

Hemingford Grey Playgroup

Policy: Illness

April 2019

Introduction

This policy sets out the procedures that Hemingford Grey Playgroup will follow should a child or adult be taken ill within the playgroup setting.

- We ensure that children and adults in Playgroup are safe, secure and well cared for and wherever possible protected from illness. When illness occurs we care for the affected child/adult according to the procedures outlined below.
- Adults and children who are ill are not permitted to attend Playgroup unless their illness poses minimal or no threat to the health of others.
- Any bouts of sickness and diarrhoea must be followed by a period of 48 hours with no signs or symptoms before a child/adult returns to Playgroup. If in doubt as to whether or not a child/adult should attend we would ask that advice is taken from the person's G.P.

We ask parents to inform us of the reason for their child's absence and, if they are ill, the nature of the illness. This helps us to take appropriate action where necessary, eg. An outbreak of chicken pox or rubella poses a threat to pregnant women and there are some notifiable diseases which we must report to Ofsted (see appendix).

- We observe good hygiene practices and promote healthy lifestyles - healthy food and regular exercise.

Illness Procedure

Where a child complains of feeling unwell or shows signs of ill health Playgroup staff will assess his/her condition.

If the child is well enough to continue to enjoy his/her time at Playgroup and signs/symptoms are minor then staff will continue to observe the child. If there is no deterioration in the child's condition staff will report the situation to parents/carers at the time of collection.

If the initial assessment suggests that the child is not well enough to remain at Playgroup or there is a deterioration in a previously mild condition, parents/carers will be notified and asked to collect the child promptly. The child will be given care and attention as befits the

nature of the illness until parents/carers arrive (if necessary, following the serious illness procedure). An incident/accident report will be completed for the parent/carer to sign.

Adults complaining of ill health will be cared for similarly. Relatives/friends will be notified, as necessary, to assist them in returning home. An incident/accident report will be completed.

Serious Illness Procedure

In the event of a serious illness occurring in Playgroup, the following procedure will be put into place.

1. Assess the situation
2. Manager/person in charge allocates adults (staff and rota carers) to attend to the following tasks:

A - Care of the ill child (one or two adults as necessary).

Reassure and administer emergency first aid as appropriate. Note time and details, including any witnesses. Record changes in child's condition prior to arrival of ambulance personnel.

B - Care of other children

Remove children to a part of the Playgroup / to a secure area away from the ill child and when appropriate return to Playgroup. Reassure children as necessary. Occupy children in a quiet, controlled activity.

C - Calling for help

Alert the ambulance service (dial 999)

Contact parent/carer of the ill child, advising them of the situation.

Check the child's registration documents for known medical conditions/allergies.

Contact school to assist with emergency staff cover, if necessary.

Alert Playgroup chairperson or other committee member. Request adult cover for assistance, as necessary.

The adult/child ratio for outings must ensure that there is adequate cover in the event of a serious illness occurring.

3. In the event that the parent/carer of the ill child does not arrive in Playgroup / at the site the illness occurred before the emergency services:

- a member of staff will accompany the child to hospital, taking a copy of the child's registration document

- the child's parent/carer will be kept informed as far as possible

N.B. Playgroup staff will not act on behalf of the child's parents/carers, with regard to consent of treatment. If the child's parents/carers cannot be contacted, the hospital will take responsibility for treatment decisions.

4. Document the illness as accurately as possible - this to be done as soon as possible.

5. Outline information will be provided to parents/carers of the other children in order to reassure/comfort children who may be distressed while observing confidentiality regarding the affected person and details.

6. Ofsted will be informed. (See Informing OFSTED Policy)

The same procedure is to be followed if the illness affects an adult (member of staff, parent/carer or other volunteer).

This policy was originally adopted at a meeting of Hemingford Grey Playgroup Committee on 10th November 2006 and reviewed at a meeting held on 11th November 2013 and 8th March 2016.

Signed by the Chairperson, on behalf of the Committee:

..... LAURA HOWELL (Chairperson's name - block capitals)

.....  (Chairperson's signature)

..... 29/4/2019 (date)

