

Infection Prevention & Control Policy

St Mary's After-School Club promotes a healthy lifestyle and a high standard of hygiene in its day to day work with children. This is achieved in the following ways:-

Illness

To prevent the spread of contagious diseases and infections such as measles, mumps, chicken pox, vomiting, diarrhoea, fevers etc

- Parents are requested to keep their child at home **or**
- If a child becomes ill during the session, the parent will be requested to collect their child.
- If a child needs urgent medical attention a doctor will be called or if necessary be taken to hospital, the parent/s will be contacted immediately.
- If a child requires medication parents must endeavour where possible to administer this at home **or**
- If required - staff will administer medication providing a Medical Permission Form is completed, signed, dated and clearly indicates dosage and instructions. All medicines must be clearly labelled with child's name. Dosage and time given will also be recorded on the Medical Permission Form. Only prescribed medication will be administered
- Staff are requested to take sick leave if ill, or become ill during working hours.
- Parents and staff must inform Naomi - The After-School Club Leader - if they are absent due to illness
- Parents will have the opportunity to discuss health issues with designated staff and will have access to information available.

COVID-19

COVID-19 is a new strain of coronavirus that has not been previously identified in humans. Human coronaviruses are spread from someone infected with the virus to other close contacts with that person through contaminated droplets spread by coughing or sneezing, or by contact with contaminated hands, surfaces, or objects. The time between when a person is exposed to the virus and when symptoms first appear is typically 5 to 6 days, although may range from 2 to 14 days. For this reason, people who might have been in contact with a confirmed case are being asked to self-isolate for 14 days.

Symptoms of COVID-19

Children appear more likely than adults to have mild or no symptoms. Symptoms in children include a cough, a change in or loss of sense of taste or smell, fever (temperature of 37.8 or higher), runny nose, sore throat, diarrhoea, and vomiting.

Children should be kept at home if they are sick, have been in contact with someone who has tested positive for COVID-19, or if someone in the household has symptoms (cough, fever, shortness of breath). Parents/carers should also advise a staff member if you, your child/children, or any other family member with whom they live or have had contact has tested positive for COVID-19.

If a member of staff in our setting becomes unwell with a new, continuous cough or a high temperature or has a loss of, or change in, their normal sense of taste or smell, they will be sent home immediately and advised to follow the COVID-19 guidance. If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

We will have a Designated room (Mr O'Hagan's office) to isolate anyone that shows symptoms of COVID-19, this area will be ventilated by keeping the doors open. If the person with symptoms needs to use the toilet while they wait, they will use the disabled toilet on the ground floor and will be thoroughly cleaned after. A staff will dress in full PPE and provide care to this person until they can be collected. All staff will be made aware of COVID-19 symptom and procedures to follow. PPE will be worn if a child or adult in the setting displays any symptoms of COVID-19. PPE can also be worn if staff feel more comfortable but it is not compulsory.

Hygiene

To prevent the spread of contagious diseases and infections adults in St Mary's After-School Club will ensure that the following good practises are adhered to:-

- Hands should be washed with soap and water for 20 seconds or use an alcohol-based hand rub/sanitiser.
- Always cover your nose and mouth with a tissue when coughing and sneezing or use your elbow, not your hands.
- Avoid close contact with people unwell with cold or flu-like symptoms
- Avoid touching your face and avoid shaking hands with others.

- Try to maintain 2 metres from others as much as possible and avoid crowded places.
- All the surfaces that children and staff are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal.
- Children should not bring toys from home but are permitted to bring tablets/iPad which will be cleaned before use and regularly within the setting (Staff will not be responsible for these items)
- There will be no visitor to the setting during the pandemic.
- All bins within the After-School Club must be emptied every day and disposed in the proper waste amenities.

Staff will also take off their work clothes and shoes when they arrive home and take a shower. They should wash their clothes at 60 degrees. Uniforms should be changed into within the setting or staff should come straight in their uniform without making any pitstop. They should not bring pens and pencils home from the setting and ensure that personal items e.g. phone, keys and purse are cleaned regularly.

In addition to hygiene measures, one of the main protective measures we will take to reduce transmission is to maintain small group sizes within the setting. To reduce the risk of transmission, it is important to reduce contact between people as much as possible. This will be achieved by ensuring that children and staff, where possible, only mix in a small, consistent group and that each group stays away from other people and groups in our setting. These groups are being called Play Pods. Pod size will be directly linked to the space available and the make-up of individual groups, including age. Staff will clean rooms and communal areas thoroughly throughout the day. Rooms and toy will be cleaned at the end of each day by the staff from their assigned room.

To prevent the spread of COVID-19 parents will be asked to **collect from outside the door**. A staff member will bring the child to the door. Children will sanitise hands before going to their room and then wash their hands. On **collection please ring** our mobile (07549097163) and a staff member will take your child/children to the door. Bills can be paid online, or we have a card reader at reception. **Only approach the door when it is clear**. Any information can be past to staff through phone call, text, email or on collection. There will be no visitors in the setting during the COVID-19 pandemic.

Accidents

In the event of an accident

- A member of staff who is trained shall administer first aid if so required.
- The child will be comforted and carefully monitored until collected by parents.
- The accident will be recorded and verified by other members of staff present.
- Parents will be notified and requested to read and sign the Accident/incident Form.
- The First Aid Box will be kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed.