

Promoting health and hygiene

1.18 Managing children with allergies, or who are sick or infectious

(Including reporting notifiable diseases)

Policy statement for St Joseph's Nympsfield Out of School Club

We provide care for healthy children and promote health through identifying allergies and preventing contact with the allergenic substance and through preventing cross infection of viruses and bacterial infections.

Some activities that staff may be required to perform are known as 'Clinical Tasks'. These require additional training and we will ensure that staff have received this training before they undertake any of the tasks detailed in the child's care plan. Clinical Tasks care falls into 3 main categories:

- a) acceptable care tasks, ie. tasks which just require additional training, eg application of ointments;
- b) complex care, eg. application of splits or treatments like assisting with the administration of oxygen; and
- c) emergency care procedures; eg. anaphylactic pens (ie. Epipens).

Procedures for children with allergies

- When parents start their children at St Joseph's Nympsfield Out of School Club (OOSC) they are asked if their child suffers from any known allergies. This is recorded on the registration form via the online booking system (Kids Club HQ).
- 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 reactions 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.
- This form is kept on the online booking system and is accessible to staff.
- All staff have completed paediatric first aid training where medicine administration is covered. Any specific training may be looked at in future depending on child's needs.
- St Joseph's Nympsfield Out of School Club is a "no nut" setting.
- Parents are asked that their child does not bring in food to the OOSC. Any lunchboxes should not be eaten during the session.

At all times the administration of medication must be compliant with the Welfare Requirements of the Early Years Foundation Stage and follow procedures based on advice given in Supporting pupils at school with medical conditions ([DfE latest version](#)).

Oral Medication

Asthma inhalers are now regarded as "oral medication" by insurers and so documents do not need to be forwarded to our insurance provider.

- Oral medications must be prescribed by a GP or have manufacturer's instructions clearly written on them.
- The parent/carer must provide the OOSC with clear written instructions on how to administer such medication.
- All risk assessment procedures need to be adhered to for the correct storage and administration of the medication.
- The OOSC must have the parents or guardians prior written consent. This consent must be kept on file. It is not necessary to forward copy documents to our insurance provider.

Life saving medication & invasive treatments

Adrenaline injections (Epipens) for anaphylactic shock reactions (caused by allergies to nuts, eggs etc) or invasive treatments such as rectal administration of Diazepam (for epilepsy).

- St Joseph's Nympsfield Out of School Club must have:
 - a letter from the child's GP/consultant stating the child's condition and what medication if any is to be administered;
 - written consent from the parent or guardian allowing staff to administer medication; and
 - proof of training in the administration of such medication by the child's GP, a district nurse, children's nurse specialist or a community paediatric nurse.
- If a child has a life-threatening illness or needs medical treatment, we would seek professional medical advice/treatment from A&E or ambulance.

Key person for special needs children

Children requiring help with tubes to help them with everyday living e.g. breathing apparatus, to take nourishment, colostomy bags etc.

- Prior written consent from the child's parent or guardian to give treatment and/or medication prescribed by the child's GP.
- Key person to have the relevant medical training/experience, which may include those who have received appropriate instructions from parents or guardians, or who have qualifications.

Procedures for children who are sick or infectious

- If children appear unwell during a session – have a temperature, sickness, diarrhoea or pains, particularly in the head or stomach – the Play Leader calls the parents and asks them to collect the child, or send a known carer to collect on their behalf.
- If a child has a temperature, they are kept cool, by removing top clothing, sponging their heads with cool water, but kept away from draughts.
- Temperature is taken using a 'fever scan' kept near to the first aid box.
- In extreme cases of emergency the child should be taken to the nearest hospital and the parent informed.
- Parents are asked to take their child to the doctor before returning them to the OOSC; the OOSC can refuse admittance to children who have a temperature, sickness and diarrhoea or a contagious infection or disease.
- Where children have been prescribed antibiotics, parents are asked to keep them at home for 48 hours before returning to the setting.
- After diarrhoea, parents are asked to keep children home for 48 hours or until a formed stool is passed.

- After vomiting, parents are asked to keep children home for 48 hours. The child can return to the OOSC 48 hours after the last sickness bout.
- The OOSC has a list of excludable diseases and current exclusion times. This list is displayed in the kitchen area of the OOSC. Copies are available for parents/carers to download from the OOSC's section of St Joseph's Catholic Primary School's website¹.

Reporting of 'notifiable diseases'

- If a child or adult is diagnosed suffering from a notifiable disease under the Public Health (Infectious Diseases) Regulations 1988, the GP will report this to the Health Protection Agency.
- When the OOSC becomes aware, or is formally informed of the notifiable disease, the Play Leader informs Office for Standards in Education, Children's Services and Skills (Ofsted) and acts on any advice given by the Health Protection Agency. The Play Leader will also share this information, when relevant, to St Joseph's Catholic Primary School and St Joseph's Pre-school.

HIV/AIDS/Hepatitis procedure

- HIV virus, like other viruses such as Hepatitis, (A, B and C) are spread through body fluids. Hygiene precautions for dealing with body fluids are the same for all children and adults.
- Single use vinyl gloves and aprons are worn during clothes changing (children) as applicable, eg, vomit.
- Protective rubber gloves are used for cleaning/slucing clothing after changing.
- Soiled clothing is rinsed and doubled bagged for parents to collect.
- Spills of blood, urine, faeces or vomit are cleared using mild disinfectant solution and mops; cloths used are doubled bagged and disposed of.
- Tables and other furniture, furnishings or toys affected by blood, urine, faeces or vomit are cleaned using a disinfectant.

Nits and head lice

- Nits and head lice are not an excludable condition, although in exceptional cases a parent/carers may be asked to keep the child away until the infestation has cleared.
- 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.

Tasks – not to be performed by staff in any circumstances

Generally any task which is invasive or requires a member of OOSC staff to make a judgement without the guidance of a health professional is unacceptable².

Emergency procedures

If a staff member is seriously concerned about a child's physical condition and they have the appropriate first hand training from a qualified trainer in emergency procedures and feel confident of intervening in an emergency situation, they can do so only as a first aid measure, and whilst ensuring that an ambulance is called through the 999 emergency service.

Further guidance

- Supporting pupils at school with medical conditions (DfE latest version)

¹ www.st-josephs-nympsfield.com

² For example: the administration of medicines through a nebuliser for acute or emergency conditions, apart from administration of emergency medication

Associated policies and procedures

- 1.17 Administering medicines
- 1.22 First Aid

Version Number	Author	Purpose of change	Date
1.0	NP and HS	Updating policies	23.01.2023
2.0	KC, NF-P and MK	Reviewed, formatted and updated to include: <ul style="list-style-type: none">• “Associated Policies and Procedures” section as per EY Safeguarding Audit 2023 s175/157• Removal of reference to COVID-19 action plan• Updated to reflect current practice within the OOSC• Updated in light of insurance policy wording	22.04.2024 Committee Meeting