

<p>Guidance on infection control in schools and other childcare settings sets out when and for how long children need to be excluded from settings, when treatment/medication is required and where to get further advice.</p>	<ul style="list-style-type: none"> • Do you have a policy in place which outlines procedures for children who are or have been ill or recovering from an injury? How effective is this? • How do you ensure that all staff (and children) know what information to give to the emergency services in the event of an emergency? • Have you accessed and read this guidance document? Are there any actions to implement from this? • Is the ‘Guidance on infection control in schools and other childcare settings’ information on display or easily accessible for all staff? How do you know staff adhere and follow this guidance? • Is this document/information shared with parents/carers? How? • How do you know staff are aware of and know where to find additional information on notifiable diseases? • How and when do you check the immunisation status of both children and all staff? • Do you know when and how you must contact Ofsted or the childminding agency with which you are registered and/or local Health Protection Agency of notifiable diseases where applicable.
<p>Do you ensure you have and implement a policy, and procedures, for administering medicines?</p> <p>Do you ensure your policy includes systems for obtaining information about a child’s needs for medicines, and for keeping this information up to date?</p>	<ul style="list-style-type: none"> • Do you know what is classed as a medicine? How can you find out? • How do you ensure correct dosages (amount and frequency) of medicine are administered? Is this checked and how is this done? • Where do you store medicines to ensure children’s safety? • What records are kept identifying which medicines (prescribed and non-prescribed) <ul style="list-style-type: none"> - have been administered to whom, by whom and when? - Have been administered and the reasoning why? - how parents/carers are informed? • How do you ensure records on the administration of medicines are kept up to date? <ul style="list-style-type: none"> • How do you make all staff (including temporary staff) and visitors aware that they need to safely secure items out of the reach of children (e.g. Visitors may have medicines in handbags which are accessible to children)?

<p>Do you ensure training is provided for staff where the administration of medicine requires medical or technical knowledge?</p> <p>Do you ensure prescription medicines are not administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor)?</p>	<ul style="list-style-type: none"> • Do you need any health care plans for children in your care? Are you aware of what the health care plan should contain and who should be involved in drawing it up? How often is this reviewed? • How do you ensure that training for the administration of medicine has taken place before a child with a medical condition starts your provision? • How would you manage the administration of any medication requiring two members of staff to be present? • How do you make all staff aware of any children who have allergies? • How do you know staff know and understand who can prescribe medication? • What procedures do you have in place to check medicines have been prescribed for a child by a doctor, nurse or pharmacist? • How do you make parents/carers aware of your policies and procedures?
<p>Do you ensure medicine/s (both prescription and non-prescription) are only administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer?</p> <p><i>Non-prescription medicines can include those that can be purchased from pharmacies (including some over the counter medicines which can only be purchased from a pharmacy), health shops and supermarkets.</i></p> <p>See also BMA advice: Prescribing over-the-counter medicines in nurseries and schools (bma.org.uk)</p>	<ul style="list-style-type: none"> • How do you obtain written permission from parents/carers prior to administering medication? What information must parents provide? What happens if they do not provide all the required information? • Have you considered what you will do if you haven't received written permission from a parent/carer of a child requiring medicine to be administered? • How will you respond if a parent calls you and asks for medicine to be administered? • Have you read and become familiar with this document? Are there any actions to implement from this? • How has it been used to impact on policies & procedures in the setting?

Do you **ensure** you keep a written record each time a medicine is administered to a child, and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable?

- What records are kept identifying which medicines (prescribed and non-prescribed)
 - have been administered to whom, by whom and when?
 - Have been administered and the reason why?
 - how parents/carers have been informed?
- How would you know if a child has already received doses of medication (prescription or non-prescription) before they have arrived at your setting?
- What would you do if you didn't inform a parent/carer upon on collection of their child
- that medicine had been administered?

Useful links and further help:

[Report a serious childcare incident](#)

[Health Protection in schools and other childcare facilities](#)

[Supporting pupils with medical conditions at school](#)

[How to wash your hands](#)

[PHE handwashing advice](#)

[Oral Health: get help to improve your practice GOV.UK](#)

[Derbyshire children's community nursing team](#)

[Early Years & Oral Health Derbyshire Community Health Services](#)

Email: DCHST.Oralhealth-promotionteam@nhs.net

[Derbyshire SchoolsNet - Early Years Quality Team](#)

[Derbyshire Early Years Service - Eventbrite](#)

Email: CS.EYS@derbyshire.gov.uk