



ILLNESS, SICK CHILDREN AND COVID-19 POLICY

It is the parent/ carer's responsibility to inform Fusion as well as the School (it is not the Grove School's responsibility to inform Fusion) if their child/ren will not be attending Fusion Childcare Services on every day of absence, Via e-mail, text, telephone or voicemail. If a child/ren does not turn up for their pre booked or agreed ad hoc sessions then parents/carers will be called to confirm their whereabouts.

If a parent requires guidance regarding contagious illness they should speak to a member of staff. We follow the **Health Protection Agency (HPA) Guidelines** on infection control. A full and extensive list is available on request.

If a child becomes ill whilst at Fusion, we will contact the child's emergency contacts in order. It is the parent/carer's responsibility to keep the contact details on this list up to date.

Covid-19 related illness- please See **Coronavirus Policy**

Medication: please see **Administering Medication Policy**

First Aid:

Fusion's Designated First Aiders are clearly displayed on the notice board, they all hold a current First Aid Certificate and have attended a 12 hour Paediatric First Aid Course. There is always a First Aider available at every session. All First Aiders are fully epi-pen and defibrillator trained. The Management Team regularly checks the contents of the First Aid Box to ensure that they are up to date, appropriate for children and comply with the Health and Safety (First Aid) Regulations 1981.

Procedure for a minor injury or illness

- The Manager will decide upon the appropriate action to take if a child becomes ill or suffers a minor injury (fall, cut).
- If a child becomes ill during a session, the parent/ carer will be asked to collect the child as soon as possible. The child will be kept comfortable and will be closely supervised while awaiting collection. If needed and possible within ratios, the child will be moved to a separate quieter room.
- If a child complains of illness which does not impair their overall wellbeing, the child will be monitored for the rest of the session and the parent/ carer will be notified when the child is collected.
- If a child suffers a minor injury, first aid will be administered, and the child will be monitored for the remainder of the session. If necessary, the child's parent will be

asked to collect the child as soon as possible. Parents/carers will be asked to sign a First Aid form to acknowledge the accident.

Procedure for a major injury or serious illness

- In the event of a child becoming seriously ill or suffering a major injury ie broken limb, the Manager will decide whether the child needs to go straight to hospital or whether it is safe to wait for their parent/carer to arrive.
- If the child needs to go straight to hospital, we will call an ambulance and a member of staff will go to the hospital with the child. The staff member will take the child's Medical Form with them and will consent to any necessary treatment (as approved by the parents on the Medical Form). We will contact the child's parents/carers with all urgency, and if they are unavailable, we will call the other emergency contacts that we have on file for the child.

After a major incident the Manager and staff will review the events and consider whether any changes need to be made to policies or procedures. Fusion will notify Ofsted and Child Protection Agencies in the event of any serious accident or injury to a child in our care as soon as reasonably possible and within 14 days at the latest.

We will notify Health and Safety Executive (HSE) under RIDDOR in the case of a death or major injury on the premises (eg broken limb, amputation, dislocation, etc – see the HSE website for a full list of reportable injuries).

Communicable diseases and conditions

- Notifiable disease include:
 - COVID-19
 - Cryptosporidiosis
 - Diphtheria
 - E.coli O157
 - German measles (rubella)
 - Hepatitis A, B or C
 - Measles
 - Meningitis
 - Mumps
 - Scarlet fever
 - Shigella (dysentery)
 - Typhoid
 - Tuberculosis
 - Whooping cough (also called pertussis)
 - Monkey Pox
- Please refer to the Exclusions table <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/exclusion-table> to know when your child is allowed back into School. Or get guidance from Health Services.
- If your child has sickness or diarrhoea, please keep them at home until they have **48** hours clear from the last episode.
- Please inform staff if your child has a contagious illness such as chicken pox, impetigo.
- If a child has an infectious illness or disease such as mumps, meningitis, TB, Monkey Pox etc. OFSTED will be informed.

- If a case of head lice is found at Fusion, the child’s parents/carers will be discreetly informed when they collect their child. We will inform other parents via email that we have a reported case of headlice, but we will not identify the child affected.
- If an infectious or communicable disease is detected on Fusion’s premises, we will inform parents/carers as soon as possible.
- If there is an incident of food poisoning affecting two or more children looked after at the Fusion, the Manager will inform Ofsted as soon as possible and within 14 days at the latest.
- If there is an outbreak of a notifiable disease at Fusion, we will inform the local Health Protection Team, HSE under RIDDOR (if appropriate), and Ofsted.



CORONAVIRUS/ COVID-19 POLICY

This policy is being reviewed in line with current Government guidance

Fusion Childcare Services recognises the importance of advanced planning in order to maintain services and limit the spread of the new coronavirus, known as COVID-19, within our setting.

COVID-19 is a viral infection likened to flu, spread from person to person by close contact. It typically causes fever and a dry cough, and in some cases may progress to viral pneumonia which cannot be treated by antibiotics. Symptoms of COVID-19 can include:

- | | |
|----------------------|-------------|
| Cough | Sore throat |
| Fever | Tiredness |
| Difficulty breathing | |

The initial symptoms are not dissimilar to other colds and flu-type illnesses, so the key question is whether the patient has also travelled to a high-risk area in the last two weeks or been in contact with a person who has.

Any child who becomes ill with symptoms which could be COVID-19 while at Fusion will be isolated from the other children by at least two metres until the child can be collected by

his or her parents. Most suspected cases turn out to be negative so Fusion will remain open unless or until advised otherwise by the local Health Protection Team, but parents and staff will be informed, especially those in high-risk groups.

Should any children or staff experience symptoms of COVID-19 they should stay away from Fusion until all symptoms have passed and they test negative for the virus and following the appropriate isolation time which is correct at the time of infection

Infection control- see our Coronavirus Risk Assessment. It is the responsibility of Fusion to try to ensure the environment is safe for people who visit or attend. We will take reasonable steps to ensure this including regularly reviewing and updating our risk assessments

Like the common cold and other flu viruses, COVID-19 is spread by:

- Infected people passing the virus to others through large droplets when coughing, sneezing, or even talking within a close distance.
- Direct contact with an infected person: for example, if you shake or hold their hand, and then touch your own mouth, eyes or nose without first washing your hands.
- Touching objects (eg door handles, light switches) that have previously been touched by an infected person, then touching your own mouth, eyes or nose without first washing your hands. Viruses can survive longer on hard surfaces than on soft or absorbent surfaces.

We will limit the risk of catching or spreading COVID-19 at Fusion by:

- Regular handwashing by staff and children on arriving, during the session and leaving the settings, between activities, before and after food.
- Minimising contact between our hands and mouth/nose
- Covering nose and mouth when coughing or sneezing; using a tissue when possible, and disposing of the tissue promptly and carefully (bag it and bin it)
- Cleaning hard surfaces (eg door handles, light-switches, tables, etc) with sanitizer frequently and equipment
- Encouraging the children at Fusion to follow the guidance above
- Instructing staff to remain at home if they display any relevant symptoms or sending them home if they first display symptoms while at work.
- Ventilation is important in minimising transmission of airborne viruses. Ventilation will be included as part of our risk assessment and poorly ventilated areas identified. Steps will be taken to maximise the fresh air flow in these areas, wherever practical.
- Doors and windows may be kept open where safe to do so, to keep the premises well ventilated, whilst balancing the provision of a comfortable childcare environment.

At Fusion we will promote infection control through the methods above, and in addition we will:

- Display posters and information to promote infection control
- Ensure that adequate supplies of cleaning materials are available within Fusion
- Dispose of waste promptly and hygienically
- Provide tissues and suitable facilities for their disposal.

- Ensure that all staff understand our procedures
- Provide tissues and suitable facilities for their disposal.

We have changed our collection procedure; parents are not allowed in the building and will now collect their children from outside of Fusion's entrances and will notify to staff that they are present. Staff will bring their child/ren to them. Some parents choose to use text or whatsapps to inform us that they have arrived. If it becomes necessary, we will assign different collection points to limit the congregation of parents outside of Fusion, but due to the naturally staggered pick up times and sensible parents, this should not need to be implemented. A member of staff will sign the child/ren out and daily communication and information sharing such as first aid or EYFS will still be given and remain in place.

The Department for Education '*Covid-19: Actions for Out of School Settings*' guidance makes clear that Fusion can refuse a place to a child with confirmed or suspected case of Covid-19, if we determine that this is a reasonable measure to protect other children and staff from possible infection. Fusion will not accept children who have tested positive Covid-19, even if they do not have symptoms

Closure- The latest advice is that closing individual settings is of limited benefit in stopping the spread of the disease. However, there may be some occasions when we will have to consider temporarily closing Fusion because we have too few unaffected staff to run sessions safely or if the school closes. If this occurs the manager will contact Ofsted and Children's Services for further support and guidance.

Fusion will also have to close if advised to do so by the local authority in the interest of safeguarding the children in our care.

In the event of closure, the manager will notify parents or carers as soon as possible. The manager will also inform Ofsted and the Local Authority as well as other relevant parties. See Sessional policy-cancellation section for more information.

Advance planning- In preparation for dealing with COVID-19, Fusion will ensure that all contact details for staff, children and parents are up to date.

We will prepare letters of notification for parents and staff, so that they can be distributed immediately if an outbreak occurs.

We will endeavour to build a bank of relief or supply staff who are able to provide cover should staffing levels fall below the required legal minimums. Any relief staff will be DBS checked at the time of joining our team, so that they are legally able to work with children should the situation arise.

Fusion will regularly update its information regarding COVID-19, by checking the latest guidance from Public Health England/ Government and the local authority and will inform parents and staff of any changes to our day to day operation and emergency plans.

Letter/Policy to Staff/volunteers about the Coronavirus Vaccine:

Fusion have implemented this policy as it sets out our position on the vaccine as it affects our workforce and the related rights of our employees.

Individual opinions on vaccines can vary greatly and we appreciate that having a vaccine is

generally a personal choice, sometimes dictated by personal circumstances such as health or religion. The Government has not made the taking of the vaccine mandatory and therefore it remains a voluntary exercise.

As an employer, Fusion has a duty to ensure the safety of our employees. In addition, the Health and Safety at Work etc Act 1974 requires employers to take all reasonably practicable steps to ensure the health, safety and welfare at work of all their workers. Despite the extensive measures we have taken to provide for a COVID secure workplace, the vaccine provides a greater level of personal safety against serious illness.

Because of this, we encourage our employees to take up the opportunity to have the vaccine when it is offered to them.

We expect our employees to be treated with dignity and respect by their colleagues in relation to their decision over the vaccine.

We will not accept any bullying or harassment, or other unwanted behaviour, against an employee because of their decision. Any employee who feels that they have been treated unfavourably should report this to their Line Manager.

Covid-19 Outbreak Management Plan- if it needs to be implemented.

This plan has been developed to ensure clarity in relation to the responsibilities and actions that will be taken should an outbreak be identified at Fusion Breakfast and After School Club.

Notification and Activation of the Outbreak Control Plan

- 1) According to the ‘Covid 19: Actions for out of school settings July 2021’ guidance, if Fusion identifies “several confirmed cases within 14 days” this may constitute an outbreak.
- 2) If this situation occurs, this Outbreak Control Plan will be activated

Management and Notification of Confirmed Cases

- 3) As with all cases of Covid-19 being identified, Fusion will promptly report to Department for Education advice line on 08000468687 and select option 1 for advice on the action to take in response to a positive case. We will also liaise with both Schools. Often the Schools have already reported the case.
- 4) If DfE considers an outbreak to be taking place, they will escalate the notification to the local health protection team and advise on additional action required.
- 5) Fusion, along with the Schools will follow the advice of Local Authorities, local Public Health teams and PHE Health Protection Teams who will make further recommendations

Engagement with NHS Test and Trace

- 1) Contact tracing for confirmed cases of Covid is now closed.

Reintroduction of Control Measures

- 1) If an outbreak is confirmed, Fusion will continue to work with health protection teams to identify whether control measures need to be reactivated. These may include operating in small, consistent groups to minimise mixing and keep transmission rates low or the introduction of face coverings for adults within our operational space, where appropriate.
- 2) If an outbreak is confirmed Fusion will prioritise enhanced cleaning protocols and hygiene measures. Any anticipated break in service for cleaning will be communicated with all parents and partners if necessary.

Standing Down

- 1) Fusion will work closely with the Schools, local Public Health officials and Local Authorities to determine when it is appropriate to stand down from additional control measures and notify all parents and partners of next steps as appropriate

Fusion will follow the below detailed steps should an outbreak of Covid-19 be identified

Communication to Parents and Stakeholders-*As we are based at the Schools, we will jointly contact parents via phone/email and work in partnership with the Schools. We will do this immediately and Management of Fusion is responsible for liaising with School and parents.*

Closure of 'groups' (if appropriate)- *If a bubble/ year group must close, then School will liaise with us and parents would have been informed by the School. Management are responsible for contacting parents and this will be done as soon as a case has been identified.*

Returning to Setting Protocol- *When a child has been absent from Fusion, we will support them in returning, checking on their welfare and ensuring they are closely monitored and have a buddy system in place. As we are a Play setting, we do not have any need to provide academia, this is the School's purpose.*

Staff Members -*We understand staff have the freedom of choice whether to have the vaccine and whatever their decision, they will not be discriminated against. Self-isolation will be assessed internally by management on a case-by-case basis and it is the discretion of management what the decision is that is reached.*

Date: March 2022, continually been reviewed

Health Protection Team (HPT): 0300 303 8537

Ofsted: 0300 123 1231

RIDDOR Incident Contact Unit: 0845 300 99 23

DFE HELPLINE: 0370 000 2288

Ambulance: 999

PHE East of England Health Protection Team, Second Floor Goodman House, Station approach Harlow, Essex, CM20 2ET- [0300 303 8537 option 1](tel:03003038537)

Covid19-Written in accordance with:

Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Health [3.42].

UK Health Security Agency ‘Covid-19: people with Covid-19 and their contacts’ 24th February 2022

Department for Education ‘Covid-19: Actions for out-of-school settings’ February 2022

Adopted on:	Last reviewed on:	Reviewed on:	Next review Date:
04.01.12	19.08.2021	13.06.2022	April 2023
<i>Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Staff Qualifications, Training, Support and Skills [3.25], Accident or injury [3.51-3.52], Food and drink [3.50].</i>			
Signed and approved:	Fusion Childcare Services		