**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** |
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|  **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 |  |
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| **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.

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| * 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.*
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* 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 HiltonAll staff |  |
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| **STAGE 3 – Mitigate/ Delay** |

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| **Where a significant risk is present** * Direct case or increased likelihood of cases
* Public health advice for restrictions
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|  **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
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 | Hazel HiltonAll Staff |  |
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| **STAGE 4 – Containment****Where specific and/or significant changes or restrictions need to be in place**. |

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|  * + High levels of sickness.
	+ High rates of absence.
	+ Significance of danger of disease or illness.
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| * + Part / full closures of pre-school
	+ Deep cleans
	+ Reduction or exclusion of visitors
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 | 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 |  |
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| **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.
 | ChairManager |  |
| **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 |  |