Clybiau Llywodraethwyr a Chylch Chwarae
Gresffordd Gresford
Governors' Clubs and Playgroup

# Medication & Sick Children Policy

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| **Equality Act Impact Assessment** | YES | NO | Ionawr 2025 |
| **Last Review Date** | May 2026 | | |
| **Date to be reviewed** | May 2027 | | |
| **Date Adopted by Management Committee** | 10.06.2026 | | |
| **Responsible Individual -** Mr Richard Hatwood | | | |
| **Chair of Management Committee –** Mrs Jan MacDonald | | | |

**1. Purpose**

The purpose of this policy is to establish clear guidelines for managing medication administration and caring for sick children at GGCP. GGCP is committed to safeguarding children's health by ensuring medication is administered safely and sick children receive appropriate care, minimising the risk of infection to others.

**2. Scope**

This policy applies to all GGCP staff, trustees, volunteers, parents, carers, and children. It covers procedures for administering medication, caring for sick children, and managing infections to maintain a healthy environment for all.

**3. Policy Statement**

GGCP is committed to:
- Providing a safe and supportive environment for administering medication when necessary.
- Ensuring that sick children are identified, managed with care, and excluded from the setting if they pose a risk of spreading illness.
- Following all relevant health and safety legislation and best practices in infection control and medication management.

**4. Legal and Regulatory Framework**

This policy aligns with:
- The Health and Safety at Work Act 1974
- The Children Act 1989 and 2004
- The Medicines Act 1968
- The Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Care Inspectorate Wales (CIW) National Minimum Standards for regulated childcare
- The Data Protection Act 2018 (GDPR)

**5. Administration of Medication**

5.1 Parental Consent and Medication Form
- GGCP will only administer medication prescribed by a doctor, dentist, nurse, or pharmacist and must be clearly labelled with the child's name and dosage instructions, with the exception of liquid paracetamol. (see below)
- Parents and carers must complete a Medication Consent Form for each medication, specifying the dosage, administration frequency, and any special instructions.
- Staff will review the form with parents to ensure clarity and understanding.

**5.2 Conditions relating to each occasion Liquid Paracetamol is administered**
In situations where a child becomes unwell whilst at the registered setting, it is most appropriate for the child to be collected by a parent or carer. However, in circumstances where:
a) there may be a delay in the parent or carer collecting the child or arranging collection by someone else; or
b) the parent or carer is not immediately contactable,

It is appropriate for the child to be given a **single (age appropriate) dose of Liquid Paracetamol** whilst the child waits to be collected if:
1. the child's parent or carer has given prior consent to their child being given Liquid Paracetamol;

**and either**
2. the child's parent or carer has been contacted;
3. the child's parent or carer has given consent for the dose of paracetamol to be given;
4. a period of at least 4 hours has passed since the last dose of paracetamol was given to the child; and
5. the parent or carer has undertaken to collect the child from the registered setting as soon as is practicable;

**or**
6. the registered setting has attempted to contact the child's parent or carer, but they cannot be contacted;

7. the registered setting has contacted NHS111;
8. a healthcare professional (at NHS111) has advised that it would be appropriate for a dose of Liquid Paracetamol to be given; and
9. the registered setting subsequently makes contact with the child's parent or carer to arrange for the child to be collected from the registered setting at the earliest opportunity/as soon as is practicable.

**5.3 Storage of Medication**
- Medication will be stored securely, either in a locked cupboard or a refrigerator (if required), ensuring it is inaccessible to children.
- Each medication will be labelled with the child's name, and storage instructions will be followed to maintain the medication's effectiveness.

**5.4 Administering Medication**

- Medication will only be administered by designated staff members who have been trained in GGCP's medication procedures.
- Staff will verify the child's identity, the medication type, and the dosage before administration.
- A second staff member will witness the medication administration whenever possible to ensure accuracy and compliance with parental instructions.

**5.5 Record-Keeping**
- GGCP will maintain a Medication Administration Record for each child, logging each instance of medication administered, including the date, time, dosage, and names of staff involved.
- Parents and carers will be informed of each medication administration when collecting their child or through a written record if required.

**5.6 Emergency Medication**
- For children with conditions requiring emergency medication (e.g., asthma inhalers, EpiPens), GGCP will work with parents to develop an Individual Healthcare Plan (IHP), detailing the child's specific needs and instructions.
- Staff will be trained in administering emergency medication and will keep this medication easily accessible but secure.
- Half termly checks of the expiry dates of such medications are undertaken by staff, and contact home made should the expiry date be approaching.
- However, the responsibility for ensuring in-date medication is sent into the setting rests with parents and carers.

**6. Managing Sick Children**

**6.1 Identifying Illness and Infection**
- GGCP staff are trained to recognise symptoms of illness and will monitor children's well-being throughout the day.
- If a child becomes unwell during a session, staff will contact the child's parents or carers immediately and provide a quiet area for the child to rest until they are collected.

**6.2 Exclusion Policy for Illness**
- GGCP will follow recommended exclusion periods for common illnesses and infections to prevent the spread of illness. Examples include:
  - Vomiting and diarrhoea: 48 hours after the last episode.
  - Fever (above 38°C/100.4°F): Until the child is fever-free for 24 hours without medication.
  - Contagious diseases (e.g., chickenpox, measles): Until the exclusion period advised by public health authorities is complete.
- Parents and carers will be informed of the exclusion period requirements to ensure compliance and minimise health risks.

**6.3 Informing Parents and Carers**
- GGCP will inform parents and carers promptly if their child becomes unwell, detailing symptoms and advising if they need to be picked up.
- If a child displays symptoms of a contagious illness, GGCP will notify other parents and carers of potential exposure, maintaining confidentiality.

**6.4 Managing Outbreaks of Infectious Diseases**
- In the event of an outbreak (e.g., flu, norovirus), GGCP will follow public health guidance, increasing hygiene and cleaning measures, and monitoring children closely for symptoms.
- GGCP will report any notifiable diseases to local health authorities and Care Inspectorate Wales (CIW), following infection control procedures and keeping parents informed.

**7. Hygiene and Infection Control**

GGCP follows strict hygiene practices to prevent the spread of illness and infections:
- Handwashing: All staff and children are required to wash hands thoroughly with soap and water, especially before meals, after using the toilet, and after any contact with bodily fluids.
- Cleaning and Disinfection: GGCP will regularly clean and disinfect surfaces, toys, and high-touch areas. Toys and shared equipment will be sanitised after use.
- Use of Personal Protective Equipment (PPE): Staff will use gloves and aprons when handling bodily fluids or administering first aid, safely disposing of used PPE immediately.
- Ventilation: GGCP will ensure indoor spaces are well-ventilated by opening windows or using air purifiers, particularly during times of illness.

**8. Supporting Children with Long-Term Medical Conditions**

GGCP is committed to supporting children with long-term medical needs and will:
- Develop an Individual Healthcare Plan (IHP) with parents and healthcare professionals to outline the child's specific needs, medications, and procedures.
- Ensure that all staff involved in the child's care are familiar with the IHP and trained in any necessary procedures or emergency responses.
- Review the IHP annually or whenever there is a change in the child's medical condition or medication.

**9. Staff Training and Awareness**

GGCP provides training to all staff involved in the care and supervision of children:
- First Aid and Medication Administration: Designated staff will receive training in first aid and safe medication administration, with refresher courses provided as necessary.
- Infection Control: All staff will receive training on hygiene practices, identifying signs of illness, and infection control procedures to ensure a healthy environment.
- Allergy Awareness: Staff will be trained in recognising and managing allergic reactions, including the use of EpiPens if required.

**10. Record-Keeping and Confidentiality**

GGCP maintains accurate and confidential records in compliance with data protection laws:
- Medication Records: GGCP will keep secure records of all medication consent forms, administration logs, and any incidents related to illness or medication.
- Confidentiality: All health-related information will be treated as confidential, stored securely, and only shared with staff involved in the child's care or as required by law.

**11. Communication with Parents and Carers**

GGCP prioritises open communication with families regarding children's health:
- Consent and Information Sharing: Parents and carers will be asked to complete consent forms for medication and provide any relevant information on their child's health needs.
- Updates on Illness or Exposure: GGCP will inform parents and carers if their child is exposed to any contagious illnesses within the setting, ensuring transparency and encouraging cooperation in maintaining a healthy environment.

**12. Policy Review**

This policy will be reviewed annually by the Board of Trustees or sooner if required due to updates in legislation or changes to GGCP's practices. GGCP will incorporate feedback from staff, parents, and public health authorities to ensure the policy remains effective and up-to-date.

**13. Compliance with Legislative Requirements**

This policy complies with:
- The Health and Safety at Work Act 1974
- The Children Act 1989 and 2004
- The Medicines Act 1968
- The Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Care Inspectorate Wales (CIW) National Minimum Standards for regulated childcare
- The Data Protection Act 2018 (GDPR)

**14. Contact Information**

For further information or to discuss a child's health needs, please contact:
- Designated Health Officer: [Contact details]
- Chair of Trustees: [Contact details]