



Health and hygiene procedure

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

We provide care for healthy children and promote health through identifying allergies and preventing contact with the allergenic substance and through preventing cross infection of viruses and bacterial infections.

Procedure for children with allergies.

When parents start their child at our Pre-School they must complete a registration form. On this form it asks them if their child suffers from any known allergies. This form is kept in the confidential folder. A list of children's names are kept in the kitchen with any allergies they may have, this assists all staff to be aware of the children's allergies.

If a child has an allergy a medical plan will be completed identifying the risks and how it will be managed.

In this plan the details obtained will be:

- The allergen - if the child is allergic to nuts, eggs, milk, bee stings etc.
- The nature of the allergic reaction - swelling, anaphylactic shock.
- What to do in case of allergic reaction - any medication to be given, epi pen administered.
- Control measures - how the setting will prevent the child from contact with the allergen.
- Review - If the procedure needs to be updated or reviewed.

The medical plan is kept with the child's details in the confidential folder. This form will have a photograph of the child attached.

Parents will train the staff as to how to administer the medication in the event of an allergic reaction.

Generally no nuts or nut products are used within our setting.

Parents and staff are made aware so that no nuts or nut products are accidentally brought in.

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 require invasive treatments; written confirmation from your insurance provider must be obtained to extend the insurance.
- **At all times administering medication must be compliant with the 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)**

Asthma inhalers are now regarded as 'oral medication' by insurers so documents do not need to be forwarded to your insurers.

- Oral medications must be prescribed by a GP and have clear instructions written on them.
- The Pre-school must have clear instructions on how to administer this and will be written down in a medicines plan.
- All risk assessment procedures need to be adhered to for the correct storage and administration of the medication.



- Written consent from the parent/carers must be obtained before any medication will be administered. This consent will be kept with the child's confidential details.

Life-saving medication and invasive treatments - Epi pens or rectal medication

- The Pre-School will have written consent from the parent allowing staff to administer the medication.
- Proof of training in the administration of such medication by a medical practitioner.

Procedure for children who are sick or infectious

In general it will help us if you ensure your child is fit and well enough to attend our Pre-School.

If your child has sickness or diarrhoea, they should not attend Pre-School for at least 48 hours since the last occurrence.

If a child becomes ill during the Pre-School session, a staff member will contact the parent/ carer or designated person (Using the confidential details we hold on file) to come and collect the child. Whilst waiting for the child to be collected 1 member of staff will take the child to a quiet area of the hall (usually the book corner) and wait there until the child is picked up. If a child has a temperature, they will be kept cool, by removing top clothing, sponging their heads with cool water, but kept away from drafts.

When a child is having new medication they should be kept at home for the first 24 hours in case they have an allergic reaction.

In extreme cases of emergency the child will be taken to the nearest hospital and the parent informed of this.

Parents are asked to take their child to the doctor before returning to Pre-School. The Pre-School can refuse admittance to children who have a temperature, sickness and diarrhoea or a contagious infection or disease.

All infectious illnesses should be reported to the Pre-School Manager on the Pre-School mobile 07491143833 as soon as you are aware of them. If you are unsure, we have a poster on the Pre-School wall, advising of some illnesses, and if you are still unsure speak to the manager. The full list is also available from www.patient.co.uk.

If a child or adult is diagnosed suffering from a notifiable disease under the Public Health Regulations 1988, the GP should 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 on any advice given by the Health Protection Agency.

Tandridge Village Pre-School must notify Ofsted of any food poisoning affecting two or more children looked after on the premises. Notification will be made as soon as practicable but must be within 14 days of the incident. This is a requirement by law and would be an offence if not adhered to.



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 children and adults.

- Single use vinyl gloves and aprons will be worn when changing children's nappies, pants and clothing that are soiled with blood, urine, faeces or vomit.
- Rubber gloves will be used for cleaning up after these will be disposed of after use.
- Soiled clothing will be bagged for parent's collection.
- All spills will be cleaned up using a mild disinfectant. Mops and cloths will be disposed of. All surfaces will be cleaned using a disinfectant.

Nits and headlice

- These are not excludable conditions, although in exceptional cases a parent maybe asked to keep the child away until the infestation has cleared.
- On identifying a case of head lice all parents are informed.

This procedure has been adopted by Tandridge Village Pre-School Committee.

Signed on behalf of the Pre-School:

Date

This procedure will be reviewed: Autumn 2020

(Unless there is a change in legislation or with direct guidance from an educational body)

Staff Signatures:

Date: