

Principle

We aim to provide comfort for all of the children in our care, which may mean from time to time administering medication. We also have a duty of care to all of the children within the setting and our staff to ensure they are kept in a healthy environment whilst at Fun 4U Club. We believe that children who are ill require one to one attention in a home environment to enable them to recover from illness. We are also not allowed to accept children who are ill into club in accordance with guidance issued by our regulating authority Southern HSC Trust.

Statement of intent

Fun 4U Club believes that

- Children, staff and parents should not come into the club if they are unwell, or have an infectious illness.
- Children, staff and parents who are well, but require medication to be administered are welcome to attend as normal.
- It is important that parents complete on their child's enrolment form any illnesses or allergies the child may suffer from or any regular medication that he/she takes
- Should this change parents must notify the manager immediately.

Procedures

Illness

- Children cannot be brought into Fun 4U Club if they are unwell or have an infectious illness of any kind;
- If a child has more than one case of diarrhoea or vomiting we will contact their
- Parent/guardian and ask them to collect their child. If this arises the child will not be able to attend until he/she is clear of all signs of diarrhoea or vomiting for 48 hours.
- Any soiled clothing will be double bagged and sent home to parents;
- If a child develops a high temperature which gives cause for concern then the Parent/guardian will be contacted immediately. In the case of an emergency the child will be taken to the local GP surgery or an ambulance will be called.
- A full list of illnesses and the obligatory exclusion period is displayed on the notice board in the
- front hallway.

Administering medication

- Administration of medication forms must be completed and signed by the parents which will be
- retained for our records
- Medicines should be labelled with your child's name, exact dosage required and time or times of the day to be administered;
- Medication will be administered using a measuring spoon or syringe.
- All medication will be stored in the locked cupboard located in the office and also out of reach from children.
- The manager, or deputy leader (or someone appointed by them) will always witness the administration of medication
- We will only administer calpol or nurofen where we have received consent to do so. We will follow instructions from the manufacturer with regard to dosage to administer in accordance with the child's age or weight.
- Any staff medication will be stored in their locker. Staff medication will never be removed from the staff room except when the staff member is leaving work at the end of their shift.