

# Managing Illness and Allergies Policy V.2

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# 2017

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/EarlyYearsCentre/ManagingIllnessandAllergiesPolicy June 2012 V.2

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# Policy

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**Title:** Managing Illness and Allergies

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**From:** Early Years Centre

**Date:** reviewed 15<sup>th</sup> June 2017

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We provide care that ensures children are kept healthy and we promote their health through identifying allergies and preventing contact with the allergenic substances through preventing cross infection or viruses and bacterial infections.

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

If a child has an allergy the key Person and the Senior Practitioner are informed. A photograph of the child and information on the known allergy is displayed in the kitchen/ food prep areas so staff are aware. Staff working directly with the child are 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 OR STAFF MEMBER 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

Prescribed medication can only be administered by a member of staff if it has been prescribed by a G.P. It must be in the original container and still have the sticker visible. 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, date and parent's signature for consent of administering the medication. All medication will be stored in the manager's office where a medicine fridge is available if needed. All records will need updating after every administration until the course is complete. 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. Both members of staff will sign the Medication Form at least one member of staff will need to be of senior status and have a valid First Aid certificate.

# 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, ( only if written consent is given), 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. Children will need to remain at home for at least 48 hours after the last incident of vomiting and/or diarrhoea.

Any child who appears to have a temperature while at the Centre will be monitored and have their temperature taken regularly. 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.