

## **HEALTH AND SAFETY PROCEDURES**

### **SECTION 1-b**

#### **HEALTH - INCLUDING THE IDENTIFICATION OF ILLNESSES WHICH JUSTIFY EXCLUSION FROM THE FACILITY**

Preschool will promote positive health, to eliminate opportunities for disease to develop or spread within the group and to ensure, as far as possible, a safe environment for children and adults with allergies. Promoting health and having good hygiene practice in preschool is essential for the health of both children and adults. As part of the admission process, parents will be asked to give details of immunisation, allergies and any other significant health information.

Support and encouragement will be given to parents to complete immunisation programmes, developmental checks and any other health-related appointments. Children with special needs, chronic illness or disabilities will have their health information carefully documented in a Health Care Plan with instruction about their health-related condition made known to all staff and volunteers who are likely to have contact with the child.

The group will observe hygiene precautions aimed at prevention and control of all infectious illnesses. This includes normal childhood illness, hepatitis B, meningitis and food poisoning.

#### **HIV and AIDS**

This virus is relatively weak and can live outside the body for only a short period of time. It is killed by the use of dilute chlorine/iodine bleach on all surfaces. HIV can spread only in very specific circumstances when body fluids of an infected person come into contact with another person.

#### **Precautions to be taken to promote good health, including those used in the preparation of food**

See Health and Safety Document - Section 2 (b) - Food.

#### **Medicines**

1. If possible, the child's parent will administer medicine. Staff must not administer medicines, prescribed or non-prescribed, without written parental consent. In the event of a life-threatening situation, hospitals and doctors are empowered to act in the best interest of the child.
2. A digital medication log will be completed with the parent, giving clear instructions about dosage, administration of the medicine and permission for a member of staff to follow the instructions.
3. All medication will be kept out of reach of the children.
4. Medication logs are available on Famly on each child's account, the form will be complete alongside the parent detailing, the type of medication, dose of medication, times that medication should be administered, any signs or symptoms that will occur to notify the need for medication. The parents and the preschool staff must acknowledge the medication log to administer. When logging the medication the form will be updated on Famly with the date and time when medication is administered, person administering each dose, and witness.

Once the form has been complete the parents and staff must acknowledge the medication on Family.

## First Aid

See Health and Safety Document - Section 1 – First Aid & Hygiene

## Accident Book

See Health and Safety Document - Section 2 - Safety - Item 7.

## Identification of illnesses which justify exclusion from the facility

1. Parents will be encouraged to keep children away from preschool if they have any minor illnesses. Children who are obviously not well, have been given any form of medicine or have been ill during the previous night should not be accepted to attend.
2. Children who have been prescribed antibiotics for an illness will be excluded for the first 48 hours of taking the a new antibiotics to ensure they do not have any allergies to the antibiotics. The exception to this is for a child who has taken this type of antibiotic before.
3. If a child becomes ill during a session, parents should be contacted as soon as possible and the child kept under strict supervision and made as comfortable as possible. Other children in the group should be protected from any infection.
4. With regard to specific communicable diseases, the document 'Guidance for Schools on Communicable Disease Matters' (as displayed on the Preschool notice board) will be consulted and action taken accordingly.
5. For chickenpox, The Health Protection Agency recommends that children should stay away from school/preschool until all vesicles have crusted over.

## HEADLICE

Preschool recommends that parents check their child's hair on a regular basis, ideally once a week.

Should headlice be noticed at preschool, **ALL** parents will be advised to check their child's hair and take the appropriate action.

Current leaflets giving advice on detection and treatment of headlice are available from Preschool.

## VIRAL GASTROENTERITIS

We received clarification from the Early Years Workforce Development Team at County Hall, Norfolk County Council, that the current recommendations for viral gastroenteritis (also known as Norovirus, Sickness & Diarrhoea) in children and staff is now to **remain at home until you have been symptom free for 48 hours**. This replaces the previous exclusion period of 72 hours. (April 2009)

### Guidance

*Taken from 'Guidance on infection control in schools and other childcare settings' September 2014. Further information and advice at [www.gov.uk/phe](http://www.gov.uk/phe). Or for specific disease matters telephone 020 8200 4400.*

Signed:

Chairperson

Manager

Date:

Date for next Review: