

Managing
Illness and
Allergies
Policy V.2

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Policy

Title: Managing Illness and Allergies

From: Early Years Centre

**Date: 26th July 2011; reviewed
12th June 2014**

We provide care for healthy children and promote health through identifying allergies and preventing contact with the allergenic substance and through preventing cross infection or viruses and bacterial infections.

In a child's first visit to the setting the parents are asked if their child has any known allergies. This is then recorded with the registration form.

If a child has an allergy the keyworker and the Senior Practitioner are informed. A photograph of the child and information on the known allergy is put up on display in the kitchen area so staff are aware. Staff working with the child are directly informed. Staff will also be told what the nature of the reaction to the allergy is, if the child digests the inappropriate food e.g.; anaphylactic shock, rash, reddening of skin, swelling, breathing problems etc;

Staff are informed what to do in a case of an allergic reaction, any medication used and how it is to be used (e.g. Epipen).

The Allergy form is kept in the child's personal file.

Parents are asked to train staff in how to administer special medication in the event of an allergic reaction.

THIS SETTING REQUESTS THAT NO CHILD IS TO BRING NUTS OR NUT PRODUCTS INTO THE SETTING

This statement is made aware to all new parents.

If a child is unwell parents are asked to keep their child at home and to inform the setting of the child's illness. This will allow the setting to inform other parents as necessary and to carefully observe the children in our care. Confidentiality will be maintained at all times.

MEDICATION

Any oral medication can only be administered by a member of staff if the medicine has been prescribed by the G.P. Parents will need to inform a member of staff on arrival at the setting and complete a medical form, stating name of child, name of medicine, dosage to be given, time medicine is to be given, reason for medicine, any side affects, date, parent's signature for consent of administering the medication. All medication is to be kept in the manager's office where a medicine fridge is available if needed. A new form will need to be filled out daily, until the medication is finished. A copy of these records will be placed in the child's record.

Medication will only be given when two members of staff are present and both members of staff will sign the Medication Form.

Policy

Parents whose child is on long term medication can write a letter requesting the setting to administer the medication, stating in the letter how much medication is to be given and for how long. This will be at the discretion of the manager

If a child is taken ill while at the Centre, parents are informed. Management can administer non prescribed medication such as Calpol and/or ibuprofen if they have written consent from the parent. In the event that a child's temperature is higher than 38C management will use their judgement and administer the non prescribed medication, if they feel the child is at risk of a convulsion and the parent cannot be contacted. Parents are welcome to come into the setting and administer the medication themselves. This will be at the discretion of the parent with the understanding that if their child is still unwell within half an hour of the medication being given they will need to collect their child to take them home.

If a child is unwell and is vomiting parents are asked to collect the child immediately. If a child has diarrhoea while at the Centre parents will be informed after the second incident and then asked to take the child home after the third incident.

Any child who appears to have a temperature while at the Centre will have their temperature taken. If the temperature is high, then the child is to be kept cool by removing top clothing, sponging their head with cool water and kept away from draughts. The parent is informed immediately.