



## Putnoe Woods Preschool Infection Control and Illness Policy and Procedures

At Putnoe Woods Preschool we recognise it is our responsibility to ensure the Health and Safety for our children, staff and parents through identifying and discussing health issues in an open and positive way allowing us to achieve and maintain our high standards. The health and wellbeing of all the children, staff and parents who attend the preschool is of paramount importance to us. In order to maintain a clean and healthy environment we ask that you refrain from bringing your child into preschool if they are sick and/or displaying signs of illness, in order to minimise infection and to ensure the wellbeing of children in our care.

At Putnoe Woods Preschool we promote the good health of all children attending through maintaining high hygiene standards and reducing the chances of infection being spread. We follow the guidance given to us by the following documents:

UK Health Security Agency (formerly Public Health England)

- Guidance on Infection Control in Schools and other Childcare Settings 2017
- Health Protection in schools and other childcare facilities March 2021

Viruses and infections can be easily passed from person to person by breathing in air containing the virus, which is produced when an infected person talks, coughs or sneezes. It can also spread through hand/face contact after touching a person or surface contaminated with viruses.

Infection prevention and control measures are essential to interrupt the cycle of infection by promoting routine use of good standards of hygiene so that transmission is reduced overall. Infection prevention and control measures aim to interrupt the cycle of infection by promoting the routine use of good standards of hygiene so that transmission of infection is reduced overall. This is usually through:

- Immunisations
- Good hand washing
- Ensuring the environment is kept clean

Guidance advises that the way to prevent and manage infectious disease in the preschool is to:

- promote immunisation
- promptly exclude the unwell child or member of staff
- check that effective handwashing is being carried out routinely

At Putnoe Woods Preschool we aim to prevent the spread of illness to children and staff and ensure a safe and healthy environment.



## 1 Infection Control Procedures

- 1.1 If any child is thought to be unwell, we will assess the condition of the child, this will be done in a kind and caring manner. The child may become distressed, so it is important to be calm and reassuring and that the dignity of the child will remain paramount. The Preschool Manager must be informed of any sick children
- 1.2 We understand the needs of working parents and will not exclude children from the preschool unnecessarily. It is however at the discretion of the Preschool Manager when requesting the exclusion of a child for illness or infection and that decision is final. Decisions will be made and consider the needs of the child and those within the group
- 1.3 Any child with an infectious or contagious disease will be excluded for a certain period of time. If staff suspect that a child has an infectious or contagious disease, they will advise that parents consult a doctor before returning to the preschool
- 1.4 Should a child become ill whilst at the preschool, the Preschool Manager or Key person will contact the parent or emergency contact, we ask for the child to be collected as soon as possible. The child will be comforted by the key person who will take appropriate action which will include medical advice, if necessary, whilst awaiting the arrival or the parent/carer
- 1.5 Staff will report any worries about a child's health or wellbeing to the parent/carer immediately. Parents/carers are responsible for keeping the preschool informed about their child's health
- 1.6 We recommend that no child may attend the preschool whilst suffering from a communicable disease and should be excluded for the periods recommended. Please see our guidelines to illness/communicable diseases at the end of this document
- 1.7 We request that you do not send your child into preschool if they are relying on paracetamol to keep their temperature down. It will be better to keep them at home in this instance.
- 1.8 Parents/carers will be contacted should their child have a high temperature of 38C/101F or higher, and will be requested to collect their child as soon as possible
- 1.9 Children's paracetamol (Calpol) is administered only with parental consent, which is on the registration forms, to children with high temperatures. This will be given in the dosage as consented by the parent. Parents will be contacted before Calpol is administered if staff are unsure if it has been given before they have arrived at the preschool
- 1.10 Putnoe Woods Preschool will only administer **1 dose** of Calpol whilst the child attends preschool
- 1.11 Vaccines and teething may cause a mild fever in children. This is a common and expected reaction, and isolation is not required



- 1.12 Parents and carers must monitor side effects from a vaccination or teething, and if they are concerned about their child's health, they should seek advice from their GP or NHS 111.
- 1.13 Coughs and colds do not necessarily require the child to be excluded from the preschool, but this will depend on the severity and how the child is able to cope with preschool routine. A child who is or appears unwell may be refused admission this will be at the discretion of the Preschool Manager
- 1.14 If a child has ongoing discharge from their ears, nose or eyes the parent/carer will be advised to seek advice before their child is allowed back to the preschool and in some cases a doctor's note may be required before returning
- 1.15 If the child should experience sickness or diarrhoea on 2 consecutive occasions whilst in the care of the preschool, parents or carers will be asked to collect their child as soon as possible and be kept absent from preschool for 48 hours or until they feel well
- 1.16 To prevent the spread of conjunctivitis, suspected cases will be reported immediately to parents/carers who will be advised to take their child to be seen by the doctor or pharmacist for advice on what treatment is required. When the conjunctivitis appears controlled, providing the child is happy they may return to preschool, again this will be at the discretion of the Preschool Manager and in discussion with the parent/carer to ensure the spread of the infection is reduced to a minimum
- 1.17 Chicken pox - Children need to be absent from the preschool for a minimum of 5 days from the onset of the rash. If the spots are scabbed over and dried up the child may return to preschool
- 1.18 Head lice - if it is found that the child has a case of head lice then it is the duty of the parent / carer to treat their child and also inform the preschool so other parents / carers can be alerted
- 1.19 Parents will be contacted if their child develops an unexplained rash and be requested to seek medical advice which they should follow before the child returns to preschool
- 1.20 If your child has not been their normal self at home but is not showing signs of illness when brought into the preschool, please mention it to your child's key person or Preschool Manager to let them know how to best contact you during the day and how they can support your child whilst they are at the preschool
- 1.21 Should the Preschool Manager consider the illness or situation needs immediate medical attention, the emergency services will be contacted to take the child directly to hospital and the parent/carer will be contacted accordingly
- 1.22 In the unlikely event of the parent /carer not being available the most senior member of staff (Preschool Manager / Deputy Manager) will assume charge and, if necessary take the child to hospital along with the relevant details. Putnoe Woods Preschool is committed in providing the highest standards of care for our children ensure their health and well-being is maintained at all times
- 1.23 We operate an 'open door' policy towards parents/carers in the preschool, so please feel free discuss any concerns about your child with their key person or Preschool manager



## 2 How Infections Spread

Infections are spread in many different ways but the most important of these are through:

### 2.1 Respiratory spread

Contact with cough or other secretions from an infected person, like influenza. This can happen by being near the infected person when they cough and then breathe in the organism; or by picking up the organism from an infected item, for example, a used tissue or on an object in the environment, and then touching your nose or mouth.

### 2.2 Direct contact spread

By direct contact with the infecting organism, for example, contact with the skin such as impetigo or staphylococcal infections.

### 2.3 Gastrointestinal spread

Resulting from contact with contaminated food or water (hepatitis A), contact with infected faeces or unwashed hands after using the toilet (typhoid fever).

### 2.4 Blood borne virus spread

By contact with infected blood or body fluids, for example, while attending to a bleeding person or injury with a used needle (hepatitis B). Human mouths are inhabited by a wide variety of organisms, some of which can be transmitted by bites. Human bites resulting in puncture or breaking of the skin are potential sources of exposure to blood borne infections, therefore, it is essential that they are managed promptly.

## 3 Prevention

At Putnoe Woods Preschool we will follow the guidance below to prevent a virus or infection from moving around the preschool. The staff at Putnoe Woods Preschool will:

- 3.1 Encourage all children to use tissues when coughing and sneezing to catch germs
- 3.2 Ensure all tissues are disposed of in a hygienic way and all children and staff wash their hands once the tissue is disposed of
- 3.3 Develop children's understanding of the above and the need for good hygiene procedures in helping them to stay healthy



- 3.4 Wear the appropriate Personal Protective Equipment (PPE) when changing nappies, toileting children and dealing with any other bodily fluids. Staff are requested to dispose of these in the appropriate manner and wash hands immediately
- 3.5 Clean and sterilise all potties and changing mats before and after each use
- 3.6 Clean toilets daily and check them throughout the day
- 3.7 Remind children to wash their hands when coming into preschool, before eating, after visiting the toilet, playing outside or being in contact with any animal and explain the reasons for this
- 3.8 Clean all toys, equipment and resources on a regular basis by following a comprehensive cleaning rota and using antibacterial cleanser or through washing in the washing machine
- 3.9 Wash or clean all equipment used by babies and toddlers as and when needed including when the children have placed it in their mouth
- 3.10 Store dummies in individual hygienic dummy boxes labelled with the child's name to prevent cross-contamination with other children
- 3.11 Immediately clean and sterilise (where necessary) any dummy or bottle that falls on the floor or is picked up by another child
- 3.12 Provide labelled individual bedding for children and ensure that is not used by any other child and wash them frequently accordingly to the sessions that they attend
- 3.13 Follow the Infection Control and Illness Policy when children are ill to prevent the spread of any infection or illness in the preschool. Staff are also requested to stay at home if they are contagious

In addition:

- 3.14 The Preschool Manager retains the right of refusal of all children, parents, staff and visitors who are deemed contagious and may impact on the welfare of the rest of the preschool
- 3.15 Parents will be made aware of the need for these procedures for them to follow these guidelines whilst in the preschool
- 3.16 On a frequent basis each room in the preschool will be deep cleaned including carpets and soft furnishings to ensure the spread of infection is limited by the recruited cleaning company
- 3.17 Due to the recent pandemic cleaning measures have been significantly increased such as sterilising toys and equipment daily. Touch points are also cleaned frequently throughout the day
- 3.18 The preschool will ensure stocks of tissues, hand washing equipment, cleaning materials and sterilising fluid are always maintained and increased during the winter months or when flu and cold germs are circulating



## 4 In the Event of a Pandemic / Epidemic

A disease outbreak happens when a disease occurs in greater numbers than expected in a community or region or during a season. An outbreak may occur in one community or even extend to several countries. It can last from days to years.

### What is an epidemic?

An epidemic occurs when an infectious disease spreads rapidly to many people.

### What is a pandemic?

A pandemic is a global disease outbreak

The best way to prevent infection is to avoid being exposed to the virus.

Guidance from the World Health Organisation and Government Guidance with reference to the Coronavirus, this guidance is also applicable to other viruses stipulates there are general principles anyone can follow to help prevent the spread of respiratory viruses. At Putnoe Woods Preschool we will follow such guidelines including:

- washing your hands often - with soap and water or use alcohol sanitiser if handwashing facilities are not available. This is particularly important after taking public transport
- covering your cough or sneeze with a tissue, then throwing the tissue in a bin, Catch It, Bin It, Kill It
- people who feel unwell should stay at home and should not attend work or any education or childcare setting
- children, students, staff and visitors should wash their hands:
  - before leaving home
  - on arrival at school
  - after using the toilet
  - after breaks and sporting activities
  - before food preparation
  - before eating any food, including snacks
  - before leaving school
- use an alcohol-based hand sanitiser that contains at least 60% alcohol if soap and water are not available
- avoid touching your eyes, nose, and mouth with unwashed hands
- avoid close contact with people who are unwell
- clean and disinfect frequently touched objects and surfaces

Should the staff at Putnoe Woods Preschool become worried about symptoms effecting themselves or those of a child or colleague, they / we will call NHS 111



Should the staff at Putnoe Woods Preschool become worried about themselves or a child or colleague we will, whilst awaiting advice from NHS 111 or for an ambulance to arrive:

- Try to find somewhere safe for the unwell person to sit
- Where possible, find a room or area where they can be isolated behind a shut door, such as a staff office or meeting room
- Where possible open a window, do so for ventilation
- Advise the unwell person to avoid touching people, surfaces and objects and to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, put the tissue in a bag or pocket for disposing in a bin later
- Should there be no tissues, advise the unwell person to cough and sneeze into the crook of their elbow
- Clean the room once the unwell person leaves
- Advise the unwell person to use a separate bathroom if available
- Encourage children and young people to tell a member of staff if they feel unwell

We will follow advice and guidelines as directed by the UK Health Security Agency should a confirmed case of disease be present within the preschool environment that is considered to be pandemic or epidemic.

## 5 In The Event of the Need of Hospital Admission

- If a child needs to go to hospital, an ambulance will be called by the Preschool Manager / Deputy Manager / Business and Finance Manager and the parent contacted
- The person in charge will ensure the safety and well-being of all other children present is maintained by ensuring the necessary staff deployment. If necessary, an additional staff member will be provided in order to provide support in an emergency situation of a sick child
- The Preschool Manager / Deputy Manager or Keyperson will ensure that the sick child will be kept as comfortable as possible as dictated by medical advice until medical help arrives
- The parent may meet at the preschool or at the hospital whichever is quickest
- The member of staff must take the child's registration details as to ensure all personal details that may be required are correct especially if the parent / carer will not be present

Please do not send your child to preschool if your child is poorly and needs Calpol to keep a temperature down or are reliant on Calpol. It is much better to keep them at home so they can fully recover.



**Putnoe Woods is committed to safeguarding and promoting the welfare of children and young people, employees, students, volunteers, trustees and parents and expects all staff and volunteers to share this commitment.**

**This policy is in compliance with the Data Protection Act 2018**

Date of Policy: September 2014	Created By: Jo Skelton	
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Review Date	Reviewer	Amendments
September 2015	Jo Skelton	
September 2106	Jo Skelton	
December 2017	Jo Skelton	Exclusion table
November 2019	Nikki Adams	New email address

Review Date	Reviewer	Amendments	Policy signed off on behalf of the Board of Trustees
March 2020	Jo Skelton	Added Section 4 In the event of a Pandemic / Epidemic	
Dec 2020	Jo Skelton	Amendments to 1.7 - 1.13 in relation to Covid 19	
Jan 2022	Jo Skelton	Section 5 in addition to slight amendments throughout the policy including 1.7, 1.19 and 3.17	
January 2022	Jo Skelton	1.17 amended and paragraph in blue added on page 8	



# Putnoe Woods Preschool



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July 2022	Jo Skelton	Amendments made to Covid 19 - reference to virus more generalised	
December 2022	Nikki Adams	GDPR changed to Data protection act	
June 2023	Jo Skelton	Removal of Covid reference	



## Health Protection for schools, nurseries and other childcare facilities

### Exclusion table

Infection	Exclusion period	Comments
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended.
Chickenpox	Five days from onset of rash	
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and heal without treatment
Conjunctivitis	None	If an outbreak/cluster occurs, consult your local HPT
Diarrhoea and vomiting	Whilst symptomatic and 48 hours after the last symptoms.	See section in chapter 9
Diphtheria *	Exclusion is essential. Always consult with your local HPT	Preventable by vaccination. Family contacts must be excluded until cleared to return by your local HPT
Flu (influenza)	Until recovered	Report outbreaks to your local HPT.
Glandular fever	None	
Hand foot and mouth	None	Contact your local HPT if a large numbers of children are affected. Exclusion may be considered in some circumstances
Head lice	None	Treatment recommended only when live lice seen
Impetigo	Until lesions are crusted /healed or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period.
Measles*	Four days from onset of rash and recovered	Preventable by vaccination (2 doses of MMR). Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife
Hepatitis A*	Exclude until seven days after onset of jaundice (or 7 days after symptom onset if no jaundice)	In an outbreak of hepatitis A, your local HPT will advise on control measures
Hepatitis B*, C*, HIV	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact. Contact your local HPT for more advice
Meningococcal meningitis*/ septicaemia*	Until recovered	Meningitis ACWY and B are preventable by vaccination (see national schedule @ <a href="http://www.nhs.uk">www.nhs.uk</a> ). Your local HPT will advise on any action needed
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination (see national schedule @ <a href="http://www.nhs.uk">www.nhs.uk</a> ) Your local HPT will advise on any action needed
Meningitis viral*	None	Milder illness than bacterial meningitis. Siblings and other close contacts of a case need not be excluded.
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise spread. Contact your local HPT for more information
Mumps*	Five days after onset of swelling	Preventable by vaccination with 2 doses of MMR (see national schedule @ <a href="http://www.nhs.uk">www.nhs.uk</a> ). Promote MMR for all pupils and staff.



Infection	Exclusion period	Comments
Ringworm	Not usually required.	Treatment is needed.
Rubella (German measles)	Four days from onset of rash	Preventable by vaccination with 2 doses of MMR (see national schedule @ <a href="http://www.nhs.uk">www.nhs.uk</a> ). Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife
Scarlet fever	Exclude until 24hrs of appropriate antibiotic treatment completed	A person is infectious for 2-3 weeks if antibiotics are not administered. In the event of two or more suspected cases, please contact local health protection
Scabies	Can return after first treatment	Household and close contacts require treatment at the same time.
Slapped cheek /Fifth disease/Parvo virus B19	None (once rash has developed)	Pregnant contacts of case should consult with their GP or midwife.
Threadworms	None	Treatment recommended for child & household
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic treatment
Tuberculosis (TB)	Always consult your local HPT BEFORE disseminating information to staff/parents/carers	Only pulmonary (lung) TB is infectious to others. Needs close, prolonged contact to spread
Warts and verrucae	None	Verrucae should be covered in swimming pools, gyms and changing rooms
Whooping cough (pertussis)*	Two days from starting antibiotic treatment, or 21 days from onset of symptoms if no antibiotics	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local HPT will organise any contact tracing

**\*denotes a notifiable disease. It is a statutory requirement that doctors report a notifiable disease to the proper officer of the local authority (usually a consultant in communicable disease control).**

Health Protection Agency (2010) Guidance on Infection Control in Schools and other Child Care Settings. HPA: London.

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