Diagram

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**Kea Preschool and Out of School Club.**

**Respiratory Infection, including Covid 19 policy and procedure**

Written in line with current advice from The Department for Education.

<https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19>

<https://www.gov.uk/guidance/living-safely-with-respiratory-infections-including-covid-19>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

[Ventilation of indoor spaces to stop the spread of coronavirus (COVID-19) - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/covid-19-ventilation-of-indoor-spaces-to-stop-the-spread-of-coronavirus/ventilation-of-indoor-spaces-to-stop-the-spread-of-coronavirus-covid-19?dm_i=6L45,HZYE,1G103U,27621,1)

**‘Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak’ was withdrawn on 1st April 2022.**

and

[C**ontingency framework: education and childcare settings**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf) **was withdrawn 1st April 2022**

To minimise the risk of children attending and staff from contracting a respiratory infection, including Covid 19 the following control measures will be in place:

**Ensure good hygiene for everyone** – provision of tissues and bins, handwashing facilities, ensuring children wash their hands before and after eating and using the toilet. We promote and teach the children to ‘catch it, bin it , kill it’ – Catch a cough/sneeze in a tissue and put it in the bin to kill the germs and then wash their hands. Hand sanitiser is provided for staff and parents, who also follow the above.

**Maintain appropriate cleaning regimes** – The preschool is thoroughly cleaned every evening. Tables/unit tops to be cleaned by staff:

After breakfast club,

Snack time,

Before lunchtime,

Before snack in the afternoon,

After preschool and before after school club.

During the day - The nappy station is cleaned after every use.

Floors are swept/hoovered and mopped after eating and at the end of the day before after school children arrive.

All equipment and resources used on that day are sprayed and wiped and are thoroughly cleaned on a 2 weekly basis.

Any toys that have been in a child’s mouth will be removed and returned when disinfected.

Frequently touched areas such as the cloakroom, cupboards, door frames etc will be cleaned at least twice a day.

The outdoor equipment will be sprayed at the end of the day with disinfectant.

**Keep spaces well ventilated** – all available windows are to be kept opened. When children are outside the main door remains open and when in the outdoor classroom, the annex door will remain open. We have a Co2 monitor to enable us to monitor air flow and his is checked regularly

For safety this is closed at other times such as lunch, group time and when the children are all inside.

**Follow public health advice**

Management will keep up to date with any updates and work with agencies in the event of a confirmed case of coronavirus in a member staff or child. We will follow our Covid Management Plan.

Testing finished in April 2022, however if staff or children display symptoms we will ask that they take a test. We will also ask that they take another lateral flow test before returning to the setting.

**Symptoms and attendance**

If staff or children have symptoms of a respiratory infection, such as COVID-19, and they have a high temperature or do not feel well enough to come to the preschool, you are advised tostay at home and avoid contact with other people. We ask that staff and children do not attend the setting if they have any of the following symptoms:

Symptoms of COVID-19, flu and common respiratory infections include:

* continuous cough
* high temperature, fever or chills
* loss of, or change in, your normal sense of taste or smell
* shortness of breath
* unexplained tiredness, lack of energy
* muscle aches or pains that are not due to exercise
* not wanting to eat or not feeling hungry
* headache that is unusual or longer lasting than usual
* sore throat, stuffy or runny nose
* diarrhoea, feeling sick or being sick

You can find information about these symptoms on the [NHS website](https://www.nhs.uk/conditions/respiratory-tract-infection/).

**If a child becomes ill with symptoms whilst at Preschool the following procedure will be carried out :**

If a child starts to display symptoms whilst at Kea Preschool, staff will inform the parent/carers and ask for the child to be collected as soon as possible. They will be looked after by staff in the annex or book corner. The adult will put on – Disposable gloves, a face covering and a disposable apron.

The whole of the setting will be deep cleaned at the end of the day in addition to our increased cleaning schedule throughout the remainder of the day.

The staff member will dispose of the apron, face covering and gloves and any other PPE and will change clothing if necessary.

Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people. They can return to the preschool when they no longer have a high temperature, and they are well enough to attend.

Children who test positive for Covid 19 they will be asked to stay at home for 3 days and return to the preschool on day 4, as long as they are well enough to attend the preschool.

As per our terms and conditions, any term time absences are charged as normal and this also applies to if your child has Covid 19 and is required to stay at home. If by any means we ask that your child does not attend the preschool, for example due to staff shortages, fees will be paid back.

**If a member of staff becomes ill with symptoms whilst at Preschool the following procedure will be carried out** :

If a staff member becomes ill with a respiratory infection, they can decide whether they are fit to work. If a member of staff becomes unwell, and needs to leave, they may be required to wait in the building for a short while to allow time for management to ensure there are sufficient adults to care safely for the children. If a member of staff develops symptoms for Covid 19, they will be advised to take a test and asked to follow the guidance:

[People with symptoms of a respiratory infection including COVID-19 - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19?dm_i=6L45,HZYE,1G103U,27621,1)

*“Staff with a positive COVID-19 test result should try to stay at home and avoid contact with other people for 5 days, which is when they are most infectious.”*

If a member of staff develops Covid 19 symptoms whilst at the preschool, the area where the staff member has been waiting will cleaned after the staff member has left the setting.

**Testing**

Regular asymptomatic testing is no longer recommended in any education or childcare setting, including in SEND, alternative provision and children’s social care settings. Therefore, Kea Preschool will no longer able to order test kits. Staff and families can still purchase tests from pharmacy at a cost. This will be the responsibility of staff and families.

# Outbreak of respiratory infection including COVID-19

The preschool will liaise with Public Health and the Local authority if we have an outbreak of a respititory infection, including Covid 19 at the preschool.

This will be when:

10% of children, pupils, students or staff test positive for COVID-19 within a 10-day period

We will operate our outbreak plan if there are 3 or more staff and children combined who test positive via a PCR test within 10 days .

We follow our ‘Outbreak’ plan as follows:

In the event of the above thresholds being reachedwe will review our policies and procedures and will review testing, ventilation and hygiene measures. This may include the re-introduction of face coverings when dropping off/collecting children and when on preschool grounds, spending more time outdoors, serving snacks to the children rather than the children choosing, increased supervision on handwashing, removal of equipment that cannot be cleaned easily eg fabrics, cushions.

Additional public health advice will be sought by contacting the Department of education helpline (0800 046 8687, option 1)

**Staffing**

If in the event of staff shortages caused by a respiratory infection, including Covid 19, the manager will look at the number of staff required for each session – morning and afternoon .If there are enough remaining staff to meet the adult to child ratios then the preschool will operate as normal.

If there is not enough staff to safely care for the children then the manager will contact all families to offer alternative session where there is enough staff.

If we are unable to do this we will call upon our bank staff.

**Children**

If the outbreak is amongst children in the setting we will work closely with all of the relevant authorities and be advised by them. In the first instance a deep clean of the setting will take place.

**Community**

If we are advised of an increased amount of coronavirus cases within the community we will be advised by the local health protection authority.

For more information please follow:

* [Coronavirus (COVID-19): guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance?msclkid=7e1bb2bdb80f11ec86aba45236abf19b)
* [UK Health Security Agency (UKHSA) health protection in education and childcare settings](https://email.eyalliance.org.uk/6L45-HZYE-1G103U-C9PAE-1/c.aspx)
* [DfE emergency planning and response](https://email.eyalliance.org.uk/6L45-HZYE-1G103U-C9OHA-1/c.aspx)
* <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1065735/AG232_Safe_at_home_infographic.pdf>

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| This policy was adopted by | Kea Preschool Ltd | *(name of provider)* |
| On | April 2022 | *(date)2.4.22* |
| Date to be reviewed | Ongoing | *(date)* |
| Signed on behalf of the provider | TMKEMP | |
| Name of signatory | Tracey Kemp | |
| Role of signatory (e.g. chair, director or owner) | Manager | |