



# Ladybird Forest Pre-School

## Safeguarding and Welfare Requirements: Health



### 6.2 Immunisations and managing children who are sick, infectious or with allergies

#### Policy Statement

We aim to provide care for healthy children through promoting immunisations, preventing cross infection of viruses and bacterial infections and promote health through identifying allergies and preventing contact with the allergenic trigger.

#### Procedures

##### *Immunisations*

- Our Pre-School does not discriminate against children who have not received their immunisations and will not disclose individual details to other parents.
- We record, or encourage parents to record information about immunisations on children's Admissions documents.

##### *Infection prevention and control*

- We ensure all children use tissues when coughing and sneezing to catch all germs.
- We ensure all tissues are disposed of in a hygienic way and all children and staff members wash their hands/use anti-bacterial gel once the tissue is disposed of.
- We discuss and encourage children to practice good hygiene procedures in helping them to stay healthy.
- Staff will wear all the appropriate PPE when changing nappies, toileting children and dealing with any other bodily fluids. Staff members are required to dispose of these in the appropriate manner and wash hands immediately.
- All potties and changing mats are cleaned and sterilised before and after each use.
- Toilets are cleaned twice daily and as and when required.



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- Staff are to remind children to wash their hands after visiting the toilet, playing outside or being in contact with any animal.
- Staff are to remind children to wash their hands prior to doing any cooking activity or handling food and prior to eating meals and snacks.
- All staff must always wear disposable gloves during food activities and when preparing or serving food.
- All toys, equipment and resources will be cleaned on a regular basis by following a comprehensive cleaning rota and using antibacterial cleanser or through washing in the washing machine.
- Dummies will be stored in individual hygienic dummy boxes labelled with the child's name to prevent cross-contamination with other children.
- When children are ill, we will follow this policy to prevent the spread of any infection in the Setting. Staff members are also requested to stay at home if they are contagious.
- Ladybird Forest Pre-School Manager/Deputy/Lead retains the right of refusal of all children, parents, staff, and visitors who are deemed contagious and may impact on the welfare of the rest of the Pre-School.
- Periodically each room in the setting will be deep cleaned including soft furnishings to ensure the spread of infection is limited. This will be implemented earlier if the need arises.
- Ladybird Forest Pre-School will ensure stocks of tissues, hand washing equipment, sterilising fluid and anti-bacterial gel are always maintained and increased during the winter months or when flu and cold germs are circulating.

### ***Procedures for children who are sick or infectious***

- If children appear unwell during the day - for example, if they have a temperature, sickness, diarrhoea or pains, particularly in the head or stomach - a member of staff will call the parents/carers and ask them to collect the child, or to send a known carer to collect the child on their behalf.



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- If a child has a temperature, they are kept cool, by removing top clothing and apply a cold compress but kept away from draughts.
- The child's temperature is taken using a thermometer, kept in the Medication Cabinet.
- If the child's temperature does not go down and is worryingly high, then we will contact the parent and ask them to collect the child.
- In extreme cases of emergency, an ambulance is called, and the parents informed.
- We recommend that Parents/carers take their child to the doctor before returning them to the setting; we can refuse admittance to children who have a temperature, sickness and diarrhoea or a contagious infection or disease.
- After sickness and diarrhoea, we ask parents keep children home for 48 hours following the last episode.
- We have a list of excludable diseases and current exclusion times. The full list is obtainable from
- [www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities](http://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities) and includes common childhood illnesses such as measles.

### ***Reporting of 'notifiable diseases'***

- If a child or adult is diagnosed as suffering from a notifiable disease under the Health Protection (Notification) Regulations 2010, the GP will report this to Public Health England.
- When we become aware, or are formally informed of the notifiable disease, our Pre-School Manager/Deputy informs Ofsted and contacts Public Health England, and acts on any advice given.

### ***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.

We:



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- Wear single-use vinyl gloves and aprons when changing children's nappies, pants and clothing that are soiled with blood, urine, faeces, or vomit.
- Bag soiled clothing for parents to take home for cleaning.
- Clear spills of blood, urine, faeces, or vomit using mild disinfectant solution and mops; any cloths used are disposed.
- Clean any tables and other furniture, furnishings or toys affected by blood, urine, faeces, or vomit using a disinfectant.
- Ensure that children do not share toothbrushes, which are rinsed individually under hot water after every use.

### ***Nits / head lice***

- On identifying a case of head lice, we ask the parent / carer to collect their child and ask them to treat their child and all the family. The child will be able to return to the setting once treatment has been administered.
- If there is more than one case of head lice at the same time, we will inform all parents.

### ***Allergies/Intolerances***

- Information passed on through parents/carers from the Admissions form regarding allergies and intolerances must be shared with all staff in the setting.
- A member of staff must carry out a Care Plan with the parent prior to the child starting the Pre-School, or when an allergy is discovered. The information must then be shared with all staff and stored in the Emergency Black folder and the Red Care Plan Folders, stored in the Pre-School Office.
- An Allergy and Intolerance record list is kept in the Emergency Black folder in the office, and displayed in the staff kitchen and inside the Caterpillar room snack cupboard.
- Staff must regularly review all information with parents/carers/health professionals.



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- The Allergy and Intolerance record list must be checked prior to snack, planned activities and meals.
- We display our weekly menus on the children's snack board and will identify when the 14 allergens identified by the Food Standards Agency (FSA) are used as ingredients in any of our dishes, and send out to all parents/carers via email before the child starts and when we update our menus.
- All food prepared for a child with a specific allergy will be prepared in an area where there is no chance of contamination and served on equipment that has not been in contact with this specific food type, e.g. celery.
- All staff will work together with the parents / carers of a child with specific food allergies to ensure that the child will not receive food at Ladybird Forest Pre- School that may harm them.
- If a child has an allergic reaction to food, a bee sting, plant etc, a First Aid trained member of staff will follow the Child's care plan, if in place, and administer the appropriate treatment. Parents/carers must be informed.
- If no Care Plan is already in place, a Care Plan will be established.
- There will always be members of staff onsite who are trained to administer EpiPens.
- All prescribed medicines must have the child's name, dosage, date the prescription was issued and expiry date on it and kept in the Children's Medication Cabinet in the staff kitchen.
- A sick child needs above all their family; therefore, every effort should be made to contact a family member as soon as possible.

### **Emergency**

- If the allergic reaction is severe a member of staff will summon an ambulance immediately. We will not attempt to transport the sick/injured child in our own vehicles.
- Whilst waiting for the ambulance, we will contact the child's emergency contact and arrange to meet them at the hospital.



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- We keep emergency information for every child and update it every year and include reminders in newsletters for information to be kept up to date.
- A senior member of staff must accompany the child and collect Admissions forms, relevant Medication Forms, medication, and child's comforter.
- Staff must remain calm always; children who witness an allergic reaction may well be affected by it and may need lots of cuddles and reassurance.
- All incidents will be recorded in a Medical Incident Form which will be shared, and signed by parents/carers at the earliest suitable opportunity. The Medical Incident Forms are kept in the office.

### ***Insurance requirements for children with allergies and disabilities***

- If necessary, our insurance will 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 our insurance provider must be obtained to extend the insurance.
- At all times we ensure that the administration of medication is compliant with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage.
- 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.
  - We must be provided with clear written instructions on how to administer such medication.
  - We adhere to all risk assessment procedures for the correct storage and administration of the medication.
  - We 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 our insurance provider.



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- Life-saving medication and invasive treatments:

These include adrenaline injections (EpiPen's) for anaphylactic shock reactions (caused by allergies to nuts, eggs etc) or invasive treatments such as rectal administration of Diazepam (for epilepsy).

- We must have:
  - a letter/care plan 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 our 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.
- Written confirmation that we hold this information will first be sent to the Insurance team for appraisal. Written confirmation that the insurance has been extended will be issued by return.
- Treatments, such as inhalers or EpiPen's are immediately accessible in an emergency.
- Children requiring assistance with tubes to help them with everyday living e.g. breathing apparatus, to take nourishment, colostomy bags etc:
  - Prior written consent must be obtained from the child's parent or guardian to give treatment and/or medication prescribed by the child's GP.
  - The key person/Manager/Deputy/Lead must have the relevant medical training/experience, which may include receiving appropriate instructions from parents or guardians.
  - Copies of all letters relating to these children must first be sent to Insurance team for appraisal. Written confirmation that the insurance has been extended will be issued by return.
- If we unsure about any aspect, we contact our insurance provider.



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<b>Contact Info</b>	<b>Tel</b>
Pound Gates	0345 7773322

## Legal Framework:


- Health Protection (Notification) Regulations 2010
- Food Information Regulations 2014

## Further guidance:

- Good Practice in Early Years Infection Control (Pre-school Learning Alliance 2009)
- Medication Administration Record (Pre-school Learning Alliance 2013)

## Relevant Ladybird policies:

- 1.2 Safeguarding Children and Child Protection
- 6.1 Administering medicines
- 8.1 Health and Safety
- 10.6 Data Protection and Confidentiality

<b>This policy was reviewed by</b>	Amanda Sanders - Pre-School Manager Victoria Grimes - Admin Manager Rebecca McGough - Chair
<b>Date of review</b>	13 <sup>th</sup> January 2024
<b>Date for next review</b>	13 <sup>th</sup> January 2025
<b>Chair's signature</b>	





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