

**General Welfare Requirement: Safeguarding and promoting children's welfare**  
The provider 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.



## **2.3 MANAGING CHILDREN WITH ALLERGIES and ILLNESSES THAT RESTRICT CHILDREN and ADULTS FROM THE SETTING** **(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.

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

- Before parents start their children at the setting, they fill in a personal information and medical consent form and are asked to record if their child suffers from any known allergies.
- Control measures will be reviewed – such as how the child can be prevented from contact with the allergen.
- If a child has an allergy, all staff are notified and details are displayed in the kitchen and in the snack/lunch area as a reminder. Details should include:
  - 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 reaction e.g., anaphylactic shock reaction, including rash, reddening of skin, swelling, breathing problems etc.
  - What to do in case of an allergic reaction, any medication to be used and how to use it.
- Parents train staff in how to administer special medication in the event of an allergic reaction.
- Children with any kind of allergy are put on a list displayed in the kitchen area and in the main hall as a reminder to staff.
- Parents of any child that has an allergy are asked to fill in a Feltwell Playgroup Allergy Card which details all the information.
- Generally, no nuts or nut products are used within the setting.
- Parents are made aware of any serious allergies to ensure that nothing containing the allergen is accidentally brought in, for example as a gift.

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

- Our insurance automatically includes children with any disability or allergy but any specific procedures must be strictly adhered to.
- For children suffering life threatening conditions, or requiring invasive treatments, written confirmation will be sought from our insurance provider to ensure insurance is extended to cover the children.

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**

- Oral medications must be prescribed by a GP or have manufacturer's instructions clearly written on them – this includes asthma inhalers.
- Feltwell Playgroup must be provided with clear written instructions on how to administer any medication. Our policy on administering medication will be followed.

## Lifesaving medication and invasive treatments

For any children that need:

- adrenaline injections (EpiPens) for anaphylactic shock reactions (caused by allergies to nuts, eggs etc.)
- invasive treatments such as rectal administration of Diazepam (for epilepsy)
- help with tubes to help them with everyday living e.g., breathing apparatus, to take nourishment, colostomy bags etc.
- Feltwell Playgroup require:
  - 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;
  - staff to have the relevant medical training/experience, which could include appropriate instructions received from parents.
  - staff to be trained in the administration of such medication by a health professional and proof of training to be kept with the child's personal information.
- Copies of all three letters relating to these children will be sent to the Playgroup Learning Alliance Insurance Department for appraisal (020 7697 2585 or [membership@Playgroup.org.uk](mailto:membership@Playgroup.org.uk)). Confirmation will then be issued in writing to confirm that the insurance has been extended.

## Procedures for children who are sick, infectious or injured, including COVID-19

- We will try to ensure that parents know which illnesses have restrictions e.g., chicken pox, measles, rubella, mumps, COVID-19 and whooping cough (copy of communicable diseases chart sent with info pack). When needed we will also share up to date guidance from the Government with our Playgroup Families and staff, when we have been made aware of them.
- If a Child who attends our setting or a member of their family, shows COVID-19 symptoms, we will follow and adhere to the latest Government Guidelines, alongside our procedures at Feltwell Playgroup, to ensure we are operating the best practise for our individual setting for our families and Staff/ Committee
- If a member of family, of a child who is attending Playgroup, is contacted by the NHS and told to isolate through the Track and Trace system. We are following the latest guidelines for isolation advice instructed by the Government.
- Parents must keep their children at home if they have any infection and are encouraged to inform Playgroup of any suspected contagious illnesses or infestations so that we can alert other parents and make careful observations of any child who seems unwell;
- If the children of Playgroup staff are unwell, the children will not accompany their parents/carers to work in the Playgroup;
- Staff to inform parents to be vigilant if there is an outbreak of an infectious illness in the area including head lice or threadworms.
- Where children have been prescribed antibiotics, parents are asked to keep them at home for 48 hours before returning to the setting.
- Parents must not bring into the Playgroup any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last episode.
- If children appear unwell during the day – have a temperature (The COVID-19 guidance will be followed), sickness, diarrhoea or pains, particularly in the head or stomach – a staff member will call the parents and ask that they collect the child.
- If a child has a very high temperature, they are kept cool by removing a layer of clothing, sponging their heads with cool water and the parents are called to collect the child. This will be carried out by staff member wearing PPE (gloves, apron and face mask) Temperature is taken using a thermometer that is kept in the first aid box.
- In extreme cases of emergency an ambulance should be called or 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 setting: Feltwell Playgroup can refuse admittance to children who have a temperature, sickness and/or diarrhoea, a contagious infection or disease or whom staff determine are too ill to be at the setting.

- The setting has a list of communicable diseases and current exclusion times and includes common childhood illnesses such as measles. The list is included with our 'Welcome to Feltwell Playgroup Pack' that is given to all new parents, is displayed on the wall in the kitchen and is obtainable from [www.nhs.co.uk](http://www.nhs.co.uk).
- Cuts or open sores, whether on adults or children, will be covered with a sticking plaster or other dressing;
- Feltwell Playgroup will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Any sterile items will be kept sealed in their packages until needed.
- Please refer to our 'Administering Medicines Policy' for details of the action to be taken should a child require medication whilst in Playgroup.

### **Previous Injury Form (Bump Book)**

- It is vital that if a child arrives at Playgroup with an injury that has occurred outside of Playgroup that their parent/carer completes a 'bump book form'.
- This should show and/or describe:
  - what the injury is;
  - whereabouts on the child's body the injury is;
  - how it was sustained.

### **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 setting becomes aware, or is formally informed of the notifiable disease, the manager and if needed Chairperson acts on any advice given by the Health Protection Agency and informs Ofsted if necessary.

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

- The 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 if soiled clothing needs handling. Items are then bagged for parents to collect.
- Spills of blood, urine, faeces or vomit are cleared using a 'bodily spills kit' or mild disinfectant solution; cloths disposed of appropriately.
- Tables and other furniture, furnishings or toys affected by blood, urine, faeces or vomit are cleaned using a disinfectant.

### **Nits and head lice**

- 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.
- We will not routinely check children's hair for head lice / nits however if a child is constantly scratching their head, we will discreetly check the child's head. Often children do not even realise that they have been checked.
- If a child is found to have live head lice, we will phone their parents and ask them to pick up their child as soon as possible and start treatment. The child may return to Playgroup after 24 hours. If the parent/carer has not collected their child within an hour of the initial phone call, the alternative contact person will be called to collect the child.
- If a child is found to have head lice eggs, the parent/carer will be informed upon collection of the child at the end of their session and advised to start treatment.
- Treatments are available from the family GP or chemists.
- In exceptional/ reoccurring cases parents will be asked to meet with a member of staff to discuss a way forward. This is to provide help and support for the family, offer suggestions and support to end the cycle of head lice. This may result in parents being asked to keep the child at home until they are sure the head lice have been eradicated.

## Procedures for when staff are taken ill at Playgroup, including COVID-19

- Make the adult as comfortable as possible, away from the children and arrange transport home or to the doctor or hospital if necessary.
- Contact a family member or friend if needed.
- Inform the manager/deputy manager so that cover can be provided.
- If a Staff member or a member of their family, shows COVID-19 symptoms, we will follow and adhere to the latest Government Guidelines, alongside our procedures at Feltwell Playgroup, to ensure we are operating the best practise for our individual setting for our families and Staff/ Committee.

## Legal Guidelines

- <https://www.gov.uk/coronavirus>
- Managing Medicines in Schools and Early Years Settings (DfES 2005)
- [www.nhs.co.uk](http://www.nhs.co.uk).
- Public Health (Infectious Diseases) Regulations 1988

This policy was adopted by

Feltwell Playgroup

On

03.05.2022

Date to be reviewed

(on or before) 03.05.2023

Signed on behalf of the provider

J.I.

Name of signatory

Jonathan Irving

Role of signatory (e.g. chair, director or owner)

Committee Chairperson