

# Medication and Illness Policy

## Allstars

**Office Address:** 3 Crewe Road, Sandbach, CW11 4NE

**Email:** office@weareallstars.co.uk

## 1. Policy Statement

Allstars is committed to promoting the health and wellbeing of all children in our care. We understand that children may occasionally require medication or may become unwell during their time with us. This policy outlines how we manage illness, infection control, and the administration of medication safely and responsibly.

This policy follows the principles set out in the **Statutory Framework for the Early Years Foundation Stage (EYFS)** and relevant health and safety regulations.

## 2. Managing Illness

- Children who are unwell should not attend Allstars.
- Parents are asked to keep children at home if they show signs of contagious illnesses such as diarrhoea, vomiting, high temperature, unexplained rashes, conjunctivitis, or symptoms of COVID-19.
- Children must remain absent for **48 hours** after the last episode of vomiting or diarrhoea.
- If a child becomes unwell during the session, parents will be contacted and asked to collect them promptly.
- Children will be cared for in a quiet area, supervised by a staff member, until collected.

## 3. Infection Control

- Staff follow hygiene and cleaning routines to minimise the spread of infection.
- Hands are washed regularly, especially before eating and after toileting.
- Personal protective equipment (PPE) such as gloves and aprons are worn when cleaning bodily fluids.

- Surfaces, toilets, and toys are cleaned and disinfected regularly.

#### **4. Administering Medication**

- Medication is only administered with written permission from a parent or carer.
- The **Medication Consent Form** must be completed in full and signed.
- Medication must be clearly labelled, in its original packaging, and in date.
- Only prescribed medication will be administered unless a non-prescription item (e.g. antihistamine) is pre-agreed and part of a care plan.
- Staff administering medication must record the time, dose, and sign the medication log.
- A second staff member checks the dosage and witness log.

#### **5. Emergency Medication**

- Emergency medication such as EpiPens or inhalers must be provided by parents and stored securely but accessibly.
- Staff are trained in administering emergency medication, and individual care plans are followed.
- Parents must inform Allstars of any changes to the child's medical needs.

#### **6. Storage of Medication**

- All medication is stored securely, either in a locked cupboard or refrigerator as required.
- Emergency medication is stored in a labelled container and readily accessible.
- Medication is returned to parents at the end of the day or when no longer required.

#### **7. Parental Responsibility**

- Parents must inform Allstars of any medical conditions, allergies, or ongoing health concerns during registration and keep this information up to date.

- Medication must not be sent in with children without staff knowledge.

## 8. Record Keeping

- All medication administered is recorded in a secure medication log.
- Records include the child's name, date, time, dose, staff signatures, and any observations.
- Parents are informed at pick-up or by phone if medication has been given during the day.

## 9. Review

This policy is reviewed annually or following updates to medical guidance or procedures.

**Date of next review:** August 2026

**Policy lead:** Club Manager / First Aid Lead