



## Children's Health and Hygiene Policy

Including: Sickness, First Aid, Accidents, Administration of Medications, Asthma and Hygiene.

### **Statement of Intent**

The health and safety of the children and adults at St. Mary's Playgroup is paramount and every measure is taken to ensure that they are protected from avoidable illness or injury from accidents.

We ask that parents keep their child's medical history updated so that Playgroup has the most current medical information regarding the child.

### **Sickness**

For children attending St. Mary's Playgroup to stay healthy we ask that you do not send your child to Playgroup if they are unwell.

- We do not provide care for children who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease.
- If your child has vomiting (sickness) or diarrhoea you must keep them off Playgroup for 48 hours after their last episode of vomiting or diarrhoea.
- Children with headlice are not excluded but must be treated to remedy the condition.
- Parents are notified if there is a case of head lice in the setting.
- Ofsted is notified of any infectious diseases that a qualified medical person considers notifiable.
- If a child becomes ill whilst at Playgroup, we will contact the parent or nominated emergency contact to collect the child immediately.
- A list of childhood illnesses with their incubation periods is kept at Playgroup for staff to refer to.

### **Allergies**

- Please inform us of any allergies/illness that your child may have, including allergies to plasters. This information should be written on your child's registration form.

### **First Aid**

- At least one member of staff with current first aid training is on the premises at any one time.
- The first aid qualification must include a 12-hour paediatric first aid course
- Our first aid kit:
  - complies with the Health and Safety (First Aid) Regulations 1981
  - is regularly checked by a first aid qualified staff member and re-stocked as necessary
  - is easily accessible to adults



- is kept out of the reach of children.

First aid box location: ON WALL INSIDE MAIN DOOR

First aid box is reviewed: Monthly



### **First Aid Procedure:**

- All children will be comforted and reassured and in emergency situations parents will be alerted immediately after the child is provided with treatment. An adult will stay with the child until the parent/emergency contact arrives or in serious cases an ambulance.
- All accidents and incidents are to be recorded in the accident or incident book and parents are asked to sign and date the form.
- Paediatric first aid qualified practitioners will in the event of an accident, administer first aid to an injured or sick child, however minor the incident.
- No child will be left to suffer or to look after themselves.
- In extreme cases we have a duty to inform Ofsted and where applicable submit a formal report.

### **Medical Consent**

St. Mary's Playgroup has a medical consent form for emergency treatment. This means that if your child requires emergency treatment and the parent or guardian cannot be contacted that Playgroup would have consent from the parent/guardian to allow emergency treatment. Parents are asked to sign this consent form at registration. Please fill it in and return it as soon as possible.

### **Accidents**

- Our accident book:
  - is kept safely and accessibly
  - all staff know where it is kept and how to complete it
  - is reviewed at least half termly to identify any potential or actual hazards.
- Ofsted is notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.
- When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

### **Administration of medication**

- If a child needs medication or an inhaler whilst attending Playgroup we require a completed consent form.
- Any medicine administered is recorded in our Medicine record Book and you will be asked to sign this.



- Only prescribed medication may be administered. It must be in-date and prescribed for the current condition.
- Lifesaving medication will be administered by staff on training from parents/health professional.
- Children taking prescribed medication must be well enough to attend the setting.
- Children's prescribed drugs must be stored in their original containers, clearly labelled and inaccessible to the children.
- Parents must give prior written permission for the administration of medication. This states:
  - the name of the child
  - name/s of parent(s)
  - date the medication starts
  - the name of the medication and prescribing doctor
  - the dose and times, or how and when the medication is to be administered.
- The administration is recorded accurately each time it is given and is signed by staff in the Medicine record book.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- Medicine must be given to staff and not left in bags.

### **Asthma Policy**

We recognise the potential threats that come with being diagnosed with Asthma or breathing-related difficulties. In consultation with the parents/carer a care plan will be devised to ensure that a child with this condition can receive the best possible care when in the Playgroup environment.

- Parents must inform the Playgroup if their child has asthma or uses an inhaler for breathing related difficulties. This should be recorded on their child's Medical Details form in their registration pack.
- If the child is newly diagnosed with the condition, parents must update their child's Medical Details form.
- Parents must detail whether their child will need to take their inhaler at certain times of the day and any other information important to their child's condition for example the types of triggers that a child experiences and what to do in the event of an asthmatic episode.
- Parents will always be informed when their child has experienced difficulties with their asthma or breathing.
- Children who use a reliever inhaler should always bring an inhaler to their sessions. Parents must inform us where this is kept.
- It is illegal for Playgroup to store and provide medication that has passed its expiry date.



### **Procedure for children with diagnosed asthma**

- The staff, together with the parents/carers of a child with asthma, will discuss and agree on a plan of action for the emergency management of an asthma attack.
- This plan should include action to be taken where the parent/carer has provided asthma medication, and in situations where this medication may not be available.

### **Procedure for if a child suddenly collapses or has difficulty breathing with a possible asthma attack**

#### **Children with a known asthma condition:**

- Staff will follow the agreed plan of action for the child for the emergency treatment of an asthma attack as detailed in their Asthma Action Plan.

If the child's Asthma Action Plan is NOT available, staff should immediately commence the standard asthma emergency protocol detailed below:

- Step 1: Sit the child upright and remain calm to reassure them.
- Step 2: Without delay shake a blue reliever puffer (inhaler) and give 4 separate puffs through a spacer. Use one puff at a time and ask the child to take 4 breaths from the spacer after each puff.
- Step 3: Wait 4 minutes. If there is no improvement repeat step 2.
- Step 4: If still no improvement after a further 4 minutes - call an ambulance immediately and state clearly that the child is "having an asthma attack."
- Continuously repeat steps 2 and 3 whilst waiting for the ambulance.

#### **Procedure for children not known to have pre-existing asthma:**

In this situation, staff will:

- Step 1: Call an ambulance and state that the child is having breathing difficulties.
- Step 2: Sit the child upright and calm them to reassure them

#### **Hygiene**

- Children are encouraged (and shown how) to wash their hands or use wipes in the following situations:
  - Before and after eating
  - Before preparing food
  - After painting or messy activities
  - After sneezing or coughing
  - After outdoor play (if touching soil or sand)
  - After stroking or coming into contact with animals
  - After using the toilet or having their nappy changed
- Children will be helped with hand washing according to their age and ability. This is to ensure that they are washing and drying them correctly.
- Clean paper towels are provided to dry their hands.



• Children will be assisted and supported, where appropriate, with wiping their noses. They will be shown how to dispose of used tissues in a hygienic way.

- The importance of disposing of used tissues will be carefully explained.
- Children will be encouraged to cover their mouths when coughing or to cough into their inner elbow, and to wash their hands if they have coughed into them.
- Children who have been ill for 24 hours or more should not come into the setting, this is to protect the health and well-being of the other children.
- Changing mats are cleaned with antibacterial spray/wipes after each use, to prevent the spread of germs.

