



Noah's Ark Pre-School

Managing children who are sick, infectious or with allergies or during a pandemic

(Including reporting notifiable diseases such as Covid-19, measles etc.)

Policy statement

We provide care for healthy children and promote health through identifying allergies and preventing contact with the allergenic substance and through preventing cross infection of viruses and bacterial infections. During the COVID-19 pandemic, the team are taking extra care with hygiene and general procedures.

These include

- Promoting and observing social distancing.
- Daily promotion of proper hygiene procedures such as coughing and sneezing into elbows.
- Handwashing on arrival of staff and children and throughout the day, especially after coughing, sneezing, blowing nose, touching face, touching floor surfaces, before and after snacks and lunch, after outside play, after toileting and before going home.
- Staff additionally use hand sanitisers on a frequent basis.
- Children's temperature will be checked as necessary.
- Keep distance when queueing outside the premises.
- Clean/fresh clothes for both team and children on a daily basis
- No unnecessary items brought into pre-school.
- Thorough cleaning of surfaces at the end of the day
- Washing of small and larger toys where necessary
- Wiping down of larger items or equipment using antibacterial wipes and sprays
- Wiping down of books, tables, door handles and doorbell.
- Teaching of hygiene procedures through songs, videos and practical activities.
- Limited handling of children where possible and necessary, this includes a change of routine during snack time. Children need to have easy access to their

- lunch packs as well as easy to open food packaging as well as cut up apples, grapes, oranges etc.
- No unnecessary visitors except parents collecting children who are ill or when maintenance such as gas repair men have to enter the premises. The school is adequately equipped to separate children from these visitors and make provisions during such time.
 - We expect that parents who display symptoms to self-isolate in accordance with government guidelines and not to send their children to pre-school if they show symptoms.
 - We expect parents to inform us if they are self-isolating so that we can plan accordingly.
 - We expect parents not to send their child if they are feeling unwell.
 - Procedures for infectious diseases other than COVID-19 are outlined in this policy.

Procedures for children with allergies

- When parents start their children at the setting 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 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). EpiPen training will be arranged by the community nurse or through online training as required by the pre-school's insurance.
 - Control measures – such as how the child can be prevented from contact with the allergen.
 - Review.
- This form is kept in the medical records 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 e.g. piriton.
- 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 celebrate a child's birthday by providing a cake.

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 our 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.
- 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. This consent must be kept on file. It is not necessary to forward copy documents to your insurance provider.
- Life saving medication & invasive treatments - adrenaline injections (EpiPens) for anaphylactic shock reactions (caused by allergies to nuts, eggs etc) or invasive treatments such as rectal or oral 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

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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 Early Years Alliance Insurance Department for appraisal (if you have another provider, please check their procedures with them). Confirmation will then be issued in writing confirming that the insurance has been extended.
- Before a child starts at Noah's Ark parents are required to fill in the medical form and hand this back before the end of the summer term. This form will help staff to identify children with special educational and/or medical needs before they start. Parents are encouraged to discuss the needs of their child before it starts at Noah's Ark. Training and possible staffing may be arranged well in advance of the child's first day at Noah's Ark.
- Parents are encouraged to discuss any issues and worries with their key person during the induction period.
- We respect the parent's wish not to disclose too many details about their child's individual appointments or arrangements with outside professionals. We will always seek permission from parents to discuss concerns with outside professionals.

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 to the Early Years Alliance Insurance Department for appraisal (if you have another provider, please check their procedures with them). Written confirmation that the insurance has been extended will be issued by return.

If we are unsure about any aspect, we will contact the Early Years Alliance Insurance Department on 020 7697 2585 or email membership@pre-school.org.uk.

Procedure 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 – the manager, deputy or key person calls

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the parents and asks them to collect the child, or if unavailable to send a known carer to collect on their behalf.

- Parents are required to provide the pre-school with an up to date mobile number and are asked to keep their phones on during the period that their child attends the pre-school session.
- If a child has a temperature, they are kept cool, by removing top clothing. In extreme cases of emergency the child should be taken to the nearest hospital and the parent informed.
- Parents are asked to take their child to the doctor before returning them to pre-school; the pre-school will 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 and or vomiting or high fever 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.hpa.org.uk and includes common childhood illnesses such as measles. A list is displayed on the parent board.

Reporting of 'notifiable diseases'

- If a child or adult is diagnosed suffering from a notifiable disease under the
- Health Protection (Notification) Regulations 2010, 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.
- Protective rubber gloves are used for cleaning/slucing clothing after changing.
- Soiled clothing is bagged for parents to collect.

- Spills of blood, urine, faeces or vomit are cleared using disinfectant solution and mops; cloths used are disposed of.
- Tables and other furniture, furnishings or toys affected by blood, urine, faeces or vomit are cleaned using a disinfectant.

COVID-19-pandemic

- *If children develop symptoms during the session, they will be isolated with a team member present until the parent arrives. We recommend testing but at the time of writing this guidance has been withdrawn. We recommend the NHS guideline of 5 days isolation after testing positive and only if the child is better and not showing any symptoms such as a fever. These guidelines are valid until such time the government/WHO issues that there is no longer a pandemic.*

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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.