



# CENTRAL@RLK

## POLICIES AND PROCEDURES

### 6.2 - MANAGING CHILDREN WHO ARE SICK, INFECTIOUS OR WITH ALLERGIES

(Including reporting notifiable diseases)

#### Policy statement

Central@RLK provides care for healthy children through preventing cross infection of viruses and bacterial infections and promote health through identifying allergies and preventing contact with the allergenic substance.

#### Procedures 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 senior member of staff calls the parents and asks them to collect the child, or send a known carer (i.e. someone who knows the password) to collect on their behalf.
- If a child has a temperature, they are kept cool, by removing top clothing and being placed in a cool place away from draughts.
- Temperatures are taken using a Braun 'ThermoScan' thermometer, which is kept in the first aid box, located on the kitchen wall. Should this thermometer not be working (due to battery failure or lack of protective covers), a forehead thermometer will be used instead; one of which is located in the room first aid box (in the wall cupboard above the sink) and also in the reception first aid box (located in the reception office).
- In extreme cases of emergency the child will be taken to the nearest hospital and the parent informed.
- Central@RLK can 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, parents must keep children at home for 48 hours after the first formed stool.
- After sickness, parents must keep children at home for 48 hours from the last time the child was sick.
- The setting has a list of excludable diseases and current exclusion times; which is obtainable from [www.hpa.org.uk/servlet/ContentServer?c=HPAweb\\_C&cid=119494735837&pagename=HPAwebFile](http://www.hpa.org.uk/servlet/ContentServer?c=HPAweb_C&cid=119494735837&pagename=HPAwebFile) , 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 Public Health (Infectious Diseases) Regulations 1988, 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.



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### ***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 gloves are also used for cleaning, sluicing and/or bagging clothing after changing.
- Soiled clothing is emptied and bagged for parents to collect from the marked box outside of their child's room at Central@RLK.
- Spills of blood, urine, faeces or vomit are cleared using either absorbent granules or mild disinfectant solution and mops. The cloths used are bagged separately and also placed in the marked box for parent's to take away and dispose of.
- Tables and other furniture, affected by blood, urine, faeces or vomit are cleaned using a disinfectant. Any soft furnishings will be discarded or put through a hot washing machine cycle.

### ***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 entire family) if they are found to have head lice.

### **Procedures for children with allergies**

- When children start at the setting their parents are asked if their child suffers from any known allergies. This is recorded in the registration pack.
- 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).
  - Control measures - such as how the child can be prevented from contact with the allergen.
  - Review.
- This form is kept in the child's personal file and a copy is displayed where staff can see it.
- Trained professionals (or parents where appropriate) train staff in how to administer special medication in the event of an allergic reaction.
- Nuts and nut products are not permitted within the setting.
- Parents are made aware of this policy so that nuts or nut products are not provided for a child's lunch, snack or birthday/special treat/party.



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

- Central@RLK's 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 Safeguarding and 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.
- Central@RLK must be provided with clear written instructions on how to administer such medication.
- Risk assessment procedures will be adhered to for the correct storage and administration of the medication.
- Central@RLK must have the parents or guardians prior written consent. This consent will be kept on file but a copy will not be forwarded to the setting's insurance provider.

### ***Life saving medication & invasive treatments***

- In cases of 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 will require ALL of the following:
  - 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.
- Copies of all three letters relating to these children must first be sent to the Pre-school Learning Alliance Insurance Department for appraisal. Confirmation will then be issued in writing confirming that the insurance has been extended.
- In cases where children require help with tubes to support everyday living e.g. breathing apparatus, to take nourishment, colostomy bags etc. the setting must have the following:
  - Prior written consent from the child's parent or guardian to give treatment and/or medication prescribed by the child's GP.
  - Key person or full time member of staff 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 will (and 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.



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If Central@RLK are unsure about any aspect related to our insurance cover, the setting will contact our current insurance provider, Pre-school Learning Alliance on 020 7697 2585 or [membership@pre-school.org.uk](mailto:membership@pre-school.org.uk).

### Further guidance:

- Managing Medicines in Schools and Early Years Settings (DfES 2005). Available from: <http://publications.teachernet.gov.uk/eOrderingDownload/1448-2005PDF-EN-02.pdf>

### Other useful Pre-school Learning Alliance publications:

- Good Practice in Early Years Infection Control (2009)

This policy was adopted at a meeting of	<b>Central@RLK</b>
Held on	<b>27<sup>th</sup> July 2015</b>
Date to be reviewed	<b>July 2016</b>
Signed on behalf of the management committee	
Name of signatory	<b>Rebecca Davies</b>
Role of signatory (e.g. chair/owner)	<b>Chairperson</b>