

## POLICIES AND PROCEDURES

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### Managing Sick or Infectious Children Procedure

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Cross Reference	Safeguarding Children Pre-existing Injury Record, Pre-existing Injuries on Arrival Policy, CYP Registration Form, Absent from Designated Address Policy

#### Purpose of this document

To inform all trustees, staff and volunteers on their responsibilities and what action to take if a child/young person (CYP) is or becomes ill whilst at an Aspired Futures (AF) session.

#### Details of Policy

AF provide care for healthy CYP and promote health through preventing cross-infection of viruses and bacterial infections.

If any CYP attending AF arrives with an injury of any kind, staff will always complete the Safeguarding Children Pre-existing Injury Record and all parent/carers are requested to sign the form and respond to the reason for the injury. AF also hold a Pre-existing Injuries on Arrival procedure.

It is vastly the responsibility of the parent/carer to reduce the risk of cross-infection as AF will ask that the CYP is kept away from sessions if they have any of the illnesses or symptoms of the following list;

- **Chicken Pox**  
A parent/carer who's CYP who have chicken pox are asked not to let them attend AF activities until five days after the first spot has appeared. If chicken pox appears whilst the CYP is within the setting, a staff member will contact the parent/carer to collect them as soon as possible.
- **Vomiting or diarrhoea**  
Parents are asked not to let their CYP who has been vomiting or has diarrhoea attend AF until at least 48 hours has passed since the last episode.
- **Conjunctivitis**  
Parents/Carers are asked to contact their doctor immediately.
- **Measles**  
CYP must not attend AF activities until at least 5 days from the onset of the rash.
- **Rashes**  
Parents/Carers are asked to seek medical advice prior to their CYP attending any AF activities.
- **Infection**  
Parents/carers are asked to keep their CYP at home if they have any infection and to inform AF of the nature of the infection. This is so AF staff can inform other parents and make careful observations of any CYP who may seem unwell.

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- **Cuts or open sores**

Cuts and open sores should be covered with a plaster or other form of dressing. Parents/carers are asked to take responsibility to cover their CYP's cut or sore.

- **Nits and Head Lice**

Nits and head lice are not an excludable condition.

On identifying cases of head lice, all parents are informed and asked to treat their CYP and all the family if they are found to have head lice.

Parents are asked to take their CYP to the doctor before returning them to AF session. AF can refuse admittance to a CYP who has a temperature, sickness and diarrhoea or a contagious infection or disease.

### Procedure for a CYP becoming ill whilst attending an AF session.

- If a CYP becomes ill or appears to be infectious during a session the member of staff identifying the illness should notify the Children and Young People Assessment and Inter-Agency Manager (CYP Manager) or Service and Volunteer Manager (SV Manager) ASAP.
- The CYP Manager or SV Manager will contact the parent/carer immediately to inform them and arrange for the CYP to be taken home or seek medical advice ASAP.
- If a CYP 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 an underarm thermometer kept near to the first aid box)
- If the CYP appears to be infectious (AF staff are not medically trained but are required to have knowledge of childhood illness and their treatment) the CYP Manager or SV Manager will take them with another member of staff to an area away from the other CYP until they are taken home or medical advice is sought.
- If the CYP seems to be having an allergic reaction the emergency services will be called immediately to ensure the CYP receives medical treatment they need. AF would also contact their parent/carer so they are able to be with their CYP.
- If the CYP Manager or SV Manager are unable to contact the parent/carer they will try to make contact with the emergency contact on the CYP Registration Form. If unable to contact either the parent/carer or emergency contact the CYP Manager or SV Manager will follow the procedure for an uncollected CYP as they also will in the event of a parent/carer not being at designated address when the CYP has been transported home.

In extreme cases of emergency the CYP should be taken to the nearest NHS Walk In Centre or A&E Department at the hospital, the parent/carer will be kept informed at all time.

- OFSTED must be informed if a CYP is taken to hospital
- In serious incidents RIDDOR must be informed
  - Death and Injuries caused by workplace accidents
  - Specific Injuries to workers
  - Dangerous Occurrences
  - Gas Incidents
- The Aspired Futures Board of Trustees must be kept up-to-date

### HIV/AIDS/Hepatitis procedure

An individual risk assessment will be written for any CYP or adult who presents with HIV/AIDS/Hepatitis to weigh up the risk to the other service users and staff members. This will also be discussed with the Board of Trustees to ensure

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no other service users are knowingly put at risk of infection. Once the above procedure has been completed all member of the AF session /group staff will follow the steps below to ensure all health and safety guidelines are followed:

- 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 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 rinsed and either bagged for parents to collect or laundered in the nursery.
- Spills of blood, urine, faeces or vomit are cleared using mild disinfectant solution and mops; cloths used are disposed of with the clinical waste.
- Tables and other furniture, furnishings or toys affected by blood, urine, faeces or vomit are cleaned using a disinfectant.

### Reporting of 'notifiable diseases and OFSTED procedure

- If a CYP 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 (Appendix 1)
- Advice will be sought from Public Health, Blackpool Council, PO BOX 4, Blackpool, FY1 1NA, Telephone; 01253 476363.
- When the setting becomes aware, or is formally informed of the notifiable disease, the CYP Manager informs OFSTED and acts on any advice given by the Health Protection Agency.
- AF will notify OFSTED of any food poisoning affecting two or more CYP cared for on the premises as soon as is reasonably practicable but in any event within 14 days of the incident occurring
- The Board of Trustees would also be kept informed.

Contact OFSTED on: 0300 123 1231

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### Appendix 1

Diseases notifiable to local authority proper officers under the Health Protection (Notification) Regulations 2010:

- Acute encephalitis
- Acute infectious hepatitis
- Acute meningitis
- Acute poliomyelitis
- Anthrax
- Botulism
- Brucellosis
- Cholera
- Diphtheria
- Enteric fever (typhoid or paratyphoid fever)
- Food poisoning
- Haemolytic uraemic syndrome (HUS)
- Infectious bloody diarrhoea
- Invasive group A streptococcal disease
- Legionnaires' disease
- Leprosy
- Malaria
- Measles
- Meningococcal septicaemia
- Mumps
- Plague
- Rabies
- Rubella
- Severe Acute Respiratory Syndrome (SARS)
- Scarlet fever
- Smallpox
- Tetanus
- Tuberculosis
- Typhus
- Viral haemorrhagic fever (VHF)
- Whooping cough
- Yellow fever

Report other diseases that may present significant risk to human health under the category 'other significant disease'.