

Updated March 2022

# **Waltham Forest Early Years Guidance**

## **Ill or Infectious Children Policy and Procedure Prompt Guidance**

**Early Years, Childcare & Business Development  
Service**



**Waltham Forest**

London Borough of Waltham Forest (LBWF) Early Years, Childcare & Business Development Service have written this document to help you write an ill or infectious children policy for your setting. This document is for reference only and you must adapt it to reflect the service your setting offers. To download guidance on other policies and procedures go to

<https://thehub-beta.walthamforest.gov.uk/earlyyearpoliciesandprocedures>

### **Statutory Framework for the EYFS 2021 (3.45)**

The provider must promote the good health, including the oral health, of children attending the setting. They must have a procedure, discussed with parents and/or carers, for responding to children who are ill or infectious, take necessary steps to prevent the spread of infection, and take appropriate action if children are ill.

Please always review the latest DFE Guidance to assist you in completing your policy and procedures – Currently:

#### **Health protection in schools and other childcare facilities.**

A practical guide for staff on managing cases of infectious diseases in schools and other childcare settings can be found here:

Health protection in schools and other childcare facilities

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

A useful poster on infection control in schools and other childcare settings produced by the Public Health Agency can be found here:

<https://www.publichealth.hscni.net/publications/guidance-infection-control-schools-and-other-childcare-settings-0>

**Covid Scenario:** Have you considered if your policy/procedures include an element specifically relating to Covid?

Whenever we say parents in this document, we mean parents and carers and whenever we say child, we mean children and young people aged 0 to 19 years old (up to 25 years old for young people with Special Educational Needs and Disabilities (SEND)).

#### **Aim**

Do you promote the good health of the children in your care, take steps to prevent the spread of infection and take appropriate action when they are ill?

#### **Points to consider**

- When encouraging and promoting good health and hygiene in your setting, how will you check the children for signs and symptoms of infectious diseases such as chickenpox, measles, mumps, rubella, meningitis, hepatitis, diarrhoea, vomiting and fevers of over 101oF/38oC?

- Is your policy for the exclusion of ill or infectious children discussed with parents? This includes procedures for contacting parents - or other authorised adults - if a child becomes ill while in the setting?

**What procedures are in place for infection control? Think about:**

- What activities do you do to promote the good health of children and young people attending your setting?
- Regular handwashing - Do staff check, encourage, and supervise hand washing in all children and young people? Have you sufficient and suitable facilities for children and staff?
- How to encourage children to cover nose and mouth when coughing or sneezing, using a tissue and disposing of the tissue promptly and carefully.
- Displaying posters to encourage good practice of hygiene and to promote infection control.
- More frequent cleaning of rooms or shared areas that are used by different groups
- Promoting ventilating rooms
- Frequently touched surfaces being cleaned more often than usual
- Cleaning toilets regularly
- Promoting correct use of face coverings
- Personal protective equipment (PPE) - Who is responsible for checking and replenishing supplies? Where is protective clothing stored? Where is the protective disposed? When is it appropriate to use PPE?
- Managing cuts, bites, and nose bleeds
- Managing needle stick injuries
- Cleaning blood and body fluid spills - Remember that staff must follow good hygiene practices concerning the clearing of any spilled bodily fluids. How are items used to clean up bodily fluids disposed of in a safe and hygienic manner?
- Sanitary facilities
- Managing nappies
- Children with continence aids
- Laundry
- Dealing with contaminated clothing
- Vulnerable groups at particular risk from infection

**What procedures are in place for cleaning?**

Please review UK Health Security Agency Guidance [Chapter 2: infection prevention and control](#)

**Think about:**

- Cleaning contracts
- Cleaning blood and body fluid spills
- Toys and equipment
- Enhanced cleaning during an outbreak of infection - Who is responsible for ensuring additional cleaning takes place in the case of an outbreak?

**What procedures are in place concerning staff health? Think about:**

- Staff immunization
- Exclusion
- Pregnant staff
- Covid, Chickenpox, Measles, Rubella (German measles), Slapped cheek disease (Parvovirus B19), etc.
- Process for staff to remain at home if they display any relevant infectious symptoms or sending them home if they first display symptoms while at work.
- Food handling staff - Food handlers and catering staff may present a particular risk to the health of their pupils and staff if they become infected (or have close contact) with diseases that can be transmitted to others via the medium of food or drink.

**What procedures are in place concerning animals? Think about:**

- How do you ensure that animals visiting the setting are free from disease and safe to be with children, and do not pose a health risk?
- How do you ensure that your own setting's pets are free from disease, safe to be with children, and do not pose a health risk?
- Do you ensure that children wash their hands after contact with animals?
- Are you aware that outdoor footwear worn to visit farms are cleaned of mud and debris and should not be worn indoors?
- Ensuring there are written agreement within the provision detailing:
  - the types of animals allowed in the school
  - how to manage them and permitted behaviour whilst on the premises
  - where they can go and where they cannot go when in the provision
  - any insurance liability of owners and handlers
- Visits to petting farms and zoos. Think about:
  - RA and procedures before you go, during the visit and at the end of the visit
- Other trips. Think about:
  - Some trips involve activities associated with a small risk of picking up an infection, particularly those involving water-based activities and visits to farms or animal parks.

**What procedures are in place for managing specific infectious diseases? Think about:**

- Covid-19
- HIV - Think about HIV (Human Immunodeficiency Virus) which may affect children or families attending the setting which staff may or may not be informed about. How do you ensure children or families are not excluded because of HIV?
- Athlete's Foot
- Chicken pox (shingles)
- Cold sores
- Conjunctivitis
- Food poisoning
- Giardia
- Salmonella
- Typhoid and Paratyphoid fever
- E. coli (verocytotoxigenic or VTEC)

- Diarrhoea and vomiting (Gastroenteritis)
- Bacillary Dysentery (Shigella)
- Campylobacter
- Cryptosporidiosis
- Glandular fever
- Hand, foot and mouth disease
- Head lice
- Hepatitis A
- Hepatitis B
- Hepatitis C
- Impetigo
- Influenza
- Measles
- Meningitis
- Meningococcal meningitis and meningitis septicaemia
- Meningitis (viral)
- Meticillin resistant Staphylococcus aureus (MRSA)
- Mumps
- Ringworm
- Rotavirus
- Rubella (German Measles)
- Scabies
- Scarlet Fever
- Slapped cheek syndrome, Parvovirus B19, Fifth's Disease
- Threadworm
- Tuberculosis (TB)
- Whooping Cough (pertussis)

### **What do you do if you suspect an outbreak of infection?**

Please review UK Health Security Agency Guidance [Chapter 4: action in the event of an outbreak or incident](#)

### **Think about:**

- Do you know what the classification of an outbreak is?
- Do you know when to report? (This may be Ofsted, Public Health or UK Health Security Agency)
- Do you know how to report?
- Do you understand confidentiality requirements?
- How do you notify parents/carers, visitors and staff?
- Do you need to use an isolated room?

### **Notifiable diseases:**

- You must ensure that your processes include what you must do if you have reason to believe that any child is suffering from a notifiable disease identified as such in the public health (infectious diseases) regulations 1988, you should tell Ofsted. You should act on any advice given by the Health Protection Agency and tell Ofsted about any action taken.

- To find a list of notifiable diseases go <https://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report>
- For information on reporting a serious childcare incident (this includes serious accidents, injuries or illnesses to a child, including confirmed cases of COVID-19 (coronavirus), visit <https://www.gov.uk/guidance/report-a-serious-childcare-incident>
- You should also inform the Waltham Forest Public Health Team. Public Health [Public.Health@walthamforest.gov.uk](mailto:Public.Health@walthamforest.gov.uk)

**If a child becomes ill. Think about:**

- How will you contact their parents/carers?
- How you can make them comfortable in a quiet place and keep under observation
- How long must parents/carers wait before their child returns to the setting following an illness? In the case of serious illness, you need to contact the parent/carer immediately and take appropriate action. In the unlikely event of the parent/carer not being available, the senior staff member must assume charge and if necessary, go with the child in the ambulance to hospital taking along all relevant paperwork. You may wish to list the paperwork you may need. Please note that staff should not take children to hospital in their own vehicles
- How long must staff wait before returning to the setting following an illness?
- How will you let other parents/carers and staff know about any infectious diseases that a child or staff at your setting may have? Remember confidentiality.
- Do you let other parents/carers know there may be a case of Covid, head lice, illness or any other health issues at the setting? How do you do this? Remember confidentiality. Ensure that you are aware that children with head lice are not excluded but must be treated to remedy the condition.
- How do you tell staff about any of the above?

**Medicine:** See separate Medication Policy Prompt Guidance here. <https://thehub-beta.walthamforest.gov.uk/earlyyearpoliciesandprocedures> that looks at things such as:

- Are Policies and Procedures implemented, and kept up to date for administering medicines? (both prescription and non-prescription).
- Have parents been asked for their permission for you to seek any emergency medical advice or treatment for their child?
- Is Relevant Training provided for staff where the administration of medicine requires medical or technical knowledge?
- Is there a process in place to ensure that written records are completed when medicines are administered to a child, as well as pathway for informing the child's parents and/or carers on the same day, or as soon as reasonably practicable
- Etc

**First Aid:**

- Does your first aid box contain appropriate equipment that meets the needs of the children?
- Does your first aid kit comply with the Health and Safety (First Aid) Regulations 1981?
- Who makes sure this is full and that everything is in date? How often is it checked?

- How do you make sure your first aid boxes are easily accessible to staff?
- How do you ensure that first aid boxes are out of the reach of children?
- At least one person who has a current paediatric first aid certificate must be on your premises at all times when children are present. There must be at least one person on outings who has a current paediatric first aid certificate. You should think about having more than one member of the team qualified in case of illness or leave.

**Pediatric First Aid (PFA) training must:**

- cover the course content as for St John Ambulance or Red Cross **paediatric** first aid training.
- be renewed every three years.
- You can choose which organisation you wish to provide the training (in line with above) however it should be nationally approved and accredited.
- You must take into account the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly.
- You could also refer to HSE guidance at: [www.hse.gov.uk/firstaid/approved-training.htm](http://www.hse.gov.uk/firstaid/approved-training.htm)
- St John's Ambulance website have a useful online tool to assess the levels of first aiders required on site (includes First Aid at Work). Go to: <https://www.sja.org.uk/course-information/guidance-and-help/working-out-what-you-need/>

This is an example of the procedure in the case of a major or minor accident, incident, or illness. You may want to add or change some points.

**Procedure for major accident, incident or illness: Think about:**

- What type of PPE should be used by staff?
- Who will assess the situation and decide whether the child needs to go to hospital by ambulance or whether the child can wait for the parent to come? Who do they tell?
- If the child needs to go straight to hospital:
  - Who will call an ambulance? Do all staff know the address and postcode of your setting, if not is this easily accessible?
  - Who will call the parent to make arrangements to meet at the hospital?
  - Who will go with the child to the hospital? Remember to take copies of any relevant paperwork: permission forms, care plans, medication, known allergies, medication forms.
- If the child can wait for the parent to come:
  - Who will contact the parent?
  - Is there an area set aside for sick children?
  - Who will stay with the child to monitor them and make sure they are comfortable?

- Staff should explain to the parent when they arrive, what has happened and/or the symptoms being shown. It will then be for the parent to seek medical advice. Remember to get the parent to sign your documentation.
- If a member of staff finds a child that is not breathing, what procedure should they follow? You may want to display a simple CPR flowchart in the key areas you use.
- Where do you record the accident, incident or illness? Who does it? You should record a report of the accident.

**Procedure minor accident or illness. Think about:**

- What type of PPE should be used by staff?
- Who assesses the child and who do they tell?
- Who treats the injury?
- Is the child then resettled back into an activity? Who observes them?
- Where do you record the accident or incident? Who does this?
- Where is this stored? (If you have slips that go into the child's tray for example, add something about that here). Remember that the parent must sign this document.
- Who do you pass this information onto? This may be a manager or supervisor.
- How do you monitor each accident or incident and each child? This may be used to highlight concerns with a certain child or a piece of equipment that may not be age appropriate.

You must keep a signed record of all accidents, incidents and illness that happen to children, and tell Ofsted about any serious accident, illness, injury or death of a child while they are in your care or of an adult on your premises. See the accident and incident procedure guidance document for more information.

**LADO (child protection designated officer):** You must also tell Waltham Forest Council's local authority child protection designated officer (LADO) about any serious accident, injury to, or death of a child whilst in your care:

Phone number: 0208 496 3646

Email: [LADO@walthamforest.gov.uk](mailto:LADO@walthamforest.gov.uk)

You must also act on any advice given.

**MASH (Waltham Forest Multi-Agency Safeguarding hub):** You must also tell the Waltham Forest Multi-Agency Safeguarding hub (MASH) about any incidents which results in the death of a child whilst in your care:

Phone number: 0208 496 2310

Email: [MASHrequests@walthamforest.gov.uk](mailto:MASHrequests@walthamforest.gov.uk)

You must tell Ofsted, Council's LADO and the referral hub about any incidents as soon as is reasonably possible and always within 14 days of the incident occurring.



## Useful contacts, resources and websites

- Covid Health protection in schools and other childcare facilities  
<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>
- <https://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report>
- Health and Safety Executive <http://www.hse.gov.uk>
- Public Health England guidance - Health protection in schools and other childcare facilities  
<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>
- Early Years Policy and Procedures prompt guidance can be found at  
<https://thehub-beta.walthamforest.gov.uk/earlyyearpoliciesandprocedures>
- Waltham Forest Public Health Team,  
Town Hall,  
Forest Road,  
Walthamstow,  
London E17 4JF  
0208 496 4626  
Public Health [Public.Health@walthamforest.gov.uk](mailto:Public.Health@walthamforest.gov.uk)
- <https://thehub-beta.walthamforest.gov.uk/blog/getting-ready-winter>
- <https://www.gov.uk/government/publications/covid-19-winter-plan>
- Ofsted [www.ofsted.gov.uk](http://www.ofsted.gov.uk)