**Sandbach Heath (St. John’s) Playgroup: Preventing and Managing Sickness**

**Risk Procedures and Risk Assessment**

*The 4 stages when dealing with medical incidents / outbreaks. Depending on the nature of the situation the stage can be:*

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| **Response Stage** | **Trigger** | **Key Actions** | **Who** | **Notes** |
| |  | | --- | | **STAGE 1 – General** (everyday hygiene and procedures) | | **None** | * General Reminders for hygiene. * Effective handwashing facilities and soap available. * Follow usual absence for periods of sickness. | All staff |  |
| |  | | --- | | **STAGE 2 – Prevention** | | **Where an increased risk is present**   * Increased absence rates of children or staff. * Local increases in sickness e.g. flu, gastric, coronavirus * Public health alerts * Suspected cases of specific illness in pre-school, school or within the community (e.g. coronavirus / gastric) * Parents entering the building during transition times | **Increase hygiene procedure**   * Parents, cares or visitors will only be allowed to enter the building if they are wearing a mask or face covering. * Parents will only be permitted to stay for a few minutes, this will be in order to drop off and settle in their child/children at the start of their child’s session. * Staff will wear a face mask or shield when parents or visitors enter the building. * Children should have sun cream applied before entering preschool.  |  | | --- | | * Being vigilant that staff and children are handwashing before eating of food. * Children and staff only to return 48hr after symptoms have stopped for all fever, sickness, diarrhoea etc. * Consider the types of trips and events and make changes as necessary (e.g. those where lots of close contact / touch points). * Review *Core Control Measures.* |  * We revise activities such as sand and water play or cooking that pose a higher risk of cross-contamination. * In addition to increased hand hygiene, we will wash children’s hands when they arrive at the setting and before they leave. * Minimising contact with unwell individuals, and ensuring anyone who has coronavirus symptoms themselves or who lives with some displaying symptoms, does not attend our provision. * Washing hands thoroughly and frequently for 20 seconds with soap or water, or alcohol hand rub or hand sanitiser. * Catching coughs and sneezes in a tissue, and putting the tissue in a bin straight away. * Cleaning frequently-touched surfaces * Minimising contact between groups of children. * We will closely consider which activities are suitable to deliver, and which could take place outdoors. * We will ensure play equipment is appropriately cleaned. * Toys and equipment will be cleaned after use * Depending on the number of children attending we may have to stagger drop-off and collection times – children to arrive/collected at different times should an outbreak occur. * Doors will be propped-open, and rooms will be well ventilated. Windows will be open. * Hand sanitiser will be readily available. * We will contact all delivery personnel to ensure they are aware of protocols. | Hazel Hilton  All staff |  |
| |  | | --- | | **STAGE 3 – Mitigate/ Delay** | | |  | | --- | | **Where a significant risk is present**   * Direct case or increased likelihood of cases * Public health advice for restrictions | | |  | | --- | | **Consider reducing contact situations:**   * + Register   + Carpet time   + School events   + Trips   **Consider:**   * + Any screening measures e.g. use of a thermometer in pre-school.   + Increase time of exclusion from school for those with symptoms (beyond 48hrs)   + Sending home any children with *any* symptoms   + Additional cleaning including deeper cleans | | Hazel Hilton  All Staff |  |
| |  | | --- | | **STAGE 4 – Containment**  **Where specific and/or significant changes or restrictions need to be in place**. | | |  | | --- | | * + High levels of sickness.   + High rates of absence.   + Significance of danger of disease or illness. | | |  | | --- | | * + Part / full closures of pre-school   + Deep cleans   + Reduction or exclusion of visitors | | Martin Douglas (Chair)  Helen Brumby (Responsible to OFSTED)  Hazel Hilton (Manager) |  |

***Coronavirus Key Actions (as situation escalates)***

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| **Specific Issue** | **Actions including messages** | **Who** | **Notes** |
| **Suspected case in school (staff or child)** | * + Contact relevant agencies e.g. LA / Public Health England, if still a requirement   + Deep clean core area.   + Inform staff.   + Core reminders of hygiene.   + Contact parents – general information about sickness etc. | Manager and/ or Chair |  |
| |  |  | | --- | --- | | **Confirmed case in school** |  | | * + Deep clean core areas.   + Inform staff.   + Core reminders of hygiene.   + Contact parents – general information about sickness etc. and the key next steps e.g. closure of preschool. | Manager |  |
| **Suspected case in a family** | * Child to remain at home | Parents/Carers |  |
| **Confirmed case in a family** | * + Deep clean of the pre-school. | Parents/Carers |  |
| **Staff Shortage** | * Partial or Full Closure. | Chair  Manager |  |
| **Protection for the most vulnerable children** | * + Identify who these children are vulnerable e.g. underlying health conditions that may be affected by the current threat.   + Discuss with parents the initial steps and agree key actions re. isolation/seclusion. | Manager |  |
| **Staff with health issues (e.g. Heart)** | * + Ask them to contact their consultants to seek advice on their condition.   + Consider working from home if this is feasible. | Manager |  |
| **Staff with symptoms** | * Stay at home; follow NHS 111 advice; discuss with manager/chair, have a PCR test. | Member of staff affected |  |
| **Pregnant staff** | * Ask them to contact their midwife to seek advice.   + Consider working from home.   + In line with Pregnancy / Maternity advice. | Member of staff concerned |  |