



**Putting families at the centre**

# **Illness, Medication and Prevention of Infection Policy**

This policy was adopted by Honeycroft's Board of Trustees February 2020

This policy was reviewed in May 2020 as a result of the Coronavirus outbreak

## **Guiding Principles**

Honeycroft will make every effort to create a safe and healthy environment for all children, employees, visitors and any others who use the Centre.

This policy includes guidance on the following:

- Accidents
- Illness
- Medication
- Preventing Infection

It also includes the following sample forms

- Accident form
- Accident at home form
- Administering medication form
- Medication consent form

## **Accidents**

Prevention of accidents and implementing Health and safety procedures is the responsibility of all staff. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), Honeycroft is obliged by law to monitor and report serious accidents involving children, staff and users of our service. Staff members who are aware of a serious accident will report to the Centre Manager who is responsible for reporting this to the Health and Safety Executive (HSE). <https://www.hse.gov.uk/riddor/index.htm>

## **First Aid**

At least one staff member who is trained in paediatric first aid will be on duty when children are at the Centre. New staff are shown where the first aid box is kept and instructed on first aid procedures.

## **Recording of accidents**

All accidents are recorded, including the first aid treatment given, and brought to the attention of the Service Manager on duty. Accidents involving children are recorded on a form which parents are required to sign to confirm they have been advised of the accident

and the treatment given. These records are kept in the child's file and for ten years after the child has left the service. Accidents involving an adult should be recorded in the accident book which is kept by the first aid box.

Children arriving at Honeycroft with a visible injury must have an 'At Home' accident form completed which will also be countersigned by the parent or guardian. The Service Manager will review this information regularly.

As part of the monitoring process senior staff will check the records to ensure that a pattern is not emerging that may identify environmental problems such as poor surfaces or unsafe equipment. Any concerns will be reported to the Centre Manager.

### **Accidents to children and staff off premises**

As soon as possible the accident should be reported to the Service Manager and recorded. This is the responsibility and legal obligation of the senior staff member and the injured member of staff (if applicable).

### **Illness**

Any child who has vomited, has had diarrhoea, or has a high temperature should be kept at home and should not come to Honeycroft. Parents and carers should ensure that 24 hours has passed since the last bout of sickness or diarrhoea before the child returns to Honeycroft. If a parent/ carer is unsure as to whether a child is well enough to attend Honeycroft, they should ring in for advice from the Service Manager.

If a child becomes unwell whilst at Honeycroft, their parent/ carer will be notified and if necessary, arrange for them to be collected. The child will be given the opportunity to rest in a quiet area and a senior member of staff will assess whether they should be isolated from other children or comforted until their parent/ carer arrives.

Any outbreaks of serious and spreadable illnesses such as Chickenpox or Measles will be communicated to parents/ carers. In the case of such an outbreak Honeycroft will:

- Ensure that a strict hygiene routine is enforced and maintained

- Ensure that children who are showing signs of infection are taken home
- Ensure that a child who is sick is separated from other children and moved to an isolation room
- Ensure that any room, equipment or toy that has been used by the sick child / children is disinfected
- Ensure a minimum number of staff have contact with any sick child with just one staff member taking responsibility for care requirements

### **Medication**

Honeycroft does not supply any medication. Only medication supplied by parents or carers, with specific instructions can be administered to children whilst at Honeycroft.

Any information about a child receiving medication on a regular long-term basis should be shared with the Service Manager. A medical plan will then be drawn up with the parent/ carer and any necessary medical professionals, including any training that staff need. Consent will be obtained for each medication from the parent/ carer before it can be administered and parents/ carers will be required to sign the administering medications form at the end of each day that the medication is administered.

The manager has a medication box for keeping medicines safe, which will not be left unattended. Medicine should be stored as stated except where storage in a fridge is required.

Two members of staff will be responsible for administering the medication. They will check with each other to confirm the correct child, medication, dosage, date and time given; both will then sign the medication form to confirm the medication has been administered. Parents and carers must also sign the medication form on the day confirming that they have been informed of the child receiving medication. All parties are to make sure medication forms are signed and dated.

Staff may give over the counter medication that has been provided by the parent/ carer. However, they must ensure parents/ carers have given written consent beforehand, follow

the same recording procedures as those for prescribed medication and agree there is an accepted health reason to do so. The parent/ carer must sign to confirm that they have been informed of each separate dosage administered to the child.

Teething gel can be administered by staff if it has been provided by parents with verbal consent and instructions.

Sun cream and nappy cream will be provided by Honeycroft and will be applied as needed by staff provided consent has been given on the registration form. Parents can provide their own nappy and sun cream and this can be applied by staff with verbal consent and instructions.

No children under the age of 16 are to receive aspirin or any medications containing aspirin, unless prescribed by a doctor.

### **Inhalers**

Parents or carers of children who use inhalers must complete the medication consent form detailing the dosage and how to administer the inhaler. If necessary, the parent/carer should provide a demonstration and written instructions. Children who can manage their inhaler should be encouraged to do so even from a very young age.

### **Allergies**

Parents must inform Honeycroft of any known allergies that the child has including their symptoms and any treatment. This information is requested on the registration form. If the child requires an epi-pen for serious allergic reactions this must be kept at the Centre at all times while the child is on the premises.

### **Preventing infection**

Honeycroft endeavors to maintain a safe and hygienic environment to prevent infection. To enable this the premises will be maintained in a clean and hygienic manner by all staff.

### **Food safety**

Any staff member who handles food and / or drink whilst on duty should wash and dry their hands as follows:

- Before starting work
- After going to the toilet
- After a break
- After blowing their nose

All staff handling food will wear plastic gloves. Symptoms of food poisoning or skin conditions should be reported to the senior member of staff present and advice taken in accordance with food safety standards. No one with symptoms of food poisoning (diarrhea, vomiting or stomach pains) should be in the food preparation area and must not handle any food.

### **Nappy changing**

To prevent infection staff will not use changing mats that are dirty, torn or with a broken cover. We will not share creams and lotions between children. Before nappy changing, staff will ensure they have all equipment to hand and wash hands thoroughly before and after each nappy change. Staff will wear disposable gloves and any surfaces used will be cleaned with an antibacterial surface cleaner.

### **Nose blowing**

During an outbreak of contagious infections staff must wear gloves when helping children to blow or wipe their noses and dispose of both gloves and tissue in an allocated container. In usual circumstances, staff should endeavor to wear gloves for nose blowing and at least should thoroughly wash hands afterwards.

### **Toys and equipment**

All staff are responsible for keeping toys and equipment clean and will clean and disinfect during an outbreak of illness as required. Any toys or equipment that become contaminated with body fluids (e.g. blood, nasal and eye discharge, saliva, urine and faecal matter) will be immediately cleaned and disinfected. Hard / plastic toys will be cleaned using a chemical disinfectant on a regular basis. Every time a toy 'gets mouthed' it should be washed. All malleable materials will be replaced regularly and soft toys will be washed regularly.

## Highly contagious illnesses

In cases of highly contagious illnesses, such as Coronavirus, local and National guidance as advised by Public Health England. Likely interventions will include;

1. No adult or child will attend the setting if they are displaying any symptoms related to the illness. If required, social distancing measures will be put in place to minimize contact, for example;

- Children will be dropped off and picked up within the required distance
- Children may be grouped and each group allocated a drop off and pick up time
- Only one adult will drop off and pick up waiting at required distance to prevent gather at the entrance or from entering the site

Other interventions might include staff and children having their temperature taken on arrival and encouraged to wash their hands frequently throughout the day. Sharing of toys, resources and equipment will be reduced as much as possible and any shared items and surfaces will be cleaned and disinfected frequently. All soft toys & soft furnishings have been removed from the space.

2. If a child begins to show symptoms of coronavirus through the session the following action will be taken;

- The child will be moved to a designated 'safe zone'
- One adult will stay with the child using the 'isolation pack' available including required PPE
- The child will leave the building with parent/ care via the shortest route
- The child will not be able to return to the setting until end of agreed isolation period
- Additional cleaning will be carried out of 'safe zone'
- If child tests positive other children in their group and staff member will be asked to self-isolate / get tested
- The Confidentiality Policy will be followed at all times

Any guidance will be updated as and when required to ensure any new risks identified are taken into consideration depending on the nature of the illness.





HONEYCROFT AT HOME ACCIDENT FORM

Child's name				Child's DOB		
Date / time & place of accident	Circumstances of accident	Nature of injury	Treatment given	Further treatment required	Staff member recording	Parent / carer sign





Honeycroft Medication Consent Form

**To be completed by parent or guardian prior to medication being administered**

**All medication should be in its original container**

**If more than one medication is to be given, a separate form should be completed.**

Date: .....

Child's Name: .....

Long term or short-term use? (please circle)      Long-term      Short-term

Name and type of medication: .....

Has your child used this medication before? (please circle)      YES      NO

Dose (How much to give): .....

When to be given (time and frequency): .....

Why is it needed: .....

Any other instructions .....

.....

I give my consent to Honeycroft staff administering this medication. I will inform Honeycroft immediately in writing, if there is any change in dosage or frequency of the medication or if the medication is stopped. I understand it is my responsibility to notify staff of the last dose given before arriving at nursery.

Signature of parent or carer: .....

Print Name: .....

Date: .....