



Ollie's Trust

Nursery, Breakfast & After School Club

C/o Goosnargh Oliverson's CE Primary School, Goosnargh Lane, Goosnargh, Preston PR3 2BN

Telephone 01772 866415 between 7:45am and 6:00pm

website : www.olliestrust.co.uk

Promoting Health & Hygiene

Managing Children with Allergies, or who are sick or Infections

(Including reporting notifiable diseases)

Policy statement

Here at Ollie's we aim to provide care for healthy children and promote health through identifying allergies, preventing contact with allergenic substances and through preventing cross infection of viruses and bacterial infections.

Procedure for dealing with Coronavirus - COVID 19

During the COVID-19 outbreak, any child showing symptoms, such as a high temperature; a new, continuous cough; loss of taste or smell, the following sequence of actions need to be taken:

1. Child presents with symptoms; parents are requested to collect their child and seek a test or diagnosis from a GP or take further advice from NHS 111. In the event of a child receiving a negative test result, they are able to return to the setting.
2. Child's parents are requested to inform the setting of outcome/diagnosis and keep their child at home for the recommended exclusion period. For cases of suspected Coronavirus, staff and service users must adhere to current Government advice regarding self-exclusion even if no symptoms are present
3. For confirmed cases of a notifiable disease and Coronavirus the setting must contact their local Health Protection Team (HPT) as soon as possible for further guidance. The line manager will inform the trustees and retain a confidential record.

Ofsted Registration No: 309872

Preschool Learning Alliance Member: 104284

4. Acting on the advice of the local HPT, the setting will either:
 - close for a set period and undertake a deep clean
 - carry on as usual but also undertake a deep clean
5. If a notifiable disease is confirmed, staff must inform the line manager immediately and Ofsted must be informed within 14 days. Cases of confirmed Coronavirus should be treated as a notifiable disease.
6. A deep clean is undertaken at the soonest opportunity following any illness outbreak. Hand hygiene messages are reinforced and staff are vigilant to any further signs of infection.
7. The manager continues to liaise with the HPT as required and keeps a full record of children affected, how long they are away from the setting and the date on which they return.

Procedures for children who are sick or infectious

- On registration at Ollie's, parents and carers are asked if their child suffers from any known allergies. This is recorded on the registration form, and full details of any child's allergies can be found in the office and also on the wall in the kitchen. We also highlight the 14 most popular allergens and clearly state that these may be in food served at Ollie's and have parents sign a form to confirm their child is not allergic.
- If a child has a serious 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 registration 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.
- Parents are made aware so that no nut or nut products are accidentally brought in, for example to a party or in a birthday cake.
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Insurance require 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. No Calpol or un-prescribed medications will be administered.
- The group must be provided with clear written instructions on how to administer such medication, every time they are to be administered.
- 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 to written consent. This consent must be kept on file. It is not necessary to forward copy documents to insurance providers.

(See attached consent forms)

Lifesaving 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).

- 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. Use protective rubber gloves for cleaning/slucing clothing after changing.
- Copies of all three letters relating to these children must first be sent to the Pre-School Learning Alliance Insurance Department for approval. Confirmation will then be issued in writing confirming that the insurance has been extended.

Key person for special needs – 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 to the Pre-School Learning Alliance Insurance Department for appraisal. Written confirmation that the insurance has been extended will be issued by return.

Staff can contact the Pre-School Learning Alliance Insurance Department on 202 7697 2585 or email membership@pre-school.org.uk for more information.

Procedures for children who are sick or infectious whilst in our care

- If children appear unwell during the day – have a temperature, sickness, diarrhoea or pains, particularly in the head of stomach – Ollie's office staff will call the parents and asks them to collect the child, or arrange for the child to be collected, by someone known to the setting.
- If a child has a temperature, they are kept cool, by removing top clothing, sponging their heads with tepid water, but kept away from draughts.
- Temperature is taken using a 'fever scan' which is kept in the first aid box.
- In extreme cases of emergency an ambulance will be called and the parent informed.
- Parents are asked to take their child to the doctor before returning them to nursery; the nursery can refuse admittance to children who have a temperature, sickness and diarrhoea or a contagious infection or disease.
- After diarrhoea or sickness, parents are asked to keep children home for 48 hours 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 www.hopa.org.uk/servlet/ContentServer?c=HPAweb_C&cid=1194947358374&pageName=HPAwebFile

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 Ollie's 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.
- Protective rubber gloves are used for cleaning/slucing clothing after changing.
- Soiled clothing is rinsed and bagged for parents to collect.
- Spills of blood, urine, faeces or vomit are cleared using mild disinfectant solution and mops; cloths used are disposed of with the clinical waste.
- 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, all parents are informed and asked to treat their child and all the family if they are found to have head lice.

Conjunctivitis/Eye drops

- If your child has conjunctivitis or we suspect they have it we will advise you to take them to the doctors to get prescribed medication for this.
- We ask that you keep your child at home for the first 48 hours once starting the medication.

- We cannot administer eye drops of any form here at Ollie's.

Further guidance

- Good Practice in Early Years Infection Control (2009)

- Date Policy was written and agreed by all staff:

- Signed:

- Position: