

Wanborough Playgroup

Registered Charity Number 1026150

Ofsted Registration Number: 109096



Village Hall, High Street, Wanborough, Swindon. SN4 0AD

Telephone Number: 790428

www.wanboroughplaygroup.org.uk Email: wanboroughplaygroup@hotmail.co.uk

Managing children with allergies

Policy statement

We provide care for healthy children and promote health through identifying allergies and preventing contact with the allergenic substance.

Procedures for children with allergies

- When parents start their children at the setting they are asked if their child suffers from any known allergies. This is recorded on the child's Personal Records Form. Details of any allergy are added to the register which is checked daily.
- 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.
 - Review.
- This form is kept in the child's personal file and a copy is kept in the Daily Register so that staff can see it.
- Parents of the allergic child train staff in how to administer special medication in the event of an allergic reaction. If necessary training will be given by child's doctor/practice nurse.
- Snack items are on the whole nut free but as a setting we rely heavily on the product contents given by the manufacturer.
- Parents of the allergic child are asked to provide a list of "safe food" to support the staff to ensure that all children can enjoy the same diet.
- All Parents are made aware so that no nut or nut products are accidentally brought in, for example to a party or lunch club, if there is a child current at the setting who has a potentially life threatening allergy

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 our insurance provider must be obtained to extend the insurance.

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)

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.
- Playgroup must be provided with clear written instructions on how to administer such medication.
- All risk assessment procedures will be adhered to for the correct storage and administration of the medication.
- Playgroup 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 your insurance provider.

Life saving medication & invasive treatments - 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).

- Wanborough Playgroup must have:
 - a letter from the child's GP/consultant stating the child's condition and what medication if any is to be administered;
 - 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 sent to the Pre-school Learning Alliance Insurance Department for appraisal. Confirmation will then be issued in writing confirming that the insurance has been extended.

Key person for special needs children - children requiring help with tubes to help them with everyday living e.g. breathing apparatus, to take nourishment, colostomy bags etc.

- 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, which may include those who have received appropriate instructions from parents or guardians, or who have qualifications.
- Copies of all letters relating to these children must first be sent to the Pre-school Learning Alliance Insurance Department for appraisal. Written confirmation that the insurance has been extended will be issued by return.

If you are unsure about any aspect, contact the Pre-school Learning Alliance Insurance Department on 020 7697 2585 or email membership@pre-school.org.uk.

This policy was adopted at a meeting of	Wanborough Playgroup
Held on	10 th March 2008
Date reviewed	30 th April 2009
Name of signatory	Sarah Kennedy
Role of signatory (e.g. chair/owner)	Chairperson
Reviewed on:	30 th April 2012
Name of Signatory:	Kath Liston
Role of signatory (e.g. chair/owner)	Chairperson
Reviewed on:	4 th November 2014
Name of Signatory:	Jo Galt
Role of signatory (e.g. chair/owner)	Chairperson
Signed on behalf of the management committee	
Next Review Date:	November 2015