



Registered Charity No.: 1155711

## **Illness, Injury and Managing Children with Allergies Policy**

### **Aim**

Our Pre-School aims to promote the good health of the children in our care. We take steps to prevent the spread of infection, take appropriate action when children are ill and promote health through identifying allergies and preventing contact with the allergenic trigger.

### **Procedures for Children who are Sick or Infectious**

The Pre-School can refuse admittance to children who have a temperature, contagious infection or disease.

If a child appears unwell during a session – has a temperature, sickness, diarrhoea or pains, particularly in the head or stomach – the Manager, or designated person, calls the parents/named contacts and asks for the child to be collected.

If a child has a temperature, they are kept cool, by removing top clothing, giving them water to drink and holding a cold pack on their forehead.

Temperature is taken using the ear thermometer kept in the First Aid cupboard.

In extreme cases of emergency, an ambulance will be called, the parents will be informed and the child would be taken to hospital.

Where children have been prescribed antibiotics, parents are asked to keep them at home for the first 48 hours of taking the medicine, before returning to Pre-School.

Children who have been suffering with sickness or diarrhoea should not return to Pre-School for at least 48 hours after the last episode.

Nits and head lice are not an excludable condition, although in exceptional cases we may ask a parent to keep the child away until the infestation has cleared. On identifying cases of head lice, we will inform all parents, asking them to treat their child and all members of the family if head lice are found.

The Pre-School will display a notice informing other parents if a child is absent with, for example, chicken-pox, Scarlett Fever, impetigo or other similar contagious illness.

### **Reporting of 'Notifiable Diseases'**

The Pre-School has a list of excludable diseases and current exclusion times. The full list is obtainable from <https://www.gov.uk/notifiable-diseases-and-causative-organisms-how-to-report#list-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.

The Manager will inform Ofsted and Public Health England and will act on any advice given.

### **HIV/AIDS/Hepatitis procedure**

HIV virus, like other viruses such as Hepatitis A, B and C, are spread through bodily fluids. Hygiene precautions for dealing with bodily 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 collect.
- Clear spills of blood, urine, faeces or vomit using mild disinfectant solution and mops; any cloths or paper towels that are used will be disposed of with the clinical waste.
- In the event of any accident involving spilled bodily fluids or needle-stick injury where transmission of serious infectious disease to staff members is a concern, all appropriate blood tests will be carried out as soon as possible and appropriate caution exercised with regard to return to work (based on medical advice).

### **Administration of Medication**

At all times we will ensure that the administration of medication is compliant with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage.

If a child is on prescribed medication the following procedures will be followed:

- Children taking prescribed medication must be well enough to attend Pre-School.
- A medication book is available to log in the name of the child receiving the medication, date and time it is given and is signed by staff. Parents sign the record book to acknowledge the administration of a medicine.
- Non-prescribed medication cannot be administered at Pre-School.
- A senior member of staff will witness the giving of any medication.
- The staff Health and Safety Officer checks the 'use by' date on children's medication kept at Pre-School each half term.

### **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.

If possible, the child's parents will administer any medicine before/after Pre-School. If not, parents must give written permission for the administration of medication (Treatment Plan). This states the name of the child, names of parent/carers, date the medication starts, the name of the medication and the prescribing doctor, the dose and times, or how and when the medication is to be administered.

The medication must be stored in the original container and clearly labelled with the child's name, dosage and instructions.

The medicine should be given to the Manager/Deputy Manager, not left in the child's bag. The medicine will be kept in a named box which displays the child's photograph, inside the lockable First Aid cupboard.

### **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/carer allowing staff at Pre-School to administer the medication.
- 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. Written confirmation that the insurance has been extended will be issued by return.
- An Epipen, or alternative medication, that can be kept at Pre-School in our lockable First Aid cupboard for emergency use for the child.
- In the event of someone receiving an accidental needle-stick injury (for example from an Epipen), the site of the injury will be immediately and copiously washed with water and medical attention shall be sought as soon as possible. Where a dose of adrenaline has been accidentally self-administered the staff member will go to A & E immediately.

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

When children start at the Pre-School we will 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 will complete a Treatment Plan to detail the following:

- The allergen (i.e. the substance, material or living creature the child is allergic to such as nuts, eggs, cats, etc.)
- The nature of the allergic reactions (e.g. anaphylactic shock reaction, including rash, reddening of the 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

All current Treatment Plans are kept in the folder in the First Aid cupboard.

All staff are informed of children with known allergies. Details of children with allergies are displayed clearly in the kitchen and next to the snack area. No nuts, or nut products are used within the Pre-School and parents are made aware, so that no nuts or nut products are brought into Pre-School.

### **Major Accident or Illness**

Staff must wear protective clothing (disposable aprons and gloves) at all times.

The Manager will assess the situation and decide whether the child needs to go to hospital by ambulance or whether the child can wait for the parent to come.

*If the child needs to go straight to hospital*

The Manager or designated member of staff will call an ambulance, informing them that they may use either the Worple Road or Ashley Road entrance.

The Manager or designated member of staff will call the parents/named contacts to make arrangements to meet at the hospital.

The Manager or designated member of staff will accompany the child to hospital, taking along all relevant paperwork i.e. emergency permission forms, known allergies, treatment plans.

*If the child can wait for the parent to come*

The Manager or designated member of staff will contact the parent.

The Manager or designated member of staff will stay with the child to monitor them and make sure they are comfortable.

Staff should explain to the parent when they arrive, what has happened and/or the symptoms being shown. It will then be up to the parent to seek medical advice.

Staff should ask parents to sign all relevant paperwork.

Parents are asked to keep the Pre-School informed of developments.

### **Minor Accident or Illness**

If there is any spilling of bodily fluids then protective clothing should be worn.

The practitioner who witnessed an accident will assess the child and inform the child's Key Person and, if necessary, the Manager.

The child's Key Person, or other designated practitioner, will treat the injury.

The child's Key Person will observe them as they resettle back into an activity.

### **Accident Records**

An Accident Record Form is completed for all accidents at Pre-School.

Accident records contain:

- The time, date and nature of any accident
- Details of the children affected
- The type and location of any injury
- The action taken at the time, any action taken later and who did what
- The circumstances of the accident, names of any adults and children involved and any witnesses
- The signature of the staff member who dealt with the accident, any witnesses and a countersignature by the parent when the child is collected

This Accident Form is placed in the Accident Records Folder. All staff know where the Accident Records Folder is kept (in the cupboard in the story corner) and how to complete it.

The Accident Records are reviewed regularly to identify any trends or recurring cause of injuries.

### **Reporting Accidents/Incidents**

Ofsted must be informed if:

- A child in Pre-School's care is taken to hospital (to an Accident and Emergency Department for more than 24 hours), either directly from the Pre-School premises, or later, as a result of something that happened while the child was in Pre-School's care
- A child dies on the Pre-School premises, or as a result of something that happened while the child was in Pre-School care, regardless of where they are when they die
- An adult dies or has a serious accident or injury while on the Pre-School premises
- There is any significant event which is likely to affect the Pre-School's suitability to care for children.

Ofsted need not be informed if a child has an accident on the Pre-School premises but they were not in the Pre-School's care at the time, for example they have been collected by their parent and they were leaving the premises.

Surrey County Council's local authority child protection designated officer (LADO) must also be informed about any serious accident, illness, injury or death of a child whilst at Pre-School or in the Pre-School's care.

The Pre-School has legal duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The Pre-School must report:

- Deaths
- Major injuries that happen to anyone on the Pre-School premises or whilst on a Pre-School outing.
- Injuries that last for more than three days – where an employee is away from work or unable to perform their normal work duties for more than three consecutive days
- A dangerous occurrence – where something happens that does not result in an injury, but could have done.

Any incidents should be reported as soon as possible to the Health and Safety Executive (HSE). This can be done online at <http://www.hse.gov.uk/riddor/report.htm> or by telephoning the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

**Permission Forms**

At the time of admission parent/carers' written permission for emergency medical advice or treatment is sought. Parents are asked to give permission for staff to accompany their child to the nearest Accident and Emergency unit in an ambulance. Staff are not permitted to take children to hospital in their own vehicles.

**This policy has been adopted by St Martin's Pre-School Committee:**

Date:	
Signed:	
Role of signatory:	