



# Children's Health and Well-being

## Pack 5

This policy is subject to annual review. It has been reviewed in September 2021 and is due for review in September 2022.

It was re- adopted by the Shelena Begum on 1<sup>st</sup> November 2021.

Signed: \_\_\_\_\_

## **CONTENTS**

<b>6.1 Administering medicine.....</b>	<b>03</b>
<b>6.2 Managing children who are sick, infectious, or with allergies.....</b>	<b>06</b>
<b>6.3 Recording and reporting of accidents and incidents.....</b>	<b>10</b>
<b>6.4 Nappy changing.....</b>	<b>14</b>
<b>6.5 Food and drink.....</b>	<b>15</b>
<b>6.6 Food hygiene.....</b>	<b>16</b>
<b>6.7 Healthy eating.....</b>	<b>18</b>
<b>6.8 Food poisoning.....</b>	<b>21</b>
<b>6.9 Individual health care plan.....</b>	<b>22</b>
<b>7.0 Covid Policy.....</b>	<b>25</b>
<b>7.1 Date to be reviewed.....</b>	<b>29</b>

## **6.1 Administering medicines**

---

### **Policy statement**

While it is not our policy at Little Miracles Nursery to care for sick children, who should be at home until they are well enough to return to the nursery, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

In many cases, it is possible for children's GP's to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the nursery. If a child has not administered a type of medication before, it is advised that the parent keeps the child at home for the first 48 hours, to ensure no adverse effect as well as to give time for the medication to take effect.

These procedures are written in line with current guidance in 'Managing Medicines in Schools and Early Years Nursery (Early Years Foundation Stage - EYFS). The nursery manager is responsible for ensuring all staff understand and follow these procedures.

The Key person of the child is responsible for the correct administration of medication to the children in their care, if in doubt; they should speak to a senior member of staff/first aider, who can advise accordingly. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. In the absence of the key person, the team leader/manager is responsible for the overseeing of administering medication.

### **1.1 Procedures**

Children taking prescribed medication must be well enough to attend the nursery.

Children's medicines are stored in their original bottle/containers, are clearly labelled and are inaccessible to the children. Medicine spoons and oral syringes must be supplied by the parent if required.

Medications may only be used for the child whose name appears on the medicine. This includes emergency adrenaline injections (Epi-pen's).

Parents must give prior written permission for the administration of medication.

The staff receiving the medication must ask the parent to sign a consent form stating the following information. No medication may be given without these details being provided:

- Full name of child and date of birth;
- Name of medication and strength;
- If the child has had medication prior to coming to nursery Y/N. If Yes, what time and dosage amount.
- Dosage to be given in the nursery.
- Signature, printed name of parent and date.

The administration is recorded accurately on a medication form each time it is given and is signed by staff. Parents sign the medication form to acknowledge the administration of a medicine. The medication form records:

- Name of Child;
- Name and strength of medication;
- The date and time of dosage;
- Dose given and method; and is
- Signed by manager; and is verified by parent signature at the end of the day.

## **2.0 Storage of medicines**

All medication is stored safely in a cupboard or refrigerated in an area where children cannot access alone. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.

For some conditions, medication may be kept in the nursery. Staff will monitor any medication held to administer on, an as and when required basis or on a regular basis, is in date and returns any out-of-date medication back to the parent.

## **3.0 Children who have long term medical conditions and who may require ongoing medication**

A health care plan for the child is drawn up with the parent outlining the child's needs. Any information/instructions from the child's doctor/nurse are thereby included in the plan. Parents must notify us, as soon as possible if any changes occur, or if they have received any further advice/guidelines from the child's healthcare professionals, in relation to the child's medical needs or medication/dosage.

All staff will be notified of any child who has a long term medical condition/needs.

The health care plan should include the measures to be taken in an emergency.

The health care plan is reviewed every six months or more if necessary, or if further information is obtained by the parents/carers and require immediate change. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.

Parents receive a copy of the health care plan

#### **4.0 Managing medicines on trips and outings**

Medication for a child is taken in a sealed plastic box clearly labelled with the child's name and name of the medication. Inside the box, with the medication, is a copy of the consent form/medication form with the details as given above, which the parent signs on our return. On no account may medicine be decanted into other containers or packets or envelopes. The original pharmacy labelled medication should be within the box.

If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name, name of the medication.

Inside the box is a copy of the consent form signed by the parent.

#### **5.0 Disseminating and Implementing this Policy**

All nursery staff will be required to read this policy on their induction and to comply with the contents of the policy. The policy will be kept in the policy folder and will be available for staff to refer to at all times. The implementation of the policy will be monitored by nursery staff on a day to day basis. If incidences of non-compliance do occur, this will be dealt with on a case by case basis through performance management of staff. Any adverse incidents will be recorded and reviewed to ensure the policy is fit for purpose. The policy will be formally reviewed every year or earlier, if needs be.

## **6.2 Managing children who are sick, infectious, or with allergies.**

---

We provide care and education for healthy children. We will take measures to keep them healthy (as far as it is possible) by preventing cross-infection of viruses and bacterial infections. We promote health through identifying allergies and preventing contact with the allergenic substance.

- **Children who are unwell should not be brought to nursery.** If parents bring children who are unwell to nursery, they will be asked to take them home again.
- Parents who are unable to care for their own child when they are unwell must have adequate alternative arrangements in place.
- Parents must notify staff if their child has been unwell at the weekend or in the night, and if they have been given any medicine such as Calpol prior to coming to nursery.
- Parents must not send their child to nursery if he/she is unwell. This includes children who have a heavy cough or cold.
- Any child who has had sickness or diarrhoea must not return to nursery until at least 48 hours have elapsed from the last bout of sickness or diarrhoea **and** they are eating normally.

### **Children who become ill whilst they are in the setting**

- When a child becomes ill at nursery, every effort will be made to contact the parents, who will be requested to collect their child as soon as possible (within 30 minutes) or send a known carer to collect the child on their behalf.
- Parents must ensure that the nursery is able to contact them, or a person nominated by them, at all times. This is a statutory requirement; failure to do so may lead to the setting taking steps to withdraw the child's place.
- If a child has a temperature, they are kept cool, by removing top clothing.
- The child's temperature is taken by using a thermometer.
- If the child's temperature is over 38°C their parents are contacted to ask permission to administer Calpol to prevent febrile convulsion. Parents must sign a permission slip for Calpol to be administered by staff, during their child's registration.
- In extreme cases of emergency, the child should be taken to the nearest hospital and the parent informed.

- Where children have been prescribed antibiotics, parents are asked to keep them at home for 48 hours before returning to the setting.

If a parent is called to collect their child because they become unwell whilst at the setting, the child should be kept at home on the following day. In some instances, staff may ask parents to take their child to see a doctor before returning to the setting.

### **Reporting notifiable diseases**

- If a child or adult is diagnosed as suffering from a notifiable disease under the Health Protection Regulations 2010, the GP will report this to the Health Protection Agency.
- When the nursery becomes aware, or is formally informed of the notifiable disease, the manager informs Ofsted and acts on any advice given by the Health Protection Agency.

### **HIV/Hepatitis**

HI virus, like other viruses such as Hepatitis A, B and C, is spread through body fluids. Hygiene precautions for dealing with body fluids are the same for all children and adults. Therefore:

- Single-use vinyl gloves are worn when changing children's nappies, pants and clothing that are soiled with blood, urine, faeces or vomit.
- Protective rubber gloves are used for cleaning/slucing clothing after changing.
- Soiled clothing is bagged for parents to collect.
- Spills of blood, urine, faeces or vomit are cleared using mild disinfectant solution and mops. Cloths used are disposed of with the nappy waste.
- Tables and other furniture, furnishings or toys affected by blood, urine, faeces or vomit are cleaned using a disinfectant.

### **Nits and head lice**

- Parents will be asked to keep their child away until the infestation has been treated.
- 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.

## Conjunctivitis/pink eye

Conjunctivitis is an inflammation of the conjunctiva, a membrane covering the inner eyelid and front of the eye. It is often called pink eye, as the white of the eye appears pink or red. There are several types of conjunctivitis:

- bacterial: pink eye, with yellow or greenish discharge from the eye, usually resulting in crusting of the eyelids after sleep
- viral: pink eye, with a more watery discharge, often accompanied by symptoms of a respiratory tract infection, such as runny nose, sore throat and fever
- allergic conjunctivitis: pink watery eyes, with severe itching, caused by an irritant or allergic reaction.

**Both viral and bacterial conjunctivitis are extremely infectious.** Bacterial conjunctivitis is transferred by touching eyes and surfaces that are contaminated. Viral conjunctivitis can also be spread by droplets in the air, through sneezing and coughing.

## Treatment

- Bacterial conjunctivitis will need to be treated with antibiotic drops or cream.
- Viral conjunctivitis will not be cured with cream; the virus will run its course and the body's natural immunity will cure it within 4 to 14 days. Although antibiotics do not cure viral conjunctivitis, it is often advised to use them, to stop the development of a secondary bacterial infection.
- Children often get runny or 'gungy' eyes when they have colds. This is not conjunctivitis, which is characterised by the pink/redness of the white of the eye.
- **Due to the extremely infectious nature of this condition, children with pink eyes, and a thick or watery discharge, must be kept away from nursery.**
- Children will be able to return when they have received at least 24 hours of treatment with antibiotic drops **and** the condition is showing significant signs of improvement. It is important that the child is also feeling well in themselves.



- Antibiotic drops can be purchased over the counter from a pharmacist; however, we advise that where possible children are seen by a qualified doctor.

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

When parents start their children at the nursery, they are asked if their child suffers from any known allergies. This is recorded on the child's registration pack and record forms.

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 reaction, 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 schedule.
- This form is kept in the child's personal file and a copy is displayed where staff can see it.
- Children with food allergies are noted on the allergy/dietary list, which clearly inform adults of foods that the child has an allergy to.
- Snacks are prepared separately.
- Staff are trained how to administer special medication in the event of an allergic reaction.
- Nuts or nut products are not used within the setting.
- Parents are made aware so that no nut products are accidentally brought in, for example to a party.

**At all times the administration of medication must be compliant with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage and follow procedures based on advice given in Managing Medicines in Schools and Early Years Setting (DfES 2005).**

## **Key person for special needs children**

(i.e. children requiring assistance with tubes to help them with everyday living, e.g. breathing apparatus, to take nourishment, colostomy bags, etc.)

- Prior written consent must be obtained from the child's parent or guardian for the key person to give treatment and/or medication prescribed by the child's GP.
- The key person must have the relevant medical training/experience, which may include appropriate training received from parents or guardians, or qualifications.

### **6.3 Recording and Reporting of Accidents and Incidents Policy.**

---

Including the procedure for reporting accidents and incidents to the HSE under RIDDOR requirements.

#### **Policy**

We follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) for the reporting of accidents and incidents. Child protection matters or behavioural incidents between children are not regarded as incidents and there are separate procedures for this.

#### **Procedures**

Our accident book:

- is kept in a safe and secure place;
- is accessible to staff and volunteers, who all know how to complete it; and
- Is reviewed at least half termly to identify any potential or actual hazards.

Reporting accidents and incidents:

Ofsted is notified as soon as possible, but at least within 14 days, of any instances, which involve:

- food poisoning affecting two or more children looked after on our premises;
- a serious accident or injury to, or serious illness of, a child in our care and the action we take in response; and
- the death of a child in our care.

Local child protection agencies are informed of any serious accident or injury to a child, or the death of any child, while in our care and we act on any advice given by those agencies.

Any food poisoning affecting two or more children or adults on our premises is reported to the local Environmental Health Department.

We meet our legal requirements in respect of the safety of our employees and the public by complying with RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). We report to the Health and Safety Executive (HSE):

- any work-related accident leading to an injury to a child or adult, for which they are taken directly to hospital for treatment;
- any work-related accident leading to a specified injury to one of our employees. Specified injuries include injuries such as fractured bones, the loss of consciousness due to a head injury, serious burns or amputations.
- Any work related accident leading to an injury to one of our employees which results in them being unable to work for seven consecutive days. All work related injuries that lead to one of our employees being incapacitated for three or more days are recorded in our accident book.
- when a member of staff suffers from a reportable work-related disease or illness;
- any death, of a child or adult, that occurs in connection with activities relating to our work; and
- any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident, but could have done; such as a gas leak.

## **Our incident book:**

- We have ready access to telephone numbers for emergency services, including the local police. Where we are responsible for the premises we have contact numbers for the gas and electricity emergency services, and a carpenter and plumber.
- We ensure that our staff and volunteers carry out all health and safety procedures to minimise risk and that they know what to do in an emergency.

On discovery of an incident, we report it to the appropriate emergency services – fire, police, and ambulance -if those services are needed.

- If an incident occurs before any children arrive, the nursery manager assesses the situation and decides if the premises are safe to receive children. The nursery manager may decide to offer a limited service or to close the setting.
- When an incident occurs whilst the children are in our care and it is necessary to evacuate the premises or area, we follow the procedures in our Fire Safety and Emergency Evacuation policy, or when on an outing, the procedures identified in the risk assessment for the outing.
- If a crime has been committed, we ask all adult witness's to the incident make a witness statement, including the date and the time of the incident, what they saw or heard what they did about it and their full name and signature.
- We keep an incident log for recording major incidents, including those that that are reportable to the Health and Safety Executive as above.
- These incidents include:
  - a break in, burglary, or theft of personal or the nursery's property;
  - an intruder gaining unauthorised access to the premises;
  - a fire, flood, gas leak or electrical failure;
  - an attack on member of staff or parent on the premises or nearby;

- any racist incident involving staff or family on the nursery's premises;
  - a notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after on the premises;
  - the death of a child or adult, and
  - a terrorist attack, or threat of one.
- In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, is also recorded.

In the unlikely event of a terrorist attack, we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety and Emergency Evacuation Policy will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.

- In the unlikely event of a child dying on the premises, the emergency services are called, and the advices of these services are followed.
- The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file.

### **Common Inspection Framework**

- As required under the Common Inspection Framework, we maintain a summary record of all accidents, exclusions, children taken off roll, incidents of poor behaviour and discrimination, including racist incidents, and complaints and resolutions.

### **Legal framework**

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 (As Amended)

## Further guidance

- RIDDOR Guidance and Reporting Form: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)
- Common Inspection Framework: Education, Skills and Early Years (Ofsted 2015)
- Early Years Inspection Handbook (Ofsted 2015)

## **6.4 Nappy changing policy**

---

This policy sets out the clear principles and guidance on supporting children's needs with specific reference to nappy changing.

The Disability Discrimination Act (DDA 2001 amended 2005) In line with the above named Act, Little Miracles Nursery will ensure:

- No child who has is not yet toilet trained regardless of age will be refused admission
- No child will be sent home or have to wait for their parents to come and change their nappy
- Adjustments will be made for any child who is not yet ready for toilet training

**The aims of this policy and associated guidance are:**

- To safeguard the rights and promote the welfare of children
- To provide guidance and reassurance to staff who are required to change a child's nappy
- To assure parents/carers that staffs are knowledgeable about personal care and that their individual concerns are taken into account
- To protect children from discrimination, and ensure inclusion for all

**The role of the parent /carer:**

- Agree to send the child in a clean nappy.
- Provide the setting with nappies/wipes/ clean clothes.
- Understand and agree to the procedures in place for changing their child in the Nursery.
- To inform the staff of any marks /rash that the child may have.
- To work with the parents with toilet training at an agreed date. Depending on the individual child's development on readiness.

**Little Miracles Nursery will:**

- Follow the nappy changing procedure while changing nappies
- Where ever possible the Key person will change the child.



- Change the child in the nappy changing area
- Change the child's nappy during the session, should the child soil themselves or be uncomfortably wet.
- Keep a log when the child is changed (Nappy changing log)
- Report to the parents if the child's nappy has been changed and any marks or soreness that was recorded.
- Report to the parents if the child is distressed during changing.

To work with the parents with toilet training at an agreed date. Depending on the individual child's development on readiness.

## **6.5. Food and Drink**

---

We maintain the highest possible food hygiene standards and have procedures to promote Healthy Eating and aim to provide nutritious food to meet the children's individual dietary needs.

### **Policy statement**

At Little Miracles Nursery, we provide and serve food for children on the following basis:

- Snacks
- Packed Lunches

We maintain the highest possible hygiene standards with regards to the storage, preparation and storing of food.

We are registered as a food provider with the local authority Environmental Health Department.

### **Procedures**

The person in charge and the person responsible for food preparation understand the principles of Hazard Analysis and Critical Control Point (HACCP). This is set out in Safer Food, Better Business (Food Standards Agency 2011). The basis for this is risk assessment of the storage, preparation and serving of food to prevent growth of bacteria and food contamination.

- All staff follows the guidelines of Safer Food Better Business.
- All staff involved in the preparation and handling of food has received training in food hygiene.
- The person responsible for food preparation and serving carries out daily opening and closing checks on the kitchen to ensure standards are met consistently. (See Safer Food Better Business)
- Food is stored at the correct temperature and is checked to ensure it is in-date and not subject to contamination by pests, rodents or mould.

- Packed lunches are stored in a cool place; un- refrigerated food is served to children within 4 hours of preparation at home.
- Food preparation areas are cleaned before use as well as after use.
- There are separate facilities for hand washing and for washing up.
- All surfaces are clean and non-porous.
- All utensils, crockery etc. are clean and stored appropriately.
- Waste food is disposed of daily.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- Children do not have unsupervised access to the kitchen.
- When children take part in cooking activities, they:
  - Are supervised at all times;
  - Understand the importance of hand washing and simple hygiene rules.
  - Are kept away from hot surfaces and hot water; and
  - Do not have unsupervised access to electrical equipment such as blenders etc.

## **6.7. Healthy Eating Policy**

---

Little Miracles Nursery wish to promote the right environment for our children, to understand the importance of making healthy food choices. Packed lunches and snacks represent at least a third of a child's daily intake of foods and nutrients, which presents a great opportunity to promote healthy food choices for children.

### **Aims**

To make sure that children who bring a lunch from home to eat in Nursery have food that is just as healthy and nutritious as food served at schools that is regulated by national standards. To give clear guidance to parents, carers, children and staff on providing a healthy packed lunch and snack. We believe that a healthy packed lunch can contribute to the health of children and needs to be consistent with the nutritional standards provided by Early Years Nutritional Guidelines. The policy applies to all packed lunches and snack consumed within Nursery.

### **Development of policy**

The policy was drawn up using a range of national documents.

The Nursery will continue to work with parents to ensure packed lunches and snack at Little Miracles Nursery abide by this policy.

### **Content of Packed Lunches**

- Fruit and vegetables, at least one portion of fruit, vegetables or salad a day. Ensure grapes and berries are cut in half (long ways).
- Carbohydrates; starchy food such as bread, pasta, rice, couscous, noodles, potatoes (not fried)
- Dairy; food such as milk, cheese, yoghurt, fromage frais, or soya products
- Drinks; water, pure fruit juice (no added sugar), milk, yogurt drinks or smoothies.
- An un-iced cake or small packet of biscuits – not to contain chocolate
- Sandwich fillings to be savoury only - no jam, honey or chocolate spread
- All packed lunches should be age appropriate, so that the child can eat independently and should not need preparing by the teacher.
- Age appropriate crisps or snacks

### **The following should not be included in packed lunches or snack**

- Fried food
- Chocolate, including chocolate spread and chocolate chips
- Nuts or nut products
- Fizzy/sugary drinks in cartons, bottles or cans (including diet or energy drinks which contain high levels of caffeine and other additives which are not suitable for children)
- Confectionary such as chocolate bars, chocolate covered biscuits and sweets
- Cooked food, such as pasta, rice, meat etc. cannot be reheated on the premises, so please ensure your child's lunch can be consumed either at room temperature or from the fridge.

### **Special Diets and allergies**

We ask parents/carers to be aware of nut and other allergies. For this reason pupils are not permitted to swap food items. As some children in Nursery may suffer from nut allergies, we ask parents to refrain from including nuts or peanut butter in their lunch boxes/bags.

### **Packed Lunch Containers**

We ask that parents/carers provide a packed lunch container where food items can be stored securely and appropriately until the lunch time period. As fridge space is limited we advise the packed lunches are in insulated bags, preferably with freezer blocks to keep food cool especially in the summer months.

### **Staff**

To support a whole Nursery approach, staff are encouraged to comply with this policy when bringing in packed lunches and eating with the children.

### **Facilities for Packed Lunches**

We will;

- Provide appropriate facilities to store packed lunches.
- Make sure all Children have access to drinking water at all times (EYFS)
- Children under the age of 12 months will be given breast or formula milk (provided by the parent/carer)

- Children aged 1-2 years of age will be given whole cow's milk (provided by the parent/carer)
- Semi Skimmed cow's milk is available at snack time for all 2-5year olds (provided by Little Miracles Nursery).

### **Snack**

Snacks will be offered between meals to ensure children receive appropriate levels of energy and nutrition, for example at mid-morning and mid-afternoon. Parents should comply with the healthy eating policy when snacks are brought into the nursery.

### **Monitoring**

To promote healthy eating we will regularly monitor the content of packed lunches and snacks. We will talk to parents/carers where necessary and offer guidance on bringing healthy packed lunches and snack. If lunches are not deemed to meet nutritional standards parents will be advised on changes that need to be made. Any sweets or sugary drinks will be sent home at the end of the day. Water and milk will be provided as an alternative. If a child's packed lunch continues not to follow the guidance then the parent/carer will be asked to come in for a consultation with the manager.

### **Birthdays and other celebrations**

We welcome cakes and sweets being brought in for the children for their peers to celebrate birthdays or any other celebrations. If these are brought into nursery to share amongst the children we will give them out at the end of the session, and leave it to the discretion of the parent/carer.

### **Working with parents and carers**

We hope that all parents and carers will support this packed lunch and snack policy. We will offer advice and guidance to parents and carers on packed lunches and snack if required. We can offer a range of ways to support parents/carers e.g. information sheets, meetings, workshops, emails etc. Children on special diets following verified medical advice will be given due consultation.

## **6.8. Food Poisoning**

---

Food poisoning can occur for a number of reasons; not all cases of sickness and diarrhoea are as a result of food poisoning and not all cases of sickness or diarrhoea are reportable.

Where children and/or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source of the outbreak is within the setting, the manager will contact the Environmental Health Department and the Health Protection Agency, to report the outbreak and will comply with any investigation.

Any confirmed cases of food poisoning affecting two or more children looked after on the premises are notified to Ofsted as soon as reasonably practicable, and always within 14 days of the incident.

## **6.9. Individual Health Care Plan**

---

Should a child require an individual health care plan, we will request the original professional document, which outlines the child's needs/requirements from the parent/guardian/carer. If the child has severe needs, they should get this off the child's Nurse/Doctor or any other professionals involved.

Once we receive a copy, the key person of the child will draw up a plan/risk assessment themselves of the individual child. A copy will be available and on display for all staff to be aware of the child's needs, on the Health and Safety board.

We will then implement the plan immediately and update it accordingly, when required, or if we receive any further information from the child's parent/carer/professionals.



## **7.9. Covid-19 Policy**

---

The aim of this policy is to put measures in place to minimise the spread of the coronavirus and to protect staff and children at the nursery. All parents/staff and children must adhere to this policy. If you, your child or another member of your household has symptoms of coronavirus, please stay at home and follow the government guidelines on testing and isolation.

The public health guidance is based on two key principles:

- That services should take steps to ensure individuals with symptoms do not enter the service, and
- That services should take steps to reduce the chance of spread of the virus in case an infectious person, without symptoms, enters the building.

Standard infection prevention and control procedures in our setting have always been a priority but even more so during this pandemic. A heightened awareness by our team, parents and children (where age appropriate) is required so that we know how to protect each other and how to recognise and report symptoms of COVID-19 infection.

### **Check if you or your child has coronavirus symptoms**

If you or your child has any of the main symptoms of coronavirus (COVID-19), get a test as soon as possible. Stay at home until you get the result.

### **Main symptoms**

The main symptoms of coronavirus are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

### **What to do if you have symptoms**

If you have any of the main symptoms of coronavirus:

1. Get a test to check if you have coronavirus as soon as possible.
2. Stay at home and do not have visitors until you get your test result – only leave your home to have a test.

Anyone you live with, and anyone in your support bubble, must also stay at home until you get your result.

If any of the above applies in your household, you **MUST NOT** bring your child into our setting. You must call the Nursery and let us know as soon as possible.

All children **MUST** be well and showing no Covid-19 symptoms (please do not give your child Calpol or similar for any reason and then send them to our setting, as this will mask any temperature the child might have.) We will be excluding any child who is unwell even if it seems to be a cold, as the symptoms in children can vary so much.

### **System of controls - The Nursery will comply by the following:**

#### **Prevention:**

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend settings
- 2) Clean hands thoroughly more often than usual
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- 5) Minimise contact between groups where possible
- 6) Where necessary, wear appropriate personal protective equipment (PPE)

#### **Response to any infection:**

- 7) Engage with the NHS Test and Trace process
- 8) Manage confirmed cases of coronavirus (COVID-19) amongst the setting community
- 9) Contain any outbreak by following local health protection team advice
- 10) Notify Ofsted

#### **Closure of setting**

- The setting will have to close for 14 days if a member of staff or a child attending has a positive test result of coronavirus.

#### **Arrivals/Departures**

- Please can you check your child's temperature before arrival (this could become part of your morning routine)
- Please do not bring in your child if they are showing signs that they are unwell.
- All children to be dropped off/collected from the door at your allocated drop off/collection time. Adults should avoid coming into the premises. If your child is upset and wants you to come in, it's important you do not linger and do leave as promptly as possible.
- Settling in parents – Only one adult per child. Please follow the procedures on entering and exit.
- No buggies will be allowed inside the premises or to be kept on the premises, please make arrangements for this in advance.
- Staff members will be managing the doors (staff to wear masks at this point)
- A one way system will be in place, please follow the signs where appropriate.
- If there is anyone at the door dropping off or collecting their child, please wait two meters away from them until they leave.
- Children will be assisted to wash/sanitise their hands on arrival and regularly throughout the day.

### **Children's bags and belongings**

- Please bring in a bag for your child with spare clothes and nappies if needed that can be used for the whole week.
- Please **do not** allow your child to bring in toys from home into the Nursery.
- If your child is bringing in a packed lunch, please bring it in a plastic box so that it can be wiped clean.

### **Play and Learning**

Young children are not expected to social distance or wear masks. They should feel safe and secure at the Nursery. We will have our toddlers and preschools in allocated rooms, to avoid mixing with other groups of children. Where possible, staff will too remain in their allocated rooms and we will continue this service throughout.

Resources will not be mixed between rooms and will be cleaned more regularly. We will be minimising the resources available to those that can be cleaned effectively. We will rotate the selection of resources weekly, so the children will still have access to the wide variety of resources we can provide for their individual development needs.

We will have a one way system operating in the lobby where children/staff need access to the toilets. As per the guidance we will have very limited shared play so messy and water play will be made available for separate children's access and that messy will be used just for that group of children. Water will be changed per session and we will not have any sand play.

### **Attending other settings**

At this moment in time we will be unable to accept children who attend two settings as this causes the level of risk to staff and children to rise slightly. This is because the government guidelines are to keep children in the same groups and not mixing any groups together.

### **Staffing**

All staff coming to the nursery should avoid all non-essential public transport travel, whenever possible. However, should adhere to the government guidance on travel i.e. wearing masks and washing hands.

Good Hygiene practice of using aprons and disposable gloves during nappy changes will continue. We may lessen the number of times we change children's nappies during a session, if not required.

Displays will be available in the nursery for staff to follow in the event of a positive case.

### **Cleaning**

All surfaces, hand contact points, bathrooms and resources will be cleaned with disinfectant throughout the day. The toilet will be cleaned and wiped with disposable disinfectant wipes after each use, as will the taps and light switch. Nappy changing areas will be disinfected after each use as per usual. All floors and hard surfaces will be cleaned again at the end of each day.

Please note, to our knowledge, all the information above is accurate as per the government's advice and guidelines to date. However, these could change, when new further recommendations and guidance are set by the governments. The nursery will make every effort to add and update any changes as and when necessary, but we ask that you too follow any changes or updates and monitor accordingly.

## 6.10. Date to be reviewed

---

All the safeguarding and child protection section of the policy was adopted by Little Miracles Nursery.

On: 1<sup>st</sup> November 2021

Date to be reviewed: November 2021

Signed on behalf of the provider:

Name of Signatory: Shelena Begum and Shoid Islam, Role of signatory (e.g. chair, director or owner): Director(s)

Date to be reviewed	Date reviewed	By Who	Signature
September 2020	1/11/2021	Shelena	
September 2022			