed with the parents/guardians at the enrollment stage and, if accepted at the Nursery, a suitable plan of care will be agreed which may involve the administration of medication.
- However, the Nursery is also aware that some children will have minor or serious illnesses from time to time that would prevent them from attending. It is therefore the policy of the Nursery that children who have anything more than a minor illness should be kept at home. This is particularly important in the case of any infectious illness that might be spread.

Children with the following signs or symptoms will be excluded from the Nursery:

- Diarrhoea and/or vomiting
 - Doubtful rash
 - Conjunctivitis (unless treated immediately with antibiotics)
 - Infectious illness, e.g. chicken-pox, mumps or measles
 - Fever or temperature.
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- Parents/guardians should be advised that their children might not return to the Nursery until 48 hours after they have been symptom-free.
 - If a child arrives at the Nursery ill, the Head 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 while at the Nursery or has an accident then the Head or Deputy and the child's parents/guardians should be called and asked to collect the child. While waiting for the parents/guardians the child will be monitored and comforted and given the chance to rest in a quiet area. If the child's condition worsens such that it causes concern to staff then suitable medical treatment should be arranged in the form of a GP, an ambulance or transport to Accident and Emergency as appropriate and the parents/guardians informed.
 - In the event of an illness or accident requiring hospital treatment, the person in charge will try to inform the parents/guardians immediately and arrange to have the child taken to hospital. The person who takes the child should stay with the child until the parents/guardians arrive.

- If the parents/guardians do not arrive or are unable to be contacted, the member of staff should stay with the child until the appropriate treatment has been given and follow the advice of a responsible doctor. Where appropriate they should return with the child to the Nursery where he or she would be cared-for until the arrival of the parents/guardians.
- In all cases the first aider will complete a detailed report of what happened and action taken.
- Any illness, accident or injury to a child will be recorded in the accident book and, in the case of a serious injury, an appropriate report made to Ofsted as required by the Early Years Foundation Stage (EYFS) statutory framework. Reports should be made via the Ofsted Contact Centre on 0300 123 1231.

MEDICINES

ADMINISTRATION OF MEDICATION POLICY

Aim

The Nursery puts the wellbeing of the children in its care at the very core of its services. The Nursery is keen to help children to attend, where appropriate, even if they are taking medication and to enable this to happen staff are trained to administer medication on site.

Procedure

In order for medication to be administered the following procedure must be adhered to by parents and staff:

- The Nursery requires written and signed consent in advance from parents which clearly shows the date, dosage and expiry date of any medication (prescription and non-prescription) and the circumstances in which it should be given. All prescription medicines are only administered where they have been prescribed for the child by a doctor, dentist, nurse or pharmacist. Records will be kept each time any medicine is administered.

Training will be provided for staff where administering medicine requires medical or technical knowledge.

- Any medication left with staff for administration must be in its original container and bear its original label. The label must be legible and have the name of the child on it.
- Wash their hands
- Refer to the permission to administer medication form and to the administration record and carefully check that all details are correct
- Be certain of the identity of the child to whom the medication is being given.
- Check that the prescription on the label of the medication is clear and unambiguous
- Check the name of the medication matches the permission/administration form
- Check the name of the child on the label matches the permission/administration form
- Check the dose and method of administration
- Check the expiry date
- Check that the child is not allergic to the medication
- Administer the medication as instructed on the label and as specified in the permission to administer medication form

- Keep clear and accurate, signed records of all medication administered, withheld or refused
- Monitor any children taking medication and report any side effects immediately to the person in charge
- Inform parents/guardians that the medication has been given when they pick up their children.
- All medication should be kept securely in the cupboard provided.
- Unused or surplus medication should be returned to the parent/guardian.
- If a child refuses to take their medication staff should never attempt to force or coerce compliance. They should note the refusal in their records and follow any agreed procedures set out in the individual child's health care plan. Parents should be informed of the refusal on the same day.
If a refusal to take medicines results in an emergency, the setting's emergency procedures should be followed.

LITTLE SPONGES will administer certain non-prescription medication but insists that a permission form, which is signed by the parent/guardian, accompanies any request for this. Staff can administer non-prescribed medication for a maximum of three days, after which time they will no longer be able to continue giving the medication. At any time during the three days, if the staff deems that the child's health has deteriorated or they have concerns for his/her health, the parent/guardian should be contacted and asked to collect the child (or make arrangements for the child to be collected by another named person) and refer them to their GP.

Written permission is required for emergency treatment of chronic illnesses, such as asthma where inhalers may need to be given on a long-term basis.

Staff will be asked to attend general training in the administration and monitoring of medication and to meet specific needs concerning administration, or other health-related matters.

In an emergency situation the first aider should be called, an ambulance called for and parents informed immediately.

The management should monitor staff to ensure the procedures are being carried out, and that they are clear to all. Staff will be asked to feedback at meetings any areas of concern or to identify training needs that they may have.

ASTHMA

Policy Background

Little Sponges Montessori understands asthma to be a common disease involving the respiratory system in which the airways constrict and become inflamed, causing symptoms such as wheezing, shortness of breath, chest tightness, and coughing. These episodes may be triggered by such things as exposure to an environmental stimulant such as an allergen, environmental tobacco smoke, cold or warm air, perfume, pet dander, moist air, exercise or exertion, or emotional stress. In children, the most common triggers are viral illnesses such as those that cause the common cold. This airway constriction responds to medication such bronchodilators, which is often administered via an inhaler. Little Sponges believes that children who suffer from asthma should have the opportunity of being able to play a full and active role in life and should not suffer from exclusion or discrimination in any way due to their condition.

Policy Aim -

The aim of this policy is to enable Little Sponges Montessori to ensure that children suffering from asthma have effective care and support while attending the setting.

Policy

- Little Sponges Montessori recognises that asthma is a widespread and serious but controllable condition and that children with asthma can and do participate fully in all aspects of life.
- Children with asthma will be welcomed and included in all of the activities of the setting.
- We recognise that children with asthma will need immediate access to reliever inhalers at all times.
- We will keep a record of all children with asthma and the medicines they take.
- We will ensure that the whole setting — including the physical, social, sporting and educational environment — is favourable to children with asthma.
- All staff (including bank staff and support staff) that comes into contact with children with asthma will know what to do in the event of an asthma attack.

Medication Arrangements

The setting understands that in the case of an asthma attack immediate access to reliever medicines, usually an inhaler is essential.

In order for medication to be administered the following procedure must be adhered to by parents and staff:

- The setting requires written and signed consent in advance from parents which clearly shows the date, dosage and expiry date of any medication and the circumstances in which it should be given.
- Any medication left with staff for administration must be in its original container and bear its original label. The label must be legible and have the name of the child on it.

In this setting:

- reliever inhalers will be accepted into the setting as described under Medication Arrangements, above
- inhalers must be properly labelled for use by the child for whom they are prescribed; this label must display an expiry date which will be checked by staff when they accept the medication
- reliever inhalers will be kept in the medication cabinet, which is designed to be accessible in the event of an emergency
- parents/carers will be asked to ensure that the setting is provided with a labelled spare reliever inhaler in case the first one runs out
- Where the child is too young or cannot administer the inhaler themselves they will be helped by a member of staff specially trained in helping with medication
- any administration of medication will be recorded and reported to the parents/carers when they collect their child.
- Medicine that has not been prescribed for a child must not under any circumstances be given.

Training

All new staff will be made aware of this policy on induction. Staff training regarding healthcare issues, including asthma will be a regular feature of staff development programmes. Staff will be asked to attend general training in the administration and monitoring of medication and to meet specific needs concerning administration, or other health-related matters.