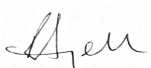


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Dealing with Allergies and Ongoing Special Medical Requirements



Version control

Agreed at Meeting on	Attended by	Final Approval by	Date Approved	Next Review Date
5.6.2014	R. Angell J. Malins		5.6.2014	5.6.2015

Policy

At Otters Nursery School we work with parents/carers for the health and safety of all children in our care.

- We promote good health and healthy living.
- We provide care for healthy children and promote health through identifying allergies and preventing contact with the allergenic substance.
- Our policy is that we DO NOT administer medication or medical treatment UNLESS it has been prescribed by a doctor, dentist, nurse or pharmacist. In this case it is in the best interests of the child's health and well being.
- Prescribed medication WILL ONLY be administered following the Medication Procedure and AFTER written permission has been given from the parent for each prescribed medication.
- Please note : We operate a separate Policy and Procedure for Administering and Recording Calpol for children under one years old.
- We request parental permission to administer medication, First Aid and permission to remove a child to hospital if necessary.
- We require parents/carers to notify us in writing at registration if their child suffers from any known allergies or special requirements. This is recorded on the registration form. This information is regularly updated.
- We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents.
- We notify Ofsted of any serious accident, death, illness or injury to a child in our care.
- We have a Medication and Dealing with Illness policy and procedure.
- At all times the administration of medication must be compliant with the Welfare Requirements of the Early Years Foundation Stage and follow procedures based on advice given in *Managing Medicines in Schools and Early Years Settings* (DfES 2005)

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Dealing with Allergies and Ongoing Special Medical Requirements: Manager Procedure

(Including procedure for reporting to Ofsted, the Health & Safety Executive and RIDDOR)

- Parents must confirm before their child attends the nursery whether their child suffers from any known allergies or ongoing special medical requirement. This is recorded on the registration form and updated regularly.
- Work and liaise closely with the parent/carer to ensure that the nursery is fully up to date with information and the child continues to receive the best care and attention.
- A summary of all children with allergies and special medical requirements is kept up to date and displayed in all kitchen areas, with First Aid kits and with each attendance register. The Allergy and Special Requirements Risk Assessment is kept in the Document Folder.
- For ongoing or long term medical conditions or for a specialist medication, the parents/carers are invited in for a confidential meeting to discuss how best to support the child and family. This should include the key person.
- Medication will NOT be administered UNLESS staff have the training to administer specialist medication or treatment.
- If the administration of prescribed medication requires medical knowledge and/or individual training, organize that this is provided for the relevant member of staff by a health professional.
- If a child has an allergy, a risk assessment form is completed to detail the following:
 - the allergen (i.e. the substance, material or living creature the child is allergic to such as nuts, eggs, bee stings, cats etc).
 - the nature of the allergic reactions e.g. anaphylactic shock reaction, including rash, reddening of skin, swelling, breathing problems etc.
 - what to do in case of allergic reactions, any medication used and how it is to be used (e.g. EpiPen).
 - control measures – such as how the child can be prevented from contact with the allergen.
- Details for the Risk Assessment for Ongoing special medical requirements: :
 - A risk assessment carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility of the manager alongside the key person. Other medical or social care personnel may need to be involved in the risk assessment. Parents will also contribute to a risk assessment. They should be shown around the setting, understand the routines and activities and point out anything which they think may be a risk factor for their child.
 - For some medical conditions key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. The training needs for staff is part of the risk assessment.
 - The risk assessment includes vigorous activities and any other nursery activity that may give cause for concern regarding an individual child's health needs.
 - The risk assessment includes arrangements for taking medicines on outings and the child's GP's advice is sought if necessary where there are concerns.

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- A health care plan for the child is drawn up with the parent; outlining the key person's role and what information must be shared with other staff who care for the child.
 - The health care plan should include the measures to be taken in an emergency.
 - The health care plan is reviewed every six months or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.
 - Parents receive a copy of the health care plan and each contributor, including the parent, signs it.
- This risk assessment is kept in the Risk assessment, Health & Safety records, the child's personal file and a copy is kept in each Document Folder in each room, with the First Aid Box and with Medical equipment to be used.
- The risk assessment is shared with the key person, staff trained to administer the special medication, parent/carer and SEN designated staff if necessary.
- Only staff trained in how to administer special medication in the event of an allergic reaction may administer it.
- Generally, no nuts or nut products are used within the nursery. Parents are made aware so that no nut or nut products are accidentally brought in, for example to a party.

Insurance requirements for children with allergies and disabilities:

- The insurance will automatically include children with any disability or allergy but certain procedures must be strictly adhered to as set out below.
- For children suffering life threatening conditions, or requiring invasive treatments; written confirmation from the insurance provider must be obtained to extend the insurance.
- The Manager must notify the designated Company Director R Angell BEFORE the child starts at the nursery in order to obtain the necessary insurance cover.

Oral medication

- Asthma inhalers are now regarded as "oral medication" by insurers and so documents do not need to be forwarded to your insurance provider.
- Oral medications must be prescribed by a GP or have manufacturer's instructions clearly written on them.
- The nursery must be provided with clear written instructions on how to administer such medication.
- All risk assessment procedures need to be adhered to for the correct storage and administration of the medication.
- The nursery must have the parents or guardians prior written consent. This consent must be kept on file. It is not necessary to forward copy documents to the insurance provider.

Life saving medication and invasive treatments

- This includes Adrenaline injections (Epipens) for anaphylactic shock reactions (caused by allergies to nuts, eggs etc) or invasive treatments such as rectal administration of Diazepam (for epilepsy).
- The Medication Policy and Procedure must be followed and include:
 - a letter from the child's GP/consultant stating the child's condition and what medication if any is to be administered;

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- written consent from the parent or guardian allowing staff to administer medication; and
- proof of training in the administration of such medication by the child's GP, a district nurse, children's nurse specialist or a community paediatric nurse.
- Copies of all three letters relating to these children must first be given to the designated Company Director R Angell who will send them to the Pre-school Learning Alliance Insurance Department for appraisal . Confirmation will then be issued in writing confirming that the insurance has been extended.
- Children requiring help with tubes to help them with everyday living e.g. breathing apparatus, to take nourishment, colostomy bags etc.:
 - Liaise and work with staff designated for special needs children
 - Prior written consent from the child's parent or guardian to give treatment and/or medication prescribed by the child's GP.
 - Staff to have the relevant medical training/experience to administer medication or medical treatment.
 - Risk Assessments must be completed and form part of the Child's Support Plan, shared with parents/carers and the child's key person.

Reporting health and safety issues regarding allergies and ongoing special medical requirements

- The Manager must report to the Health and Safety Executive within 48 hours any serious illness to a member of staff, child or person using the nursery requiring hospital stay.
- We meet our legal requirements for the safety of our employees, children or person using the nursery by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations).
- The Manager must report to Ofsted within 24 hours any serious accident, illness or injury to, or death of, any child whilst in the care of the nursery.
- The Manager must report to the Local Child Protection Agency within 24 hours any serious accident, illness or injury to, or death of, any child whilst in the care of the nursery.

Dealing with Allergies and Ongoing Special Medical Requirements: Staff Procedure

All staff must following the procedure:

- Implement the Procedure for Medication, First Aid and Illness
- Follow all instructions given by the Manager and senior staff to ensure that the Procedure for dealing with Allergies and ongoing medical requirements is followed.
- The child's key person is responsible for explaining our policy and procedure for administering medication to the parent/carer.
- The key person will liaise with parents/carers to keep up to date with the situation regarding the child's health.
- Children's personal records are updated continually and as routine every six months, recording any medical requirements and to keep up to date with the child's current medical condition and history.
- The key person must be familiar with each child's risk assessment and ensure the risk assessment is up to date and available for all staff who care for the child.

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- The key person must ensure that an up to date risk assessment is present with each First Aid Kit.
- The child's key person is responsible for ensuring parents sign the procedure on the medication form when they collect their child.
- For some conditions, medication may be kept in the nursery. The key person must check that any medication held to administer on an 'as and when required' basis, or on a regular basis, is in date and returns any out-of-date medication to the parent.
- The key person will monitor the child closely to ensure that the child does not suffer any side effects.
- First Aid will be administered, if necessary, by a First Aid trained member of staff.
- If the child becomes ill or feverish staff must follow the procedure for dealing with illness.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the consent form signed by the parent.