



Hillside Pre-School

Hillside Free Church Hall, Hillside Road, Chorleywood, Herts WD3 5AS
www.hillsidepreschool.co.uk

Children with Allergies

Policy statement

This policy contains the procedures to follow for a child in our care who has an allergy

Procedures

- When a child starts Hillside, the parents are asked whether the child suffers from any allergies. Any allergies are recorded on the registration form
- If a child has an allergy, a risk assessment form is completed to detail the following:
 - The Allergen (i.e. the substance/cause of the allergic reaction)
 - The nature of the reactions eg rash, swelling, breathing problems etc.
 - What to do in case of a reaction, any medication to be used and how it should be administered (eg. EpiPen)
 - Control Measures (how the child can be prevented from having exposure to the allergen)
 - Review
- The form is kept in the child's personal file and a copy is displayed where staff can see it
- Parents train staff in how to administer special medication in the event of an allergic reaction
- Generally, no nuts or nut products are used within the setting



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- We have insurance which covers children with allergies/disabilities but this should be checked to ensure we are covered for a specific allergy

Oral Medication

- Oral medications must be prescribed by a GP or have manufacturers instructions clearly written on them
- The staff must be provided with clear instructions on how to administer such medication
- All procedures must be followed for the correct storage and administration of such medication
- We must have the parent/guardians written consent
- For life saving medications (Adrenaline injections, Epipens etc) or invasive treatments (rectal administration), we 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/guardian for staff to administer the medication
 - Proof of training in the administration of such medication from the child's GP, a district nurse, children's nurse specialist or a community paediatric nurse
- Copies of all three letters should be sent to the Insurance Provider for appraisal and a written confirmation received to ensure that the Insurance cover is sufficient



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- Key person for special needs children - requiring help with tubes for everyday living (breathing apparatus, colostomy bags etc.)
 - Prior written consent from the child's parent/guardian to give treatment and/or medication prescribed by the GP
 - To have relevant medical training/experience which may include those that have received appropriate instructions from parents/guardians or have qualifications
- Copies of all letters relating to these children must first be sent to the Insurance Provider for appraisal. Written confirmation that the Insurance cover is sufficient must be received

Signed by the Pre-School Leader

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Name of the Pre-School Leader

Date

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Signed by the Committee

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Name & role of Committee Signatory

Date

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