



## Managing Children with Allergies, or who are Sick or Infectious Policy

Windmill Under 5s, Lacey Green and Loosely Row Sports Club, Main Road,  
Lacey Green, Princes Risborough HP27 0PL  
Registered charity no: 1026976

### Version Control

Version	Date	Author	Comments
1.0	30.11.2017	RM / LC	<ul style="list-style-type: none"> <li>• Changed job titles</li> <li>• Updated link to HM Government website where original infection control in schools poster has been withdrawn. New guidance September 2017 links to exclusion table for infectious conditions</li> <li>• Added link to further guidance available from HM Government site published September 2017</li> </ul>
1.1	05.07.2018	RM / LC	<ul style="list-style-type: none"> <li>• Reviewed policy in line with annual review schedule</li> </ul>
1.2	24.04.2019	RM / NK	<ul style="list-style-type: none"> <li>• Updated job titles / staff names / Early Years Alliance rebrand</li> </ul>
1.3	04.07.2019	LC/NK	<ul style="list-style-type: none"> <li>• Clarified local situation for adrenaline injections training</li> </ul>
1.4	02.07.2020	LC/NK	<ul style="list-style-type: none"> <li>• Updated in line with Early Years Alliance template. Calpol no longer kept on the premises - removed</li> </ul>

### Reviews and Approvals

<b>Policy adopted :</b>	15 September 2009 by Windmill Under 5s Management Committee	
<b>It was last updated:</b>	2 July 2020	
<b>It will be reviewed:</b>	Summer Term (July) 2021	
<b>Signed &amp; dated:</b>	Natasha Kann	Natasha Kann – Chairperson on behalf of the Management Committee

## **Safeguarding and Welfare Requirement: Health**

The provider must promote the good health of the 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.

## **Health**

### **16. Managing Children with Allergies, or who are Sick or Infectious**

(Including reporting notifiable diseases)

#### **Policy statement**

Windmills aims to provide care for healthy children through preventing cross infection of viruses and bacterial infections and promoting health through identifying allergies and preventing contact with the allergenic trigger.

#### **Procedures for children who are sick or infectious**

- If children appear unwell during the day – for example, if they have a temperature, sickness, diarrhoea or pains, particularly in the head or stomach – the child's Key Person or the Preschool Manager calls the parents/carers and asks them to collect the child, or send a known carer to collect on their behalf.
- As a general rule a temperature of over 37.5<sup>0</sup> is considered a fever in a child.
- If a child is suspected of having a fever, their temperature is taken using a digital forehead thermometer, which is kept in the kitchen.
- If a child's temperature reads above 37.5<sup>0</sup> the amount of clothing they are wearing will be reduced, they are kept away from draughts and given a glass of water.
- In an emergency the child should be taken to the nearest hospital by ambulance with a member of staff, and the parent/carer informed.
- Parents/carers are asked to take their child to the doctor before returning them to Windmills; we retain the right to refuse admittance to children who have a temperature, sickness and diarrhoea or a contagious infection or disease.
- Where children have been prescribed antibiotics for an infectious illness or complaint, parents/carers are asked to keep them at home for 48 hours before returning to Windmills.
- After diarrhoea and/or vomiting, parents/carers are asked to keep children home for 48 hours following the last episode.
- Some activities, such as sand and water play, and self-serve snacks where there is a risk of cross-contamination may be suspended for the duration of any outbreak.
- Windmills has a list of excludable diseases and current exclusion times. The full list is obtainable from

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/658736/Exclusio](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/658736/Exclusio)

[n\\_table.pdf](#) and includes common childhood illnesses such as measles, chickenpox and German measles. A copy is also on the noticeboard in the foyer and on our website. For latest guidance see <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

#### *Reporting of 'notifiable diseases'*

- If a child or adult is diagnosed suffering from a notifiable disease under the Health Protection Notification Regulations (2010), the GP will report this to Public Health England.
- When Windmills becomes aware, or is formally informed of the notifiable disease, the Chairperson informs Ofsted and contacts Public Health England acting on any advice given.

#### *HIV/Hepatitis procedure*

HIV virus, like other viruses such as Hepatitis A, B and C, is spread through bodily fluids. Hygiene precautions for dealing with bodily 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 bodily fluid.
- Soiled clothing is bagged for parents/carers to collect.
- Spills of bodily fluid are cleared using mild disinfectant solution and mops; cloths used are disposed of.
- Tables and other furniture, furnishings or toys affected by bodily fluid are cleaned using a disinfectant.

#### *Nits and head lice*

- Nits and head lice are not an excludable condition, although in exceptional cases a parent/carers may be asked to keep the child away until the infestation has cleared.
- On identifying cases of head lice, all parents/carers are informed and asked to treat their child and all the family if they are found to have head lice.

For guidance on managing specific infectious diseases please refer to

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-9-managing-specific-infectious-diseases>

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

- When parents/carers start their children at Windmills 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, 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 measures.
- This form is kept in the child's personal file and a copy is displayed where staff can see it on the kitchen notice board.
- A health care plan will also be completed.
- Parents/carers and/or professionals will train staff in how to administer special medication in the event of an allergic reaction.
- No nuts or nut products are used within Windmills.
- Parents/carers are made aware to reduce the risk of nut or nut products being accidentally brought in, for example to a party. This is done through our Lunch Box Guidelines and Snack Guidelines.
- A photo of any child with allergies is kept on the wall in the kitchen, which also details what they are allergic to.

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

- If necessary, our insurance will 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 our insurance provider must be obtained to extend the insurance.
- At all times the administration of medication must be compliant with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage.

#### *Oral medication*

- Asthma inhalers are now regarded as "oral medication" by insurers and so documents do not need to be forwarded to insurance provider.
- Oral medications must be prescribed by a GP or have manufacturer's instructions clearly written on them.
- Windmills 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. Please see Administering Medicines Policy.
- Windmills must have the parent's or guardian's prior written consent. This consent must be kept on file. It is not necessary to forward copy documents to our insurance provider.

### *Lifesaving 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).

Treatments, such as inhalers or Epipens are immediately accessible in an emergency.

Windmills 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; and
  - proof of training in the administration of such medication. As this training is not provided by the local NHS trust, an online adrenaline injections training course (provided by Allergywise) will be undertaken by a minimum of three staff members, alongside instructions provided by the child's parents. Adrenaline injections training is now also included in the first aid training courses undertaken by Windmills staff.
- Written confirmation that [we/I] hold this information will first be sent to the Early Years Alliance Insurance Department for appraisal. Confirmation will then be issued in writing confirming that the insurance has been extended.

*Children with special needs or disabilities – e.g. requiring assistance with tubes to help them with everyday living (breathing apparatus, to take nourishment, colostomy bags etc.)*

- Prior written consent is required from the child's parent or guardian to give treatment and/or medication prescribed by the child's GP.
- The Key Person/Preschool Manager must have the relevant medical training/experience, which may include those who have received appropriate instructions from parents or guardians prior to a child starting at Windmills.
- Copies of all letters relating to these children must first be sent to the Preschool Learning Alliance Insurance Department for appraisal. Written confirmation that the insurance has been extended will be issued by return.

Please also see our Administering Medicines Policy.

Please also see latest guidance from GM Government on Health Protection in Schools and other Childcare Facilities (published September 2017)

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>