



AUBURN HOUSE POLICY

HEALTH

General Statement of Policy

We wish to develop and promote a strong health and safety culture within the School for the benefit of all staff, children and parents. Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out within this policy and sufficient resources will be made available to honour our commitment.

The policy is kept up to date, particularly as the business changes in nature and size, and is revised annually, or as and when necessary. We, therefore, welcome any useful comments from members of staff, parents and visitors regarding this policy.

Throughout this policy, we respect the views of alternative medicine as well as traditional and cultural beliefs practised. In First Aid cases we treat everyone as if they and we are HIV positive.

Emergency Numbers and Information

Emergency information should be kept for every child and should be updated every six months with regular reminders to parents in newsletters, at parents' evenings and a reminder notice on the Parent Information Board.

1. First Aid and Medication

At least one member of staff with current first aid training is on the premises or on any outing at any one time. The first aid qualification includes first aid training for infants and young children.

1.1 The First Aid Kit

- 1.1.1 Complies with the Health and Safety (First Aid) Regulations;
- 1.1.2 A stock control sheet is present with each individual First Aid box;
- 1.1.3 The designated member of staff is to be informed of known shortages and re-stocks as necessary;
- 1.1.4 Is easily accessible to adults; and
- 1.1.5 Is kept out of the reach of children.

1.2 In the event of an accident requiring hospital treatment, the Senior Management person in charge will contact the parents immediately. This person will stay with the child until the parents arrive.

1.3 If the parents do not arrive or we are unable to contact them, this person will stay with the child until the arrival of the parents or guardians. Only then will the appropriate treatment be given.

- 1.4 The only medication that will be administered to a child on the School premises by the staff is for a chronic condition (e.g. asthma, diabetes, ADD/ADHD).

Medication stipulations:

- The medication must be in-date and prescribed for the current condition.
 - A child taking prescribed medication must be well enough to attend school.
 - A child's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the child/or children.
 - Parents give prior written permission for the administration of medication. This states the name of the child, names 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.
 - Parents sign the record book to acknowledge the administration of medicine.
 - Empty bottles and containers will be returned to parents once the medication is finished.
 - If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional and is organised by the parents at their expense.
- 1.6 Non-prescription medication, including homeopathic medicine and any other prescription medicine will not be administered at School by any staff. We will however administer sun-cream if necessary unless parents instruct us otherwise.
- 1.7 Parents to provide written details of any illnesses or conditions which the children suffer on a permanent basis together with appropriate medication (e.g. asthma inhalers), clearly labelled with the child's name and instructions on dosage and how to administer.
- 1.8 As the administration of injections, pessaries and suppositories represents intrusive nursing, they will not be administered by any member of staff.

2. Vaccinations Policy

We recognise, where possible, that children are vaccinated in accordance with their age. If children are not vaccinated, it is the responsibility of the parents to inform the School to ensure that children, staff and parents are not exposed to any unnecessary risks of any sort.

Information regarding immunisations will be recorded on the child's registration documents and updated as and when necessary.

2.1 Staff

It is the responsibility of all staff to ensure they keep up to date with their vaccinations as required. If a member of staff is unsure as to whether they are up to date, then we recommend that they visit their GP or healthcare facility for their own good health.

2.2 Children

Vaccination is not compulsory at Auburn House. It is a personal decision the family is responsible for.

The School will raise awareness around issues as the need arises. Parents should check with their GP or healthcare provider as and when required.

A copy of each child's vaccination history will be required for school records.

3. Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents. The School has the right to refuse admission to a child who is unwell. This includes procedures for contacting parents – or other authorised adults – if a child becomes ill while at School.

- 3.1 We do not provide care for children who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease;
- 3.2 However, should a child become ill during the course of the day, we will make the child comfortable until such time as the parent can collect the child;
- 3.3 Parents are notified if there is a case of head lice in the School.
- 3.4 Parents are notified if a case of infectious disease has been recorded in the School. This includes cases of chicken pox, measles, mumps etc., and in particular German measles, as this can be extremely harmful to expectant mothers.
- 3.5 HIV (Human Immunodeficiency Virus) may affect children or families attending the School. Staff may or may not be informed about such cases.
- 3.6 Children or families are not excluded because of HIV.
- 3.7 Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times. (See point 10)
- 3.8 Staff suffering from sickness and diarrhoea do not handle food and do not return to the School until they are germ free (usually 48 hours is suggested).

Please take note of the following circumstances that will lead to children being excluded from the School for a period of time:

- **Chicken Pox:** minimum period of exclusion is 5 days from the onset of rash. All spots must be dry and scabbed over before children return to School.
- **Conjunctivitis:** children must not return to the School before the course of treatment has been completed and the eye/s is clear from infection.
- **Fever / Throat Infections:** children are only to return 24 hours after the fever has gone down.
- **Gastric Upsets:** children must be excluded from the School for 48 hours after the last attack of diarrhoea or sickness.
- **Head Lice:** any child who has head lice must not return to the School until they have been treated.
- **Impetigo:** exclusion is necessary until there is no new blistering or no new crusts are forming.
- **Measles:** minimum period of exclusion is 5 days from the onset of rash.
- **Meningitis:** children can return to School as soon as they feel well enough.
- **Mumps:** minimum period of exclusion is 5 days after the swelling subsides.
- **Ringworm:** exclusion is necessary until medical treatment with a fungicidal ointment has begun.
- **Threadworms:** children can return to School once they have started treatment.
- **Verrucae:** children do not need to be excluded but the verruca must be covered with a rubber sock, waterproof plaster or clear nail varnish when the foot is going to become wet or damp.
- **Whooping Cough:** children can return to School 5 days after starting antibiotics.

4. Allergies and Allergic Reaction Policy

- 4.1 Information about allergies and allergic reactions reported by parents on registration must be shared with all School staff.
- 4.2 If a child has an allergic reaction to food, a bee sting, plant etc., a First Aid trained member of staff will administer the appropriate treatment and parents must be informed.
- 4.3 A sick child most needs his/her parent or carer and every effort should be made to contact him/her as soon as possible.
- 4.4 If the allergic reaction is severe, the emergency medical services will be called immediately.
- 4.5 A senior member of staff must accompany the child to hospital and take along registration forms, relevant medication sheets, medication and the child's comforter (if any).

Staff must remain calm at all times; children who witness an allergic reaction/accident may well be affected by it and may need reassurance.

5. Personal Protective Equipment (PPE)

The School provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during care tasks that involve contact with bodily fluids. PPE is also provided for the handling of chemicals and other tasks. This is chosen according to need and will be regularly reviewed to ensure it is suitable and effective.

6. Dealing with Blood

Precaution should always be taken when cleaning wounds, as some conditions such as Hepatitis or HIV can be transmitted via blood.

Disposable gloves must be worn and any blood spillage wiped up with disposable cloths, neat Milton or freshly diluted bleach (one part diluted with ten parts water). Such solutions must be carefully disposed of immediately after use.

The School will not necessarily be aware if there is a child carrying Hepatitis or is HIV Positive on their register.

7. Needle Puncture and Sharp Injury

Blood-borne infections may be transmitted to employees who injure themselves with needles, broken glass etc. For this reason, great care must be taken in the collection and disposal of this type of material, for the safety and well-being of the employees. ALL NEEDLES, BROKEN GLASS, ETC, SHOULD BE TREATED AS CONTAMINATED. If a needle is found the local authority must be contacted to deal with its disposal.

8. No Smoking on Premises

Auburn House has a total **NO SMOKING POLICY** both inside the School and outside in the School's garden area.

9. Hygiene

We aim to provide a clean and hygienic environment for the children and staff which minimises the spread of infection.

- We regularly seek information from the Department of Health and similar agencies to ensure that we keep up to date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- Toilet areas are cleaned daily as a minimum.
- We have a schedule for cleaning resources and equipment, and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities.
- Sanitary bins and bags are provided and sanitary towels are available from the office in case of an emergency.

We implement good hygiene practices by:

- Cleaning tables between activities.
- Checking toilets regularly.
- Wearing protective clothing – such as aprons and disposable gloves – as appropriate.
- Ensuring that each child has a set of clean clothes in their backpack.
- Providing tissues and wipes and ensuring one-time use of kitchen towels.

9.1 Hand Hygiene

- All children and staff use soap / liquid soap
- All children and staff use towels / paper towels

- Ensure staff and children wash hands when needed, e.g. when visibly dirty, after using the toilet, sneezing or blowing nose, after contact with blood or bodily fluids, before and after handling food, before and after dressing a wound, giving any medication, after touching any potentially contaminated surface (e.g. drains, cleaning cloths etc.)
- Staff supervise children's handwashing and demonstrate good hand washing, taking into account children's developing independence.
- Sanitisers are also available.

9.2 Toilet Hygiene

- Toilets will be checked regularly and disinfected and cleaned where necessary.
- Toilet flush handles, taps, doorknobs and waste bins will be cleaned and disinfected regularly.
- Children are encouraged to tell staff if the toilet or washroom is dirty.

9.3 Cleaning

- Cloths to be changed as necessary and at least daily.
- If mops are used to clean up bodily fluids, they must be disinfected and dried as soon as possible.
- Staff and children should wash their hands after cleaning.

9.4 Sandpit

Regular checks are carried out on any sandpits and the sand is changed when necessary.

9.5 Cleaning Routine

A cleaning routine is followed throughout the day to ensure that the premises and equipment are kept hygienic.

10. Food and Drink

We try to make snacks and meals sociable occasions with the children sitting down together in small groups.

- Staff assist children where need, eg cutting or peeling fruit.
- Children provide their own lunch bags.
- Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children.
- Snack and meal times are appropriately supervised and children do not walk about with food and drinks.
- Children bring their own filled water bottled. Fresh water is available if needed.
- We operate systems to ensure that children do not have access to food/drink to which they are allergic.
- Children are taught not to swap food with others.

11. Sun Care Policy

The School is committed to ensuring that all children are fully protected from the dangers of too much sun. Severe sunburn in childhood can lead to the development of malignant melanoma (the most dangerous type of skin cancer) in later life.

The following guidelines are for the prevention and care of children in the sun:

- Children must have a clearly named sun hat. Children will wear a sun hat when outside on sunny days throughout the School year.
- Children must have their own sunblock cream named and dated with written consent for staff to apply.
- Children need lightweight cotton clothing suitable for the sun.
- Children will not be out in the sun between 11.15 am – 2.15 pm when the temperature is above 30° C.

- Children will have sun cream applied before going outside and at frequent intervals during the day, if consent has been given by parents.
- Fresh water is available if needed.

12. Early Intervention Policy

Early intervention is the arranging of special help for children in need, either physically, socially or cognitively. If the teachers have a concern about a child's sight, hearing, intellectual development, behaviour or any other concerns, the following procedure will be followed:

- The teacher will document their concerns and observations of the child. This documentation is accessible to the parents.
- The teacher will set up a meeting with the parent to discuss their concerns and enter into an ongoing dialogue about the child.
- A meeting form will be completed by all staff who teach the child, prior to this meeting.
- All teachers who will be in the meeting must be fully prepared and have read the pre-meeting forms.
- The teacher will offer the parent the list available in the office containing the appropriate resources available in the area.
- It is up to the parents to access the resources available. Resource teachers, consultants and other professionals are always welcome to observe in the School.

Bibliography

- Child's Play Family Day Care (2002) *Sample Registration Form* [online], available from <http://www.preschoolkids.net/Registrationform.htm>
- Department of Social Development (2001) *Guidelines for Day Care* [online], available from <http://www.info.gov.za/view/DownloadFileAction?id=70281>
- Little Stars Child Care (undated) *Fee Structure* [online], available from <http://www.littlestarschildcare.org.uk/7.html> (date accessed, 18/05/2012)