



Woodham Mortimer Pre-School
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 Registered Charity Number: 1060526 DFES / OFSTED Number 650168
 PSLA Membership Number: 20167

PROMOTING HEALTH AND HYGIENE

General Welfare Requirement: Safeguarding and Promoting Children's Welfare

The Pre-School must promote the good health of the children, take necessary steps to prevent the spread of infection, and take appropriate action when they are ill

1.16 - MANAGING CHILDREN WITH ALLERGIES, OR WHO ARE SICK OR INFECTIOUS POLICY

(including Reporting Notifiable Diseases)

POLICY STATEMENT

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.

EARLY YEARS FOUNDATION STAGE KEY THEMES AND COMMITMENTS

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.2 Parents as partners	3.2 Supporting every child	N/A
1.4 Health and well being	2.4 Key Person		

PROCEDURES FOR CHILDREN WITH ALLERGIES

- When parents start their children at the Pre-School they are asked if their child suffers from any known allergies. This is recorded on the registration form
- 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, gluten, 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
- Parents train staff in how to administer special medication in the event of an allergic reaction
- Generally, no nuts or nut products are used within the Pre-School and parents have been asked not to include nut products in their child's lunchbox when attending lunch club
- 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

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.

At all times the administration of 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)

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
- The Pre-School 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
- The Pre-School must have the parents or guardians prior written consent and this consent must be kept on file. It is not necessary to forward copy documents to your insurance provider
- Life saving medication and invasive treatments, 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 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 or guardian allowing staff to administer 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 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). Confirmation will then be issued in writing confirming that the insurance has been extended

Key Person for special needs children, children requiring help with tubes to help them with everyday living e.g. breathing apparatus, to take nourishment, colostomy bags etc.

- Prior written consent from the child's parent or guardian to give treatment and/or medication prescribed by the child's GP
- Key Person 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 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 you are unsure about any aspect, contact the Pre-School Learning Alliance Insurance Department on 020 7697 2585 or email membership@pre-school.org.uk.

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 Practice Manager or Supervisor calls the parents and asks them to collect the child, or send a known carer to collect on their behalf
- If a child has a temperature, they are kept cool, by removing top clothing, sponging their heads with cool water, but kept away from draughts
- Their temperature is taken using a 'fever scan' kept near to the first aid box
- In extreme cases of emergency the child should 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; the Pre-School 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 Pre-School
- After diarrhoea and/or vomiting, parents are asked to keep children home for 48 hours or until a formed stool is passed
- The Pre-School has a list of excludable diseases and current exclusion times. The full list is obtainable from www.patient.co.uk and includes common childhood illnesses such as measles

Reporting of 'Notifiable Diseases'

- If a child or adult is diagnosed 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 Pre-School becomes aware, or is formally informed of the notifiable disease, the Practice Manager 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 / sluicing clothing after changing
- Soiled clothing is rinsed and bagged for parents to collect
- Spills of blood, urine, faeces or vomit are cleared using mild disinfectant solution and mops; cloths used are disposed of with the clinical waste
- Tables and other furniture, furnishings or toys affected by blood, urine, faeces or vomit are cleaned using a disinfectant

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 all the family if they are found to have head lice

FURTHER GUIDANCE

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

This Policy was adopted at a meeting of the Woodham Mortimer Pre-School Committee

Date of Meeting

Next Review Date January 2011

**Signed on Behalf of Woodham
Mortimer Pre-School**

Name of Signatory Kayte Terrett

Role of Signatory Chairperson – Woodham Mortimer Pre-School Committee