



Hail Weston Pre-School, The Village Hall, High Street, Hail Weston, Cambs. PE19 5JS, Tel: 01480 214574

CHILDRENS SICKNESS POLICY

(Managing Children with Allergies, or who are Sick or Infectious)

(Including reporting notifiable diseases)

Policy statement

At Hail Weston Pre-school Activity Group (HWPAG) we provide care for children and promote health. This is done by identifying allergies and preventing contact with the allergenic substance and through preventing cross infection of viruses and bacterial infections.

Procedures for children with allergies

- When parents start their children at HWPAG they are asked if their child suffers from any known allergies. This is recorded on the registration form.
- If a child has an allergy, a risk assessment form/health care plan 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, 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 the child's dietary requirements are clearly displayed where staff can see it.
- Where appropriate a parent will train staff in how to administer any special medication in the event of an allergic reaction by their child.
- Generally, no nuts or nut products are used within the setting. Where any other substance/food is identified as a direct threat to a child's life this will also be excluded from the setting.
- All 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 your 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.
- The group must be provided with clear written instructions on how to administer such medication by the parent/carer or medical professional.
- All risk assessment procedures need to be adhered to for the correct storage and administration of the medication.
- The group must have the parents or guardians prior written consent to administer any necessary medication. This consent must be kept on file. It is not necessary to forward copy documents to your insurance provider.
- For life saving medication & invasive treatments such as adrenaline injections (Epipen) for anaphylactic shock reactions (caused by allergies to nuts, eggs etc) or invasive treatments like rectal administration of Diazepam (for epilepsy).

The setting 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.
- Key person 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 for appraisal to the Pre-school Learning Alliance Insurance Department on 020 7697 2585 or email membership@pre-school.org.uk. (If there is another provider we will check their procedures with them). Written confirmation that the insurance has been extended will be issued by return.

Procedures for children who are sick or infectious

- If children appear unwell during the day – have a temperature, sickness, diarrhoea or pains, particularly in the head or stomach – a senior member of staff calls the parents and asks them to collect the child, or send a known carer to collect on their behalf. Emergency contact numbers are held in the Register File and the children's individual record card.
- If a child has a temperature, they are kept cool but not shivering by removing top clothing and the child is kept away from draughts.
- Temperature is taken using a 'head thermometer' kept in the first aid box.
- In extreme cases of emergency the child should be taken to the nearest hospital and the parents informed.
- Parents are asked to take their child to the doctor before returning them to pre-school; the pre-school can refuse admittance to children who have a temperature, sickness and diarrhoea or a contagious infection or disease.

- Where children have been prescribed antibiotics, parents are asked to keep them at home for 48 hours before returning to the setting.
- After diarrhoea, parents are asked to keep children home for 48 hours after the last episode of diarrhoea or until a formed stool is passed.
- The setting has a list of excludable diseases and current exclusion times. The full list is obtainable from https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/353953/Guidance_on_infection_control_in_schools_11_Sept.pdf and includes common childhood illnesses.
- For a child with an episode of sickness or diarrhoea, the child's key person will stay with the child and comfort them as best they can without putting themselves at risk of infection. This will be by using disposable gloves and aprons where appropriate and general good handling and common sense. The child will sit on a chair in the disabled toilet cubicle with their key worker and a sick bowl will be provided for use if needed. The child will be cleaned up and given clean, dry clothes from their bag or from our spare stock if they have none.

Reporting of 'notifiable diseases'

- If a child or adult is diagnosed suffering from a notifiable disease under the Public Health (Infectious Diseases) Regulations 1988, the GP will report this to the Health Protection Agency.
- When the setting becomes aware, or is formally informed of the notifiable disease, the manager informs Ofsted and acts on any advice given by the Health Protection Agency.

HIV/AIDS/Hepatitis procedure

- HIV virus, like other viruses such as Hepatitis, (A, B and C) are spread through body fluids. Hygiene precautions for dealing with body fluids are the same for all children and adults.
- Single use vinyl gloves and aprons are worn when changing children's nappies, pants and clothing that are soiled with blood, urine, faeces or vomit.
- Soiled clothing is bagged for parents to take away.
- Spills of blood, urine, faeces or vomit are cleared using mild disinfectant solution and mops; cloths used are disposed of safely in a clinical waste bag if possible.
- Tables and other furniture, furnishings or toys affected by blood, urine, faeces or vomit are cleaned using a disinfectant.

Nits and head lice

- Nits and head lice are not an excludable condition, although in exceptional cases a parent may be asked to keep the child away until the infestation has cleared.
- On identifying cases of head lice whilst at preschool, a senior member of staff will call the parents and ask them to collect the child to treat the infestation including all the family if they are found to have head lice. The child can return to preschool immediately after treatment.

This policy was adopted at a committee meeting of HAIL WESTON PRE-SCHOOL ACTIVITY GROUP held on January 2020

Date to be reviewed: January 2021

Signed on behalf of the Management Committee:.

Lizzie Spear

Signatory:.....

Role of signatory: Chairperson