



CPE medical protocol

In force as of 03.09.2024

In the event of a discrepancy between two language versions, only the French version is authentic.

The decisions taken by the Luxembourg Government as well as by the Medical Service of the European Commission may be adapted at any time to the evolution of the national and/or international health situation. The terms of this protocol are subject to change at any time to take into account the necessary adjustments.

1. Presentation of CPE structures

Each building of the CPE has its own infirmary room. Within each infirmary, a nurse takes care of accidents, illnesses or other medical problems and as well as the management of children's medical records.

The CPE consulting paediatrician does not intervene to diagnose, treat or monitor the development of children's illnesses. If a child is sick, it is up to the parents to consult their doctor.

2. Admission procedures

The CPE aims to be an inclusive structure. Each child is unique in his/her development and each child must be recognized and supported in his/her specific needs.

Welcoming a child with an illness, a handicap or a chronic and/or transient disorder will be considered after consultation between the various stakeholders in a confidential manner: the family, the medical and paramedical team, the team of educational psychologists, as well as the administration of the CPE, if necessary. The objective of this consultation is to understand the specific needs of the child and to define, together, the strategies and adaptations to be put in place for an optimal welcome of the child. An educational project can also be established at the admission for the best interests of the child.

If you wish, you can consult our team of educational psychologists at the following email address:

OIL-CPE-KI-ED-PSYCHOLOGISTS@ec.europa.eu

Any contagious disease (as defined by the Ministry of Health in Luxembourg) must be declared immediately to the Medical Service of the establishment concerned at the following address:

OIL-CPE-INFIRMERIE-KI@ec.europa.eu

Any child with a pathology (allergies, seasonal illnesses, etc.) requiring specific care, will only be admitted on presentation of an Individualised Support Plan (PAI) or a medical certificate, such as the Ministries of National Education and Health foresee it.

The PAI aims to improve the support and integration of children with specific health needs in day-care facilities. The PAI is a detailed protocol specifying:

- Conditions of support,
- Actions to take,
- Medications to be administered,
- The emergency plan to follow,
- The first aid actions to be administered,
- Persons to contact in case of emergency.

For children with a food allergy or intolerance, who wish to benefit from an allergen-avoidance meal or complete hypoallergenic meal, it is necessary to submit the PAI to the CPE KI Medical Service and to the catering provider. No allergen-avoidance meal or complete hypoallergenic meal can be served without submission of the PAI.

If the child is admitted with a PAI or medical certificate attesting a food allergy/intolerance, and the parents choose the 'tartiniste' option for lunch, the snacks will be adapted according to the information sent to the medical service.

The CPE strives to know the specific needs of each child in order to provide them with an optimal welcome. It is therefore essential that parents report, upon registration or at any time, any health problems of the child - an illness, a disability or a chronic and/or transient disorder. Parents are requested to provide medical reports or certificates, in order to properly document the illness, disability or disorder. In the event of non-declaration of any specific needs, the admission of the child may, if necessary, have to be suspended in order to re-examine the specific needs.

In any case, the CPE must have at all times the necessary information guaranteeing the child is adequately taken care of and must therefore be the recipient of the relevant data to decide on the integration and development of the child.

3. Administration of medication

At the CPE, children can only receive treatment prescribed by the attending physician on presentation of a prescription and written authorization signed by the parents (Appendix 1). In the absence of these documents, no treatment can be administered.

Medicines must be provided by the parents with the name of the child, the dosage written on the packaging and the expiry date clearly visible. The storage conditions of medicines must be strictly respected. If there is any doubt about their proper storage, the medicine will not be administered.

Any child with fever, stomach aches, etc., can only receive treatment with the consent of a parent. However, in the event of a life-threatening emergency (serious allergic reaction, etc.), the nurses are authorized to administer medication(s) according to the procedures established by the CPE consulting paediatrician.

The CPE consulting paediatrician, due to his preventive role, cannot provide prescriptions for medication.

4. Illnesses and medical emergencies

In order to ensure the safety and health of our staff and other children, only children who show no symptoms of a viral and/or contagious illness can attend the CPE.

If symptoms of illness (fever, vomiting, diarrhoea, etc.) appear while the child is attending the CPE, the parents or authorized persons will be informed by the Medical Service and must pick up the child immediately.

Sick children cannot be brought to the CPE.

In order to ensure the safety of the child, parents are required to inform the CPE infirmaries of any change in medical situation, in particular for situations of food allergies and intolerances.

In the event of an emergency, the Medical Service will take the necessary medical measures depending on the condition of the child.

5. Vaccinations

Luxembourg legislation strongly recommends vaccination, however without any obligation imposed on parents. Given the high number of children cared for in CPEs, the risk run by the community with unvaccinated children is significant.

Parents are informed by this medical protocol of the consequences of non-vaccination, which are entirely their responsibility. Under no circumstances can the CPEs be held responsible for the consequences of the non-vaccination of the children attending their structures.

6. Medical certificates

The medical certificate is an important medical document whose establishment is clearly defined by a code of ethics and by legal or regulatory texts.

The Ministry of National Education and the Ministry of Health in Luxembourg specify:

“The medical certificate is drawn up by the doctor on the basis of his judgment to certify:

- *Absences due to illness exceeding 2 days*
- *Long-term illnesses, traumas or disabilities that require specific support for the child during his stay in childcare services, or during outings or trips (fractures, sprains, etc.),*
- *A contagious disease,*
- *Medical problems having a direct consequence for the care of the child (e.g. food allergies, etc.)”*

A copy of the medical certificate can be sent to the CPE infirmaries by email to :

OIL-CPE-INFIRMERIE-KI@ec.europa.eu

7. Miscellaneous

For hygiene measures and to ensure the safety of children with food allergies or intolerance, only cakes brought along with the complete list of ingredients or made by catering professionals (with indication of allergens and date of manufacture/expiration) are accepted in our structures.

CPE Medical Service

CPE Administration



APPENDIX 1

REQUEST FOR ADMINISTRATION OF MEDICINES

I, the undersigned

Acting as father/mother/legal guardian¹ of the child.....

.....

asks the Medical Service (nurses) to administer the medication under my responsibility

.....

The medication was prescribed by the doctor

on (date).....

Method of administration (dosage)

Duration of treatment

Date and time of start of treatment.....

Luxembourg, on ____/____/____

Signature

¹ Delete as appropriate



APPENDIX 2

Table of compulsory medical absences

REASON FOR THE EVICTION	DURATION OF THE EVICTION
Whooping cough	-3 weeks from the start of the spasmodic cough OR -5 days after treatment with appropriate antibiotic therapy
Diphtheria	Until clinical cure
Scabies	24 hours after start of treatment
Infectious gastroenteritis	Until clinical cure
Flu A or B	Until clinical cure
Hepatitis A / Hepatitis E	Until clinical cure
Meningitis due to Haemophilus Influenza or others	Until clinical cure
Mumps	Until clinical cure
Pediculosis (lice)	No eviction if treatment
Measles/Rubella	Until clinical cure
Scarlet fever	24 hours after the start of antibiotic therapy
Ringworm	Until the disappearance of the pathogen on microscopic examination
Pulmonary tuberculosis	2 weeks after start of adequate treatment
Varicella	Until clinical cure
Covid-19	Avoidance on the advice of the attending physician until the symptoms disappear