



Medication policy and procedure (including treatment of asthma and any ongoing medical conditions)

Ysgol Y Foel Out of School Club does not accept children who are unwell at the time of arrival at the provision.

This policy relates to:

- Children who become unwell while attending Ysgol Y Foel Out of School Club and the health care policy
- The medication management for children in specific circumstances and links to the contract for parents, admissions policy and equality and inclusion policy.

It is the policy of Ysgol Y Foel Out of School Club to support any child who becomes unwell during their time in our care; and to welcome children who require prescribed medication to be administered to maintain their wellbeing while attending this provision, in line with the equality and inclusion policy.

We do this by operating the following procedure:

- In the event of a child becoming unwell, their needs are assessed and met as far as practicable, and the health and safety policy is implemented.
- Parents will be contacted and asked to pick their child up as soon as possible. During this time the child will be cared for in a quiet, calm area with a member of staff..
- Medication such as Calpol will be administered only if verbal consent is agreed at the time of the need (this can be by telephone) written consent is kept within the parent's contract and registration forms – records are completed and signed by parents at the end of the same day.
- Parents complete the contract and registration form at admission and provide information about any changes to their child's health needs as soon as is practicable.
- Medication is administered only if it is prescribed by the child's doctor, is provided in the original container and label, with instructions and possible side effects included.

- Parents must give the first dose of any medication to their child in case of any adverse reaction.
- Parent's written permission is obtained before any medication is administered.
- *Ysgol Y Foel Out of School Club* checks that any medication given conforms to the provision's insurance policy requirements.
- All adults in *Ysgol Y Foel Out of School Club* know who is responsible for administering medication at any time.
- In circumstances where technical or medical knowledge is required for specific medication to be administered to a child *Ysgol Y Foel Out of School Club* may arrange for a nominated person to be trained by a qualified health professional, prior to the admission of the child, and update the training as needed (in agreement with parents).
- Medicines are stored at the correct temperature, temperatures checked, and records kept.
- Medicines are returned to parents after the prescribed period of treatment.
- All medication is always inaccessible to children and kept in a locked cabinet/fridge (immediate access is enabled as necessary).
- Medication that is found to be out-of-date is not to be administered.
- Written information about when the medication was last administered is obtained from the parent.
- Medication is administered to a child only by a delegated and trained adult.
- The time and dosage of medicine given (including the amount taken by the child – full or partial dose) is recorded and witnessed by another designated adult/member of staff in the provision.
- The parent is required to sign the record of administration of medication on the same day when they collect the child.
- Records relating to medication administered are kept in line with *Ysgol Y Foel Out of School Club's* confidentiality policy and retained in line with regulatory and insurance company requirements.
- If a contagious infection is identified in the provision, parents will be informed to enable them to spot the early signs of this illness. All equipment and resources that may have come into contact with a contagious child will be cleaned and sterilised thoroughly to reduce the spread of infection.
- Children are not subjected to the usual 'busyness' of a normal day, which requires socialising with other children and being part of a group provision, when they have first become ill and require a course of antibiotics. Our policy, therefore, is to exclude children on antibiotics for the first 24 hours of the course and with at least two doses administered.
- The provision has the right to refuse admission to a child who is unwell. This decision will be taken by the person in charge and is non-negotiable.
- Information about head lice is readily available and all parents are asked to regularly check their children's hair.

- Staff wear/use personal protective equipment in line with guidance in the All Wales Guidance **for Infection Prevention and Control for Childcare Settings (0 – 5 years)**).

Ysgol Y Foel Out of School Club acknowledges circumstances in which Liquid Paracetamol may be administered to a child who is attending the setting; Parents/carers are made aware of arrangements and procedures in place to support the safe administration of prescribed and non-prescribed medication, including when there is an urgent need whilst a child is being cared for at Ysgol Y Foel Out of School Club.

Parents/carers will have given permission for Ysgol Y Foel Out of School Club to administer Liquid Paracetamol to the relevant child in the circumstances described in the medicine policy.

In situations where a child becomes unwell whilst at Ysgol Y Foel Out of School Club 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.**

It must not be assumed that a child is better after receiving Liquid Paracetamol and in all cases the child should be collected by a parent/carer as soon as is practicable after the child becomes unwell.

Storage, Administration and Record Keeping

The Welsh Government recommends that registered providers obtain, store and administer Liquid Paracetamol in the limited circumstances described in the guidance. Ysgol y Foel Out of School Club will purchase sachets of paracetamol sugar free oral suspension each containing 120mg of paracetamol in each 5mL sachet. Advice about purchasing Liquid Paracetamol will be obtained from the pharmacy.

Ysgol Y Foel Out of School Club will ensure arrangements are in place for the safe storage, administration and record keeping of doses of Liquid Paracetamol used in accordance with the medicine policy.

The expiry dates of all stocked medicines must be checked regularly (at least every three months), and before each administration.

All doses of Liquid Paracetamol given to a child at a registered setting in accordance with this guidance, must be recorded at the time of administration.

The administration of Liquid Paracetamol is reserved for urgent situations in which it is impracticable for a child's parents/carers to collect the child promptly.

Asthma policy and procedure:

It is the policy of Ysgol Y Foel Out of School Club to promote an effective partnership between all concerned to promote the safety, welfare and best interests of any child with asthma in our care.

We do this by:

- Encouraging and supporting children with asthma to participate fully in activities.
- Ensuring children have immediate access to their reliever inhalers.
- Providing guidance for staff on what to do if a child has an asthma attack and ensuring the child's welfare in the event of an emergency.

This includes:

- Access to appropriate asthma training for staff as needed.
- Key workers/staff recognising when a child's asthma symptoms worsen.
- Ensuring that parents of children who develop asthma after they have started **at Ysgol Y Foel Out of School Club are informed about this policy and given a copy.**

When a child with asthma attends the provision, we discuss their needs with their parents.

This includes:

- Discussing the level or degree of the child's condition.
- Establishing how we can recognise when symptoms get worse – any triggers that the child is known to be sensitive to.
- Ensuring the child has immediate access to their reliever inhaler as prescribed, keeping it in an easily accessible place and making sure all relevant people - especially the child - know where to find it.
- Ensuring that written records are kept clearly detailing information of what medicine is to be taken, when and how often.
- Informing parents that:
 - The inhaler must be prescribed for the child, labelled clearly with the child's full name
 - It must not have passed its expiry date.
 - A record is kept each time a child uses their inhaler.
 - Medication that is left in the provision, must be checked regularly and the parents are informed when replacements are needed.
- Asking parents to bring a spare inhaler to be kept at our provision in case of an emergency.
- Keeping and using emergency contact details for next of kin but in the case of an emergency dial 999 (in line with our registration form).
- Making sure the person collecting the child is informed if the child has had to take their medicines and to sign the form (in line with our medication policy).
- Making sure that inhalers are always taken on our trips (in line with our outings policy).
- Parents are also referred to our admissions and equality and inclusion policies and procedures.

Children with longer term/ongoing medical conditions:

It is the policy of *Ysgol Y Foel Out of School Club* to promote an effective partnership between all concerned to promote the safety, welfare and best interests of any child with an ongoing medical condition in our care.

We do this by operating the following procedure:

- Discussing each child's individual needs with their parents and agreeing how we can best support their child while in our care.
- Encouraging and supporting all children to participate fully in activities.
- Ensuring children have immediate access to any self-administered medication as is appropriate to their age and stage of development and making sure all relevant people - especially the child - know where to find it.

- Providing guidance, and where needed, staff training which best supports the child while in the provision and ensures the child's welfare in the event of an emergency.
 - Any training to administer specific medication will be delivered by the appropriate health professional.
- Ensuring that written records are kept clearly detailing information of what medicine is to be taken, when and how often.
- Informing parents that:
 - Any ongoing medication prescribed for their child is labelled clearly with their full name.
 - It must not have passed its expiry date.
 - A record is kept each time it is used.
 - Any ongoing medication left in the provision must be checked regularly and parents informed when replacements are needed.
- Making sure that any ongoing medication is taken on our trips if relevant (in line with our outings policy).

Exclusion Periods: If a child or member of staff becomes ill outside of operational hours, they should notify the provision as soon as possible. The minimum exclusion periods outlined below will then come into operation.

Illness exclusion required - this list is not exhaustive please contact health professionals if in any doubt:

Illness	Exclusion Period
Antibiotics prescribed	Follow current Public Health Wales guidance.
COVID-19	Follow current Public Health Wales guidance.
Chicken Pox	5 days from when the rash first appeared, and until all vesicles (blisters) have crusted over (dried up). Notifiable disease.
Conjunctivitis	Exclusion no longer required. Refer to current Public Health Wales guidance.
Diarrhea/Sickness	48 hours since last episode of vomiting or diarrhea.
Diphtheria	Until clinically well. Always consult the Health Protection Team.
Gastro-enteritis, food poisoning	48 hours since last episode of vomiting/diarrhea or until advised by the doctor.
Salmonella and Dysentery	48 hours since last episode. Refer to guidance
Glandular Fever	Exclusion no longer required. Refer to current Public Health Wales guidance.
Hand, Foot and Mouth disease	No exclusion required. There is no known risk to pregnancy but pregnant staff should discuss with their midwife.
Hepatitis A	7 days from onset of jaundice (or seven days after symptom onset if no jaundice). 1 st day of jaundice is classed as day 0.
Hepatitis B and C	Exclusion no longer required, although it is a notifiable disease. Refer to current Public Health Wales guidance.

Impetigo	Until the skin has crusted and healed. Or 48 hours after commencing antibiotic treatment.
Measles	4 days from onset of rash. (1 st day of rash is classed as day 0). Notifiable disease.
Meningitis	Until appropriate antibiotic treatment is obtained. Always consult Health Protection Team.
Mumps	5 days after onset of jaw/neck swelling.
Pediculosis (lice)	Exclusion no longer required. Refer to current Public Health Wales guidance.
Pertussis (Whooping cough)	<p><u>Children</u> should be excluded from schools or nurseries for 48 hours following commencement of antibiotics, or for 14 days following the onset of coughing if they are not being treated.</p> <p><u>Staff working in nurseries and other childcare settings</u> providing care to <u>infants in a priority group</u> (for example, in nursery baby rooms) should be excluded for 48 hours following commencement of recommended antibiotics, or for 21 days following the onset of cough if untreated.</p> <p><u>Staff in other nursery and childcare settings, schools and other educational settings</u> should be excluded for 48 hours following commencement of antibiotics, or for 14 days following the onset of cough if untreated.</p>
Ringworm of scalp	Until treatment has commenced.
Ringworm of the body	Until treatment has commenced.
Rubella (German Measles)	5 days from onset of rash. (1 st day of rash is classed as day 0.)
Scabies	24 hours after first treatment has commenced.
Scarlet fever	24 hours following commencement of appropriate antibiotics / should not return until symptoms are resolved if not treated with antibiotics. This is a notifiable disease.
Streptococcal A	24 hours following commencement of appropriate antibiotics.
Tuberculosis	Always consult the Health Protection Team. Exclusion is only recommended for infective, (active), tuberculosis.
Warts (including Verrucae)	Exclusion not necessary. Follow current Public Health Wales guidance: https://111.wales.nhs.uk/encyclopaedia/w/article/wartsandverrucae/
Norovirus	48 hours clear from last episode of diarrhoea or vomiting.
E. coli and Typhoid	Excluded minimum of 48 hours – under 5s until evidence of microbiological clearance. Always consult with your local Environmental Health Officer/Health Protection Team.

A link to the PHW recommended time to keep Individuals away from settings because of common Infections (July 2024).

<https://phw.nhs.wales/services-and-teams/aware-health-protection-team/guidance-for-childcare-preschool-and-educational-settings/>

PLEASE NOTE: The information provided above is correct at the time of publication. As a Setting we will check termly the latest PHW information about illnesses and periods of absence, as it is subject to change.

This medication, asthma and ongoing medication policy and procedure was agreed for use in Ysgol Y Foel Out of School Club	
On: 8 th July 2025	
By: Mrs Amanda Walker Mrs Caroline Conway Miss Brid O'Connell	Position: Ysgol Y Foel Out of School Club Committee
Date of planned review: November 2026	