**Playmates Pre-school Policies and Procedures for Children with Allergies or are Sick or Infectious**

**Our policies and procedures are to ensure that the care we provide for healthy children and promote health through identifying allergies and preventing contact with the allergenic substances and through preventing cross infection of viruses and bacterial conditions. We adhere to the requirements of the Statutory Framework for the Early Years Foundation Stage 2021 and the legislation set in place. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 and the legal framework listed below and the requirements to inform Ofsted of any of the above mentioned.**

**Key Themes and Commitments**

**A Unique Child – Inclusive practice, Health and wellbeing**

**Positive Relationships – Parents as partners, Key person**

**Enabling Environments – Supporting every child**

**The Legal Framework**

* **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995**
* **Statutory Framework for the Early Years Foundation Stage – Safeguarding and promoting children’s welfare**
* **Children Act 2006**
* **Convention on the Rights of the Child UNICEF 1989**
* **Data Protection Act 1998**
* **Freedom of Information Act 2000**
* **Every Child Matters – Change for children 2004**
* **The Health and Safety at Work Act 1974**
* **The Human Rights Act 2000**
* **Health Protection Agency Act 2004**
* **Managing Medicines in Schools and Early Years Settings**
* **The Equality Act 2010**
* **Children and Families Act 2014**
* **The Care Act 2014**
* **Health and Social Care Act 2012**

**List of Notifiable Communicable Diseases**

**\*Acute poliomyelitis \* Anthrax \* Cholera \* Diphtheria \* Dysentery \* Food poisoning \* Leptospirosis \* Malaria \* Measles \* Meningitis (meningococcal, pneumococcal, haemophilus influenzae viral other specified or unspecified) \* Meningococcal septicaemia (without meningitis) \* Mumps \* Ophthalmia neonatorum \* Paratyphoid fever \* Plague \* Rabies \* Relapsing fever \* Rubella \* Scarlet fever \* Smallpox \* Tetanus \* Tuberculosis \* Typhoid fever \* Typhus fever \* Viral haemorrhagic fever \* Viral hepatitis (Hepatitis A, Hepatitis B and Hepatitis C) \* Whooping cough \* Yellow fever \* Leprosy is also notifiable, but directly to the Health Authority**

**Insurance Requirements for Children with Allergies and Disabilities**

**The Insurance will automatically include and children with disabilities or allergies, but procedures must be strictly adhered to as set out below. For children suffering life threatening conditions, or requiring invasive treatments written permission from our insurers must be obtained to extend the insurance before the child attends the pre-school.**

**Policies and Procedures for Children with Allergies**

* **Parents/Carers have to record on the registration form if they are aware of any allergies their child suffers from**
* **If a child has an allergy a health plan and risk assessment is completed for the child to include the following**
* **The allergen i.e. the substance, material or living creature the child is allergic to such as nuts, eggs, dairy, insect stings, animal hair**
* **The nature and severity of the allergic reactions such as anaphylactic shock, rashes, reddening of skin, swelling, breathing difficulties etc.**
* **What the correct procedure is for the child in question in case of an allergic reaction include medication and how to use it i.e., EpiPen**
* **Control measures – prevention of the child coming into contact with the allergen.**
* **Conditions for reviewing the situation.**
* **This form will be always in the register and all staff made aware of its whereabouts. Additionally, all allergies are added to the allergy sheet and food allergies recorded on the child’s snack card.**
* **Parents must instruct staff on administration of medication in the event of an allergic reaction**
* **No nuts or nut products are used within the setting**

**At all times administration of medication must be compliant with the Welfare Requirements of the Early Years Foundation Stage and follow procedures and advice within Managing Medicines in Schools and Early Years Settings**

**Dealing with Concerns or Uncertainty of any aspects of Insurance covered in this policy contact the Early Years Alliance Insurance Department on 0207 697 2595 or email to** **insurance@eyalliance.org.uk**

**Policies and Procedures for Oral Medication**

* **Oral Medications must be prescribed by a doctor or have the manufacturers instructions and be in the original bottles**
* **The pre-school must record clear instructions on how to administer the medication in the medication record book**
* **All policies for storage of medicines are adhered to according the individual instructions on the medicine.**
* **The pre-school must obtain the parents/carers signature on the record within the medication book before medicine can be administered**
* **2 members of staff must witness the giving of medication and must sign to provide proof**

**Policies and Procedures for Life Saving Medication and Invasive Treatments**

**Examples – Adrenaline Injections – EpiPen for anaphylactic shock caused by allergic reactions. Invasive examples are treatments such as rectal administration of Diazepam for seizures.**

**The setting must obtain**

* **A letter from the child’s GP/Consultant stating the child’s condition and what medication if any is administered and the stated dosage**
* **Written consent from the parents/carers allowing staff to administer medication, in addition to the signature of consent in the medication book**
* **Staff with appropriate first aid training**
* **A Health Plan and Risk Assessment for the child**
* **Advice from Insurance**

**Policies and Procedures for Children Requiring Assistance with tubes to assist their health for example – Breathing Tubes, Colostomy Bags etc.**

* **A letter from the child’s GP/Consultant stating the child’s condition and what medication if any is administered and the stated dosage and detailed instructions on life support apparatus**
* **Written consent from the parents/carers allowing staff to assist in the use of life saving apparatus and administering medication, in addition to the signature of consent in the medication book**
* **Copies of all documents must be sent to the insurance provider before the child attends for confirmation that the policy has been amended**

**Policies and Procedures for Children who are Sick or Infectious**

* **If a child becomes sick during the day i.e.: high temperature, sickness, diarrhoea or pain in their stomachs or heads, staff will contact the parents/carers or emergency contacts to arrange for the child to be collected**
* **The child’s temperature will be taken and recorded and in the event of requiring paracetamol – dependant on permission and speaking to the parents/carers to be advised on whether the child has already had medication that day – medication will be administered**
* **This dose of medication must be recorded in the medicine book, witnessed by 2 staff members and signed by the parent/carer when the child is collected**
* **If a child has a temperature, they are kept cool and comfortable, their socks and top clothing will be removed to assist in reducing temperature**
* **In extreme circumstances the child could be taken to hospital by ambulance parents/carers will be informed and a staff member will go with the child if the parents/carers are not in attendance**
* **Children awaiting collection by parents/carers will be kept comfortable and are able to rest on our small portable bed whilst being cared for by a staff member**
* **If a child is suspected of being contagious, they will be cared for in the small hall with the screens shut to minimise the risk of infection to the other children**
* **Parents/Carers are encouraged to take their child to the GP when necessary**
* **If**
* **Parents/Carers are required to inform the setting when their children fall sick at home to ensure we are fully informed of and viruses that are circulating in the community**
* **When children have been prescribed antibiotics they must remain at home until 48 hours after the symptoms have gone**
* **Children with temperatures, sickness and diarrhoea or contagious infections or contagious diseases must also stay at home for 48 hours after the symptoms have gone or in the case of doctors advice longer than 48 hours**
* **A list of excludable diseases and their current exclusion times is on display at the pre-school at all times**

**Reporting Notifiable Diseases**

* **If a child is diagnosed with a notifiable disease under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995, procedures for contact will be followed**
* **When the setting becomes aware of, or is formally informed of a child with a notifiable disease the manager/deputy will inform the Health Protection Agency – NHS England, and Ofsted and act on advice provided**

**HIV/AIDS/Hepatitis Policies and Procedures**

* **Confidentiality is observed at all times**
* **The HIV virus, like other viruses such as Hepatitis A, B and C spread through body fluids**
* **Hygiene precautions for dealing with bodily fluids are the same for children and adults.**
* **Disposable vinyl gloves and aprons must always be worn when changing nappies and clothing soiled with blood, urine, faeces or vomit.**
* **Protective rubber gloves are to be used cleaning/sluicing clothes that are soiled.**
* **Soiled clothes are double bagged for returning to parents.**
* **Spills of blood, urine, faeces or vomit are cleared using a disinfectant.**
* **All soiled cleaning clothes and blood stained waste will be wrapped in yellow contamination bags.**
* **Furniture, soft furnishings and toys soiled with blood, urine, faeces or vomit are cleaned with anti-bacterial products and steam cleaned.**

**Covid**

* **Up to date advice from NHS will be followed**

**General Illness**

* **When the winter months are upon us, and the usual winter germs are here. We ask for parents to be considerate to all our families and staff when managing illnesses.**
* **If your child needs regular doses of Calpol/Ibuprofen or a dosage for their symptoms to manage pre-school, please keep your child at home to rest as we are unable to allow children to attend when they are unwell.**
* **This helps reduce the length of the illness and prevents passing the germs onto other children and staff.**
* **We also ask that children are kept at home if they have spots or a rash that have not been seen by a doctor or health professional.**
* **Stomach bugs are common this time of year. Please continue to follow the rules around vomiting and diarrhoea by keeping your child at home for 48-hours after their last episode in line with our policies.**
* **We would like to remind parents/carers that when your children have a temperature over 37.5C (99.5F) they are not allowed to come to school.**
* **A temperature indicates that a child is unwell, and medicines will only mask the symptoms and your child will be carrying the illness and spreading this to the other children and staff, which potentially affects our ability to open if all our staff become ill.**

**General Advice**

**Fever symptoms**

A fever is a high temperature when the body's temperature rises above 37.5C (99.5F). The normal body temperature is between 36C-37C (96.8F-98.6F)

The high temperature or fever often lasts around two to three days.

Check for high temperature or fever using an appropriate thermometer and following the instructions.

**Cause of fever**

A fever isn't a separate illness. Fever or a high temperature is usually a normal response to an infection as the body fights it off. [Part of the brain](https://www.webmd.boots.com/a-to-z-guides/picture-of-the-brain) called the hypothalamus may decide to regulate the body's temperature to a higher level.

Common causes of fever are:

* Colds and [flu](https://www.webmd.boots.com/cold-and-flu/default.htm)
* [Gastroenteritis](https://www.webmd.boots.com/digestive-disorders/stomach-flu-gastroenteritis) [stomach](https://www.webmd.boots.com/digestive-disorders/stomach-picture) bugs
* Infections of the ear, [lung](https://www.webmd.boots.com/asthma/guide/picture-of-the-lungs), [skin](https://www.webmd.boots.com/healthy-skin/ss/slideshow-how-your-life-affects-your-skin), throat, [bladder](https://www.webmd.boots.com/urinary-incontinence/guide/bladder-picture) or [kidney](https://www.webmd.boots.com/urinary-incontinence/guide/kidneys-picture)
* Inflammatory conditions
* Routine vaccinations

**Treating fever**

* Fever usually makes a person feel uncomfortable, and steps may be taken to reduce the fever, by taking age-appropriate medication, such as [paracetamol](https://drugs.webmd.boots.com/drugs/drug-356-paracetamol.aspx?drugid=356&drugname=paracetamol&istictac=false) or [ibuprofen](https://drugs.webmd.boots.com/drugs/drug-242-ibuprofen.aspx?drugid=242&drugname=ibuprofen&istictac=false), but never [aspirin](https://drugs.webmd.boots.com/drugs/drug-36-aspirin.aspx?drugid=36&drugname=aspirin&istictac=false) in under-16s.
* Drink plenty of water or other clear fluid. Iced drinks or ice lollies may have a soothing effect.
* Wear lightweight clothing and don't use blankets and duvets in bed to avoid getting too warm
* Make sure the temperature in the room is comfortable and let fresh air in
* Rest and avoid heavy activity

**Head Lice/Nits**

* **Head lice are** **not a reason to exclude a child from pre-school**
* **On identification of head lice all parents are informed.**
* **Information and warning letters are provided to parents.**

**Conjunctivitis**

* **Conjunctivitis not a reason to exclude a child from pre-school**
* **We do however ask that the child has been treated with appropriate medication twice before attending pre-school**
* **Conjunctivitis spreads quickly in preschool children and is an uncomfortable condition and immediate treatment can alleviate these circumstances and prevent cross infection.**

**January 2024**