Updated August 2026

# Playwam

## Policy For Sick Children

At Playwam we provide care and education for healthy children. We will take measures to keep them healthy (as far as it is possible) by preventing cross-infection of viruses and bacterial infections.

**Children who are unwell should not be brought to Playwam.** If parents bring children who are unwell to nursery, they will be asked to take them home again.

- Parents who are unable to care for their own child when they are unwell must have adequate alternative arrangements in place.
- Parents must notify staff if their child has been unwell at the weekend or in the night, and if they have been given any medicine such as Calpol prior to coming to Playwam.
- Any child who has had sickness or diarrhoea must not return to Playwam until at least 48 hours have elapsed from the last bout of sickness or diarrhea **and** they are eating normally.

**Children who become ill while they are at the setting**

When a child becomes ill at Playwam, every effort will be made to contact the parents, who will be requested to collect their child as soon as possible (within 30 minutes) or send an authorised person to collect the child on their behalf. While waiting to be collected, the child will be comforted and given the chance to rest in a quiet area.

On rare occasions, a child may fall asleep, while waiting for their parent/carer to collect them. In these circumstances, staff will ensure that the child is able to rest safely in accordance with EYFS safer sleeping requirements. A sleeping child will be placed in a safe sleeping position on an appropriate firm, flat surface, away from soft furnishings or other items that could pose a suffocation or entrapment risk. Sleeping children will remain within sight and/or hearing of staff and will be checked frequently.

- **Parents must ensure that the nursery is able to contact them, or a person nominated by them, at all times.**
- If a child has a temperature, they are kept cool, by removing top clothing but kept away from draughts.
- In an emergency, an ambulance will be called and the parents informed.
- Where children have been prescribed antibiotics, parents are asked to keep them at home for 48 hours before returning to the setting.
- If a parent is called to collect their child because they become unwell at the setting, the child should be kept at home on the following day. In some instances, staff may ask parents to take their child to see a doctor before returning to the setting.
- The setting can refuse admittance to children who have a raised temperature, sickness and diarrhoea or a contagious infection or disease.
- Guidelines for exclusion relating to infectious illnesses of childhood can be seen separately.

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**Reporting notifiable diseases**

- If a child or adult is diagnosed as suffering from a notifiable disease under the Health Protection Regulations 2010, the GP will report this to the UK Health Security Agency (UKHSA).
- In the event of an outbreak at the setting (usually affecting 3-4 children), the Manager will contact the UKHSA and Ofsted.

# Playwam

## Policy for Administration of Medicine

### Prescribed Medication

A child may attend Playwam whilst receiving medication as long as one or more of the following applies:

- The child has a long-term medical condition and requires on-going treatment (in which case a risk assessment will be completed)
- The child is well and not distressed but needs to complete a course of treatment in order to remain well
- They are no longer infectious

It is our policy that, if absolutely necessary, prescribed medication may be administered to a child under the direct authority of the parents. Only a person with parental responsibility, or a foster carer, may give consent. A childminder, nanny or grandparent cannot give consent. If the child has not been given the medicine before, it is advised that parents keep them home for 48 hours to ensure no adverse effect, and to give it time to take effect. Playwam will not be responsible for any adverse effects the child may have due to the administration of the medication.

Where children are chronic sufferers of asthma, epilepsy, diabetes, allergies or other serious conditions, we will only undertake such medication if a care plan is received from the child's doctor.

### Children who have long term medical conditions and who may require ongoing medication

- We will carry out a risk assessment for each child with a long-term medical condition that requires on-going medication. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents will also contribute to a risk assessment. They should be shown around the setting, understand the routines and activities and point out anything which they think may be a risk factor for their child.
- For some medical conditions, key staff will need to have prior training in a basic understanding of the condition, as well as how the medication is to be administered correctly to form part of the risk assessment.

- An individual health plan for the child is drawn up with the parent; outlining the key person's role and what information must be shared with other adults who care for the child.
- The individual health plan should include the measures to be taken in an emergency.

## Storage

- All medication is kept in a locked cupboard in the kitchen, where it is not accessible to the children or in the main kitchen fridge if required
- All medication must be clearly labelled with the child's name and prescribed by the child's medical practitioner
- **Medication must be kept in the original container or package supplied by the pharmacist with it's original dispensing label.**

## Authority

- Playwam must have written authority from the parent/carer on how and when the medication should be administered and whether it is occasional or emergency medication

## Who will administer the medicine?

- A staff member trained in first aid or a qualified person in charge
- All medication administered will be witnessed by another member of staff
- All medication will be administered in accordance with the instructions on the label
- No child may self-administer. If children are capable of understanding when they need medication (e.g. for asthma) they are encouraged to tell their key person or another member of staff what they need.

## Registration of medicine

Records of the administration of medicines must be kept showing:

- The child's name
- Date and time of administration
- Type and name of medication
- Dosage
- Name and signature of person administrating the medication
- Parents counter signature.

Playwam will regularly check the expiry date of medicines kept on the premises and notify parents/carers.

## Non-prescription medicine

Playwam cannot accept non-prescription medicines (e.g. Calpol) from parents and do not keep such medicines on the premises. Such medicines will not be used to reduce a temperature so the child can stay in the care of the setting. A child over 2 years old who is not well and has a temperature will be kept cool and the parents asked to collect straight away.

## Staff Medication

- Staff with ongoing medication must disclose the medicine prescribed, and dosage.
- The Manager must be made aware of any contra-indications for the medicine so that they can risk assess and take appropriate action as required.
- As with the children, all medicines must be stored out of reach, in the kitchen.