

Safeguarding and Welfare Requirement: Health

The provider must promote the good health of children attending the setting. They must have a procedure, discussed with parents and/or carers, for responding to children who are ill or infectious, take necessary steps to prevent the spread of infection, and take appropriate action if children are ill.

6.2 Managing children who are sick, infectious, or with allergies

Policy statement

We aim to provide 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 trigger.

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 – our manager will call the parents and ask them to collect the child, or to send a known carer to collect the child on their behalf.
- ✦ If a child has a temperature, they are kept cool, by removing top clothing and sponging their heads with cool water, but kept away from draughts.
- ✦ The child's temperature is taken using a forehead thermometer strip, kept in the first aid box.
- ✦ If the child's temperature does not go down and is worryingly high, then we may give them Calpol or another similar analgesic, after first obtaining verbal consent from the parent where possible. This is to reduce the risk of febrile convulsions. Parents sign the medication record when they collect their child.
- ✦ In extreme cases of emergency, an ambulance is called and the parent informed.
- ✦ Parents are asked to 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.
- ✦ Where children have been prescribed antibiotics for an infectious illness or complaint, we ask parents to keep them at home for 48 hours before returning to the setting.
- ✦ After diarrhoea, we ask parents keep children home for 48 hours following the last episode.
- ✦ Some activities, such as sand and water play, and self-serve snacks where there is a risk of crosscontamination may be suspended for the duration of any outbreak.
- ✦ We have a list of excludable diseases and current exclusion times. The full list is obtainable from www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1194947358374 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 manager informs/I inform Ofsted and contacts Public Health England, and act[s] 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 will

- ✦ 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 of with the clinical waste.
- ✦ 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 tooth brushes, which are also soaked weekly in sterilising solution.

Nits and head lice

- ✦ Nits and head lice are not an excludable condition; although in exceptional cases [we/I] may ask a parent to keep the child away until the infestation has cleared.
- ✦ On identifying cases of head lice, we'll inform all parents ask them to treat their child and all the family if they are found to have head lice.

Procedures for children with allergies

- ✦ When children start at the setting we'll ask their parents if their child suffers from any known allergies. This is recorded on the Registration Form.
- ✦ If a child has an allergy, we'll complete a risk assessment form 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 measures.
- ✦ This risk assessment form is kept in the child's personal file and a copy is displayed where our staff can see it.
- ✦ 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.

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'll 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/my] insurance provider.
- ✦ Life-saving medication and invasive treatments:

These include 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).

 - We 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 [our staff/me] 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 documents relating to these children must first be sent to [the Pre-school Learning 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.
- ✦ Key person for special needs 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/I] 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 [the Pre-school Learning 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'll contact [the Pre-school Learning Alliance Insurance Department on 020 7697 2585 or email membership@pre-school.org.uk.

• **FOR INFORMATION ON COVID-19 PLEASE SEE BELOW**

This policy was adopted by	Natalie Brown	(name of provider)
On	22/5/19	(date)
Date to be reviewed	22/6/20	(date)
Signed on behalf of the provider		
Name of signatory		
Role of signatory (e.g. chair, director or owner)		

Other useful Pre-school Learning Alliance publications

- ✦ Good Practice in Early Years Infection Control (2009)
- ✦ Medication Administration Record (2013)

Coronavirus Policy (COVID-19)

Tiny Tigers Pre School

Introduction

This policy applies to all employees and service users including parents, children and third party users, social care, police and fire rescue services and any other person wishing to gain reasonable access to the setting (this list is not exhaustive of all users defined).

Purpose of the Policy

To protect all employees and service users of Tiny Tigers pre school, including parents and children, from encountering Coronavirus (COVID-19).

To maintain the minimum level of staff needed to continue to provide early years education service and to meet the welfare and care needs of the children who attend the setting.

To ensure that the prevention of the spread of Coronavirus (COVID-19) remains at a minimum risk.

Infection prevention and system of controls

Keeping children and staff safe is our utmost priority. This section sets out the public health advice that early years settings must follow to minimise the risks of coronavirus (COVID-19) transmission. This guidance has been developed with advice from Public Health England (PHE).

The public health advice in this guidance makes up a PHE-endorsed 'system of controls', building on the hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) outbreak. When implemented in line with a revised risk assessment, these measures create an inherently safer

environment for children and staff where the risk of transmission of infection is substantially reduced for children and staff.

The 'system of controls' provides a set of principles that when followed will effectively minimise risks.

System of controls

This is the set of actions we will take. They are grouped into 'prevention' and 'response to any infection'.

Prevention

- 1) Minimise contact with individuals who are unwell by ensuring that those who have [coronavirus \(COVID-19\) symptoms](#), or who have someone in their household who does, do not attend settings.
- 2) Use of face coverings where necessary (eg. If a child or adult within the setting displays any symptoms of coronavirus)
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.
- 6) Minimise contact between groups where possible.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).

Response to any infection

- 8) Engage with the NHS Test and Trace process.
- 9) Manage confirmed cases of coronavirus (COVID-19) amongst the setting community.
- 10) Contain any outbreak by following local health protection team advice.
- 11) Notify Ofsted.

System of controls: prevention

1. Minimise contact with individuals who are unwell by ensuring that those who have [coronavirus \(COVID-19\) symptoms](#), or who have someone in their household who does, do not attend settings

Ensure children, staff and other adults do not come into our setting if they have coronavirus (COVID-19) symptoms or have tested positive in the last 10 days and anyone developing those symptoms during the day is sent home. These are essential actions to reduce the risk in settings and further drive down transmission of coronavirus (COVID-19).

If anyone in our setting becomes unwell with a new, persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia):

- they must be sent home and advised to follow [COVID-19 guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#), which sets out that they must self-isolate for at least 10 days
- they should [arrange to have a test](#) to see if they have coronavirus (COVID-19)
- other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms
- if a child is awaiting collection:
 - we will move them to an area which is at least 2 metres away from other people
 - if they need to go to the bathroom while waiting to be collected, the bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else
 - PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the [Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#) guidance
- as is usual practice, in an emergency situation call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital
- any members of staff who have helped someone with symptoms and any children who have been in close contact with them do not need to go home to self-isolate. However, they must self-isolate and arrange for a test if they develop symptoms themselves (in which case, they should arrange a test), if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace
- everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms will be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings outside the home](#) guidance

Pre School Closure

At anytime that it is felt necessary to prevent the spread of Coronavirus (COVID-19) and to ensure the health and safety welfare of all employees, children and parents of Tiny Tigers Pre School will continually monitor the risk factor of keeping the setting open as a viable option, and may so at any time, revert to a closed status, with no children permitted on site, to a partially closed status, where setting places may well be limited to, but not excluding, vulnerability, age, need of care, critical key worker status of parents, special educational needs (SEND), children whom have an EHCP plan in place, children in care, children who have a social worker allocated to them already.

Monitoring

Tiny Tigers is closely monitoring and gathering information from the Department of Health England, The Department of Education, our Local Authority (KCC) and all guidelines delivered and updated through official government sources constantly to ensure that we have the most up to date information and work place practises concern the spread and containment of the Coronavirus (COVID-19).

This includes all training and delivery methods to all employees, and any other third party associated with the running or participation with Tiny Tigers.

Tiny Tigers reserves the right to make all changes to this document to uphold guidance of safe working practises and delivery methods for the early years education sector.

General

- Employees are always advised to practise strict hygiene and cleanliness procedures.
- All employees have undertaken online prevent COVID-19 training.
- Employees must wash their hands at regular intervals for a minimum of 20 seconds using soap and warm water.
- Employees are advised to cough or sneeze into a tissue and are then to always wash their hands afterwards.
- Employees are advised to avoid contact with other adults, such as handshakes and are to maintain a social distance of 2 meters (6ft)
- Employees are to avoid touching their eyes, nose, and face whilst on the premises and whilst children are in their care.
- Employees must wash all their uniform/clothing before entering the premises for their next shift. This must include the cleaning of all appropriate footwear.
- Employees will have access to a test if they display symptoms of coronavirus in line with government guidance.
- At the end of each day, all employees must steam clean and sanitise all surfaces, toys, fabrics, toileting areas, outdoor areas and equipment, ready for the following days usage, this includes all outside toys to be stored away in secure storage containers at the end of every working day and before weekend/holiday period closures or closures for health and safety measures.
- Only disposable towels, will be permitted for use whilst on the premises.
- No prams, scooters, bikes, or any other items are to be left at the setting at any time.
- Please be aware that your children will meet both staff members and other children attending the setting during the session times. Children of the early years age group will inevitably want to hug and touch others through play or when needing comfort. Therefore it is vital that not only we will adhere to best practise hygiene policies throughout the day, but that parents can also support this by changing their children into different clothing when they return home and placing that days clothing in the wash. If your child needs comfort, our staff will comfort them and will do their absolute best to make sure that all their social, emotional and wellbeing is met whilst in attendance at Tiny Tigers.
- We ask that at all times, you respect Our Lady of Hartley Primary School, with any social distancing measures that they may have in place outside, and that you adhere to those wishes also.

Transport

- Wherever possible staff and parents should travel to pre-school alone, using their own transport.
- If staff or parents use public transport, current guidance on the use of public transport must be followed

Hygiene on Arrival

- Parents will be given an allocated time slot to drop off their child to allow for social distancing to be maintained. Only one parent of the child may collect the child and one other, in case of work commitments/emergencies. This will reduce the social contact to help keep the welfare and safety of our staff a top priority

- Please ensure your child goes to the toilet or has a clean nappy before they come to pre-school. This is to ensure minimal intimate care for our staff.
- Please ensure your child washes their hands thoroughly before coming to pre school. It would be good to practise good handwashing with your child before they return to pre-school.
- Where possible please drop children off at the gate outside the pre-school where a member of staff will greet your child and lead into the classroom.
- Your child will be taken to hang up their belongings and then wash their hands before entering the classroom.
- Where it is not possible to leave your child at the gate, only one parent will be permitted in our outdoor play area when dropping off and collecting children.
- Parents are not permitted to bring in any items from home, this includes toys. If you require an urgent need for a specific item which is conducive to your child attending the setting, then this must be discussed with the settings manager and agreed upon before an item comes onto the premises. All clothing that the children attend in must have been washed prior to the day of your arrival. A spare set of clean clothing should be sent in your child's bag.

Hygiene during the day

- If upon arrival, your child is displaying a temperature of 37.8 degrees, has a new cough, looks generally unwell or is displaying any other signs associated with coronavirus (COVID-19) then your child will be excluded for a period of 14 days for self-isolation following the Department of Health England and the governments guidelines at present. You will be given a date of when your child can attend again. Your child must not attend the setting before this date has expired. This will then help to control the spread of the virus within our setting. Should your child get tested during this time period, and a negative test comes back before the expiration of the allotted time, then providing you consent to give a copy of this for insurance purposes, your child may then attend sooner.
- Children will be actively encouraged to wash their hands after every activity or after playing in a specific area. We will use water and hand soap for this with a minimum wash time of 20 seconds per child, demonstrating good modelling behaviours for the children to see best practise when doing this. After an activity/toy playing session has ended, all equipment/toys shall be cleaned after every use.
- Should you or an adult present with symptoms within your household, then you have a duty of care to inform the setting at your first available opportunity and without unreasonable delay.
- Should a child become unwell with a new, continuous cough, high temperature or loss of taste or smell whilst at pre-school, they will be sent home and advised to follow the COVID 19 guidance. Children will be moved to a separate area at least 2 metres away from all other children where they can be isolated with a member of staff until they are collected. PPE should be worn by the member of staff.
- All employees will have a designated area to hang belongings, along with a lockable area for high value goods such as purses, phones etc. Staff leave all belongings at their own risk whilst on the premises and Tiny Tigers Pre School accept no liability for loss or damage currently.
- Staff are only permitted to bring one small bag, if necessary and a coat. No other items from home shall be permitted in the setting during this time.
- Both the kitchen and toileting/nappy changing areas will be regularly cleaned and sanitised during the day by all employees.

Hygiene upon leaving

- Parents/or designated carer's must only arrive to collect their child at the allocated time given.

- Children are requested to leave their bags at the setting. **We will notify you when the bags need re filling with nappies, wipes, spare clothes etc.**
- All parents must adhere to social distancing on collection.
- If your child comes home in spare clothing from the setting. Please can you ensure that this is washed and returned to the setting upon your child's next attend session.
- Once your child has been collected, please leave the premises by following the route laid out in front of you. Please do not remain outside of the building for any other reason.
- If you require to talk to the staff regarding your child or have any issues you wish to discuss, a telephone consultation will be arranged for you via dojo.
- If you are required to sign an accident/incident form from an occurrence that may have happened that day, a staff member will bring you the relevant form when you collect your child.
- All children will be walked individually down the steps with a member of staff to our allocated area outside the school office with their belongings and will be ready to go immediately. Please bear in mind the social distancing rule of two meters in-between groups of people from outside of your household and to exit swiftly from the setting to maintain other parent's rights to accessing the setting at their allocated times also. This will also help to minimise contact for all visitors of the setting.
- Arrival procedure
Our Lady of Hartley primary school will be introducing a staggered drop off and collection times so parents can adhere to social distancing. Therefore our drop off time will be between **9.00am and 9.05am**. Each child will be allocated a drop off and pick up time. Where possible we advise that children are dropped off at the gate whereby a member of staff will greet your child and take them into the classroom. Where this is not possible, one parent may take your child into the pre school outdoor area.
- Children will be encouraged to learn and practise good hygiene habits through games, songs and repetition.
- Soft toys and dressing up clothing will be removed from the setting.
- We will ensure sufficient hand washing facilities are available.
- Regular cleaning of surfaces and equipment including, toys, books, sinks, toilets, light switches etc.
- Ensure that all adults and children frequently wash their hands with soap and water for a minimum of 20 seconds and dry thoroughly.
- Children clean their hands on arriving at the setting, before and after eating and after sneezing or coughing.
- Children will be encouraged not to touch their mouth, eyes and nose.
- use a tissue or elbow to cough or sneeze and use bins for tissue waste
- Tissue stations will be set up and tissue bins will be emptied regularly throughout the day
- where possible the classroom will be well ventilated (opening windows)

- children will be encouraged to play in our outdoor area and forest school as much as possible.

POLICY UPDATED SEPTEMBER 29TH 2020