



# HARLINGTON VILLAGE PRE-SCHOOL AND WRAP AROUND CARE

## Managing illness, Infections, and Allergies

(Including reporting notifiable diseases)

### Policy statement

At Harlington Village Pre-School (HVPS) and Wrap Around Care (WAC) we provide care and education for healthy children through preventing cross infection of viruses and bacterial infections. We promote health through excellent hygiene practices and teaching children to be hygienic. Upon registration, we identify allergies and follow procedures to ensure that the correct medication is safely stored and to prevent contact with the allergenic substance on the premises.

### 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 – a member of staff is responsible for ensuring the parents are called and asked to collect their child or send a known carer to collect the child on their behalf;
- The child's temperature is taken using a non-touch infrared thermometer, which is kept in the first aid cabinet.
- If a child has a temperature, they are kept cool, by providing adequate room ventilation and hydrated with regular sips of water. If the parent has signed the consent form giving permission for us to administer Calpol, we may give the child the correct dose of Calpol for their age and record their name, the time, dose and who has administered it. When the parent/carers pick up the child, we will ask them to sign to confirm that they are aware that their child has received Calpol and the dosage and time. We do not give Calpol lightly as it can mask symptoms. We will only administer after telephone discussion with the parent, and in particular, where they will take longer than expected to collect their child.
- In extreme cases of emergency, the child would be taken to the nearest hospital and the parent informed.
- Parents are asked to take their child to the doctor before returning them to pre-school, where necessary; HVPS and WAC can refuse admittance to children who have a temperature, sickness and diarrhoea or a contagious infection or disease.
- After vomiting, we ask parents to keep children home for 48hrs, which is in line with the lower school's policy.
- After diarrhoea, parents are asked to keep children home for 48 hours or until a formed stool is passed.  
HVPS and WAC has a list of excludable diseases and current exclusion times. The full list is obtainable from Public Health England. [www.hpa.org.uk](http://www.hpa.org.uk)

### Infection Control Procedure

It is very important to reduce and prevent the spread of germs and illnesses through excellent hygiene procedures. The following are in place and strictly adhered to:

- All children wash their hands after going to the toilet, sneezing or blowing their nose, touching animals and playing outside. They must also wash their hands before eating any meals or snacks. We assist the children in hand washing, ensuring that they are using soap, washing for the appropriate length of time and drying them correctly.
- Staff wash their hands regularly including (but not limited to) after wiping noses, changing children and before preparing snacks. A separate hand wash sink is available in the kitchen. Suitable PPE is provided including gloves, hair nets and aprons, these are disposed of after use.
- Hand dryers are used to prevent cross infection. Where a child does not like the hand dryer, we will use paper towels or a clean towel to dry their hands. This will not be used for any other children. We will assist children with wiping their noses when they have colds and try to teach them how to blow their noses. We explain to them the importance of safely throwing away dirty tissues to prevent the spread of germs. We also encourage them to cough into their arms or a tissue.
- As per the Public Health England guidelines, children are not allowed to attend HVPS/WAC if they have had an upset stomach (vomiting or diarrhoea) in the last 48 hours.
- The changing mat is disinfected in between each change of a child's nappy and disposable gloves and aprons are worn. We dispose of these in the hazardous waste collection bin.
- Strict hygiene routines are followed in the kitchen. We record the temperature of the fridge/s daily to ensure it is at the correct temperature for food storage. Food is stored in airtight containers and colour coded chopping boards are used for food preparation.
- Separate cloths are used – blue for food preparation surfaces and red for paint/craft areas, which is stored in Milton solution, out of reach of children. Clothes are replaced at least daily.
- The kitchen and items which are frequently touched (work surface, taps, sink, handles, switches) are regularly cleaned and disinfected. We use Dettol antibacterial surface spray which complies with BSEN 1276 & BSEN 13697 food standards. The surface is left for 30 seconds after wiping down before use. Worktops, chopping boards and knives are thoroughly washed before preparing food. A clean cloth is always used to wipe worktops, equipment or utensils.
- The staff understand the importance of good personal hygiene to help prevent bacteria from spreading to food:
  - We avoid touching our faces or nose or coughing and sneezing over food.
  - We wear clean clothes and cuts/sores are covered with a brightly coloured waterproof dressing.
  - We do not come to work if we have vomiting or diarrhoea in the last 48 hours.

### **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 the Health Protection Agency.
- When HVPS and WAC becomes aware, or is formally informed of the notifiable disease, the Chairperson informs Ofsted and acts on any advice given by the Health Protection Agency.

### **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 rubber gloves are used for cleaning/slucing clothing after changing.
- Soiled clothing is rinsed and bagged for parents to collect.
- Spills of blood, urine, faeces or vomit are cleared using sawdust (kept in a bucket in the Accessible toilet), mild disinfectant solution. Any cloths used are disposed of immediately.
- Tables and other furniture, furnishings or toys affected by blood, urine, faeces or vomit are cleaned using a disinfectant and cloths are disposed of immediately.

### **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, parents are informed and asked to treat their child and all the family if they are found to have head lice, before returning to school

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

- When parents start their children at HVPS and WAC they are asked if their child suffers from any known allergies. This is recorded on the Registration Form.
- If a child has an allergy, the information is accessible to all staff in the front of the register, detailing 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 contact file and a copy is displayed where staff can see it.
- Staff will be trained to administer special medication (Epipen) in the event of an allergic reaction. (The Lower School has agreed that we may contact them, if a situation occurs, to assist with the administration of the Epipen)
- No nuts or nut products are used within pre-school.
- Parents are made aware so that no nut or nut products are accidentally brought in, for example in their lunches or to a party. If a child accidentally brings in food containing nuts, we take the item away, store it in an air tight container in the kitchen and hand back to the parent/carer upon collection of their child. We may offer a nut free alternative, if available.

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

- The 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.

- We notify the insurance company of any children with severe allergies who require an epi-pen to be kept on site.

**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 our insurance provider.

- Oral medications must be prescribed by a GP or have manufacturer's instructions clearly written on them.
- HVPS and WAC must be provided with clear written instructions on how to administer such medication.
- All risk assessment procedures need to be adhered to for the correct storage and administration of the medication.
- HVPS and WAC must have the parents/carers prior written consent. This consent must be kept on file. It is not necessary to forward copy documents to our insurance provider.

### **Life saving medication and invasive treatments**

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).

- The pre-school 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 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 Early Years 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.

### **Caring for children with special medical needs**

We understand that some children will have complex medical needs which may require an adult to provide assistance i.e. with tubes to help them with everyday living e.g. breathing apparatus; support with nourishment; colostomy bags etc. This list is not exhaustive.

- Prior written consent must be obtained from the child's parent/carer to give treatment and/or medication prescribed by the child's GP.

- Staff must have the relevant medical training/experience, which may include seeking medical help and those who have received appropriate instructions from parents/carers, or who have qualifications.
- Parents/Carers will be invited to visit the setting prior to the start date, to help support any changes to the setting that will be required to enable the child to access HVPS/WAC effectively.
- A longer Home visit will be completed to discuss the child's needs and a comprehensive settling period will be provided to ensure both the child and parent/carer are content. We will ensure that they are well cared for, settled and relaxed and ensure given access to the same opportunities as all other children.
- An in-depth Health Care plan will be completed by the parent/carer and the keyworker during the home visit, or later if a new condition arises.
- Copies of all letters relating to these children must first be sent to the Early Years Alliance Insurance Department for appraisal. Written confirmation that the insurance has been extended will be issued by return.

### **In the case of a National Epidemic or International Pandemic**

We adhere to strict guidance from the UK government/Public Health England and the World Health Organisation on hygiene measures, exclusions and self-isolation guidance and in extreme cases, closure of HVPS/WAC.

The HSE recommends making reasonable adjustments when providing first aid during this time. This is further outline in our first aid policy.

If a member of staff is unsure about any aspect, they should contact the Early Years Alliance Insurance Department on 0207697 2585 or email [insurance@eyalliance.org.uk](mailto:insurance@eyalliance.org.uk)

### **Further guidance**

- Managing Medicines in Schools and Early Years Settings (DfES 2005)
- Early Years Foundation Stage Statutory Framework (2018)
- Public Health England (gov.uk)
- World Health Organisation - <https://www.who.int/>
- Supporting pupils at school with medical conditions (2017)

This policy was updated by:  
and adopted at a meeting of

Suzie Bumfrey  
Harlington Village Pre-School and  
Wrap Around Care Committee

Held on

Date to be reviewed

Signed on behalf of HVPS and WAC

Name of signatory

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Role of signatory

Chairperson

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**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.