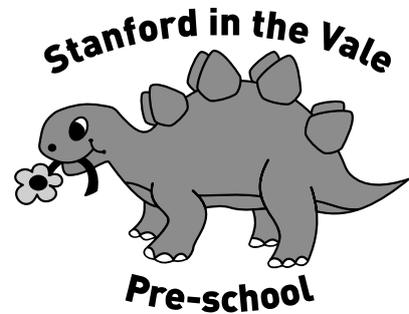


Recreation Ground  
Huntersfield  
Stanford in the Vale  
Faringdon  
Oxfordshire, SN7 8LR



## 1.3.4 - ILLNESS, INFECTION AND ALLERGY POLICY

Revised October 2016

(See also our Administering Medicines and Medical Devices Policy)

### Statement of Intent

Stanford Pre-school believes that the health of our children is of paramount importance. We promote the good health of children by taking positive steps in order to prevent the spread of infection and disease. This usually involves the exclusion of an ill or infectious child from the Pre-school until the child is no longer ill or infectious. Stanford Pre-school's policy for dealing with children who feel unwell is outlined below. We try to identify allergies and prevent contact with the allergenic substance.

Stanford Pre-school will maintain links with local Health Visitors where appropriate. Health information and advice will be obtained from the local health authority information services and/or other health agencies as appropriate.

At all times, our administration of medication is compliant with the Early Years Foundation Stage.

### Procedures for children with an Illness or Infection:

- If a child is suffering from an illness or infection, parents are asked to keep their child at home. Parents should inform the Pre-school that their child will be absent as soon as possible, providing information as to the nature of the illness/infection. If necessary, Pre-school staff should present details of the illness/infection to other parents in a confidential manner, and carefully observe the other children in their care for potential casualties of the illness/infection.
- It is our policy that parents are not allowed to bring into Pre-school any child who has been vomiting, or suffered from diarrhoea until at least 48 hours has elapsed since the last attack (or since a formed stool is passed). Some activities, such as sand and water play, and self-serve snacks where there is a risk of cross-contamination may be suspended for the duration of any outbreak.
- If a child has a temperature they shouldn't attend Pre-School. They can return 24 hours after they are recovered.
  - Where children have been prescribed a previously unused medication, parents are asked to keep them at home for 48 hours before returning to the setting in case the child suffers a reaction to their medication.
  - 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](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 such as measles and chicken pox. This list can be seen in the Parental Policies File along with this Policy.
  - Pre-school staff have the right to turn away children that they believe are not well enough to attend Pre-school.

- If a child appears unwell whilst attending Stanford Pre-school suffering from a high temperature, sickness, diarrhoea or pains, particularly in the head or stomach, one member of staff will soothe and comfort the child whilst another staff member contacts the parent/other authorised adult and asks them to collect the child, or send a known carer to collect on their behalf.
  - In the case of high temperature, while awaiting the parent/ carer to arrive, the child is kept cool.
  - The child's temperature is taken using an ear thermometer from the First Aid box.
  - Depending on the circumstances of the illness, appropriate action will be taken to minimize the discomfort of the child. Most staff at Stanford Pre-school are First Aid trained.
  - If necessary, the Manager or deputy will contact the Emergency Services, Tel: **999** if the illness/infection is considered serious and cannot be dealt with appropriately.
  - In extreme cases of emergency the child should be taken to the nearest hospital and the parent informed. In order to maintain ratio's in this instance a member of committee or another parent may be asked to come into the setting.

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

- If a child or adult is diagnosed as suffering from a notifiable disease under the Health (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 will inform Ofsted and act upon any advice given by the Health Protection Agency.
- Ofsted and local child protection agencies will be notified within 14 days of any serious accident or injury to, or serious illness of, or the death of, any child whilst in their care, and act on any advice given.
- Ofsted is notified of any food poisoning incidents affecting 2 or more children looked after on the premises,
- HIV and hepatitis type viruses are spread through body fluids. Hygiene precautions for dealing with body fluids are the same for children and adults:
  - Single use vinyl gloves and aprons, where appropriate, are worn when changing children's nappies, pants and clothing that are soiled with blood, faeces, urine 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 mild disinfectant solution and disposable towels; cloths used are disposed of with care.
  - Tables and furniture or toys affected by blood, urine, faeces or vomit are cleaned using a disinfectant.

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### **Nits and head lice**

- On **identifying** cases of head lice, parents/guardians are informed and asked to treat their child and all the family if they are found to have 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.
- Other parents are informed by displaying a notice that nits have been present in the setting.

### **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 enrolment form.
- If a child has an allergy, details are noted on the allergies notice, displayed in the kitchen. Where necessary a risk assessment may be completed. This risk assessment may include some of the following information:
  - 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 reaction e.g. anaphylactic shock reaction, including rash, reddening of the skin, swelling, breathing problems etc.
  - What to do in the case of allergic reactions, any medication used and how it is to be used (e.g. Epi-pen).
  - Control measures- such as how the child can be prevented from contact with the allergen.
  - Review dates.
- Parents are asked to 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 lunch boxes.
- Due to the introduction of the Food information Regulations (FIR) 2014 we will be providing parents with a list of any of the 14 allergens included in the food we serve their children. This is done by parents receiving a letter informing them of the possible allergens served daily at snack time. This information is also displayed on the Parents notice board. In addition each term parents will be informed of the allergens included in our termly cooking activity. New parents will be informed of this at induction.

### **Immunisations**

- The Preschool collects information on induction with regard to the standard NHS-recommended immunisations.
- This information is kept confidential but used to aid infection control in case of outbreak of disease.

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

Our 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 with life threatening conditions, or requiring invasive treatments, written confirmation from our insurance provider must be obtained to extend the insurance cover before the child can be allowed to join our setting.

### **Oral medication**

Insurers now regard asthma inhalers as 'oral medication' and so documents do not need to be forwarded to our insurance provider.

- Only prescribed medication is administered. It must be in-date and prescribed to the child for the current condition by a doctor, dentist or nurse (medicines containing aspirin should only be given if prescribed by a doctor).
- The Pre-school must be provided with clear written instructions on how to administer the medication in our Medication Record Book and parents must inform Staff how to store such medications.
- Parents must update and sign the medical record in the setting every term should their child to be on medication for long periods of time.
- The Pre-school must have the parent or guardian's prior written consent. This consent must be kept on file. Parents are asked to sign the medication form at the end of a session

where their child has been administered medication. It is not necessary to forward copy documents to our insurance provider.

For life saving mediations and invasive treatments:

In order to administer adrenaline injections (Epi-pens) for anaphylactic 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, Community Paediatric Nurse.

Copies of the above 3 documents will be sent to our insurance company for appraisal. Their written letter confirming that insurance has been extended will be kept on file.

Procedures for children requiring help with tubes to help them with everyday living e.g. breathing apparatus, to take nourishment, colostomy bags etc. are:

- 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.
- Staff are to have relevant medical training/experience, which may include those who have received appropriate instructions from parents or guardians, or who have qualifications. There must be at least one trained staff member in session when the child is in attendance.
- 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 and kept on file.

The Pre-school Learning Alliance Insurance Department can be contacted to clarify any unclear points on 020 7697 2585 or email [membership@pre-school.org.uk](mailto:membership@pre-school.org.uk).

This policy was adopted at a meeting of Stanford in the Vale Pre-school Committee

Held on \_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_ (date)

Signed on behalf of the management committee

Name of signatory

Role of signatory (e.g. chair/owner)