



Preventing and Managing Sickness including outbreaks Risk Procedures and Risk Assessment

At Little Pumpkins Nursery, we have four stages for when dealing with medical incidents / outbreaks. Depending on the nature of the situation action can commence from any point. i.e 1,2 3 or 4

Response Stage	Trigger	Key Actions	Who	Notes
STAGE 1 – General (everyday hygiene and procedures)	None	<ul style="list-style-type: none"> - General reminders for hygiene - Effective handwashing facilities and soap available - Follow usual absence periods for sickness - Social distancing 		
STAGE 2 – Prevention	<p><u>Where an increased risk is present</u></p> <ul style="list-style-type: none"> - Increased absence rates of pupils or staff - Local increases in sickness e.g. flu, gastric, coronavirus - Public health alerts - Suspected cases of specific illness in Nursery or within the community (e.g. coronavirus / gastric) 	<ul style="list-style-type: none"> - Increase hygiene procedure - Communication with key people including (staff, children and families, users of the site) - Specific hygiene lessons in class - Increased enforced use of handwashing before eating of food - Enforce 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 and make changes as necessary - Daily review of the situation 	ALL	

STAGE 3 – Mitigate/ Delay	<u>Where a significant risk is present</u> <ul style="list-style-type: none"> - Direct case or increased likelihood of cases - Public health advice for restrictions 	Consider reducing contact situations: <ul style="list-style-type: none"> - Group Activities - Carpet time - Nursery events - Trips Consider <ul style="list-style-type: none"> - Any screening measures e.g. use of a thermometer in Nursery. - Increase time of exclusion from Nursery for those with symptoms (beyond 48hrs) (optional) - Sending home any children with any symptoms - Additional Cleaning including deeper cleans 	ALL	
STAGE 4 – Containment	<u>Where specific and/or significant changes or restrictions need to be in place:</u> <ul style="list-style-type: none"> - High levels of sickness - High rates of absence - Significance of danger of disease or illness 	<ul style="list-style-type: none"> - Part / full closures of site / classes - Deep cleans - Closure of building use - Reduction or exclusion of visitors 	Directors	

Coronavirus Key Actions (as situation escalates)

Specific Issue	Actions including messages	Who	Notes
Suspected case in Nursery (staff or child)	<ul style="list-style-type: none"> - Contact relevant agencies e.g. LA/Public Health England - Deep clean ALL area's - Inform staff - Core reminders of hygiene - Contact parents – general information about sickness etc. 	LP Mngt, Cleaning team	
Confirmed case in Nursery	<ul style="list-style-type: none"> - Deep clean ALL areas - Inform staff - Core reminders of hygiene - Contact parents – general information about sickness etc. and the key next steps e.g. closure of a class / Nursery/ or carry on etc. 	LP Mngt, Cleaning team	
Suspected case in a family	<ul style="list-style-type: none"> - Parents to ensure child washes hands before leaving the house. Child to wash hands immediately after coming into Nursery Increase monitoring of child. Parent to contact 111 and follow guidance 	Families; Staff;	
Confirmed case in a family	<ul style="list-style-type: none"> - Children in the family to remain at home for a fixed period of time Deep clean of the classroom and Nursery. Follow guidance provided 	LP Staff /Cleaning team	
Staff shortage	<ul style="list-style-type: none"> - Supply / Splitting classes - Where too many – partial closure for certain classes or part time / AM / PM classes 	LP Mngt.	
Support staff shortage	<ul style="list-style-type: none"> - Supply / Prioritise most needy children / classes with remaining staff 	LP Mngt.	

Protection for most vulnerable children	<ul style="list-style-type: none"> - 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 	LP Mngt, SEND	
Staff with health issues (e.g. Heart)	<ul style="list-style-type: none"> - Ask them to contact their GP to seek advice on their condition. - The Nursery to seek advice from Croner (HR) Consider working arrangements 	Staff	
Staff with symptoms	<ul style="list-style-type: none"> - Stay at home; follow NHS 111 advice; discuss with LP Mngt. 	Staff	
Pregnant staff	<ul style="list-style-type: none"> - Ask them to contact their midwife to seek advice - Consider working arrangements 	Staff	
Kitchen shut down	<ul style="list-style-type: none"> - Parents to provide packed lunches 	LP; Families	
Site/cleaning team shortage	<ul style="list-style-type: none"> - Discuss with cleaning contractor/Alternative cover arrangements in good time 	LP Mngt,	
Admin shortage	<ul style="list-style-type: none"> - Cover with internal staff - Inform parents not to phone unless emergency /use email 	LP Mngt,	
Long period shut down	<ul style="list-style-type: none"> - Offer learning activities (On-line via Family) – Staff to follow Nursery Closure Guidance 	LP; Staff	

Core Control Measures

Control Measure	Control Stage	Notes / Action	Who	Review
Tissues and Antibacterial Spray for Each Class	1	<ul style="list-style-type: none"> - Ensure adequate stock levels of tissues and Anti-bacterial spray are available - Replenish as needed - Staff to also self-replenish from stock 	Staff	
Alcohol based gel	1	<ul style="list-style-type: none"> - Dispenser fitted in main entrance - Ensure dispensers are full from the start of each day - Ensure adequate stock levels inc. 	ALL	
Social Distancing	1	<ul style="list-style-type: none"> - Parents, visitors, etc. will need to observe the strict social distancing guidelines when onsite at the nursery. This will help reduce the spread of coronavirus. 	ALL	
Monitoring daily any child or staff absence	2	<ul style="list-style-type: none"> - Report to the Directors on number of absences and symptoms Weekly (summary data) for each class 	LP Mngt	
Finding out about travel arrangements now and in the future of staff and children	3 (where specific threats are evident aboard)	<p>Newsletter:</p> <ul style="list-style-type: none"> - Ask parents to inform us of any close family member who has returned from abroad within the last month - Staff to inform LP of any travel arrangements to high risk areas including those of any close friends or family they have been in contact with 	Parents /LP	

Control Measure	Control Stage	Notes / Action	Who	Review
Reducing contact point activities	2	<p>Ensuring extremely high hygiene for any</p> <ul style="list-style-type: none"> - Food making / tasting <p>Avoid any activity where you are passing items around a class</p> <ul style="list-style-type: none"> - Circle time objects - Artefact sharing - Touching activities – PE / Gymnastics <p>Other</p> <ul style="list-style-type: none"> - Cease hand shaking of children and visitors - Cease use of shared cups in class (e.g. using cups for water); replace with disposable cups; inform parents to ensure children have water bottles in Nursery - sent home daily 	Staff	
Good Personal Hygiene	2	<p>Newsletter:</p> <ul style="list-style-type: none"> - Inform parents of hygiene expectations and to discuss with children; - All children to wash their hands before coming to nursery, before going home and when they get home. - Classes to teach children hand washing techniques - Children to wash hands before snack and before eating lunch - Children to wash hands thoroughly after toilet visit - Distribute key information posters 	Staff	
Review of cleaning	2, 3	<ul style="list-style-type: none"> - Meet with cleaning company to review cleaning arrangement and make any necessary changes - Increase focus cleaning on touch points and tables (redirect from vacuuming etc. if needed) or increase hours (cost?) - Daily cleaning of classrooms (already in place) - Preparations for deep cleans if necessary 	Site; Cleaning Team	
Additional touch point cleaning daily	2, 3	<ul style="list-style-type: none"> - Handles and rails to be cleaned at mid points during the day 	Site	
Nursery visitors and site users	2, 3	<ul style="list-style-type: none"> - Compulsory handwashing / use of gel before entering Nursery; - Inform them of new requirements and risk of suspension of use - Informing us of any suspected or confirmed cases by any users 	Office; Site	

Control Measure	Control Stage	Notes / Action	Who	Review
Absence policy	2 , 3	- Review time period of absence for ill children or staff and increase if necessary but at least to the minimum standard (e.g. 48 hrs clear of sickness – following Dept of Health Guidance)	LP Mngt.	
Support for families affected	2, 3	- Communicate to parents and staff to contact Nursery if they require support; - Regular contact with affected families and staff – wellbeing checks	LP Mngt.	
Taking temperature of anyone in Nursery who may begin to feel unwell	2, 3	- Use non-contact thermometer (if necessary)	LP Mngt.	

Little Pumpkins Nursery

Preventing and Managing Sickness

Information for Users

COVID-19: PREVENTION

Dear Nursery user,

In order to ensure we do what we can to reduce the risk of illness in the Nursery we have a clear strategy plan in place.

Part of this strategy includes, where there is an increased risk of illness, implementing additional cleaning, hygiene expectations and certain restrictions.

At the moment, we have increased our level of response to stage 2 – PREVENTION. This is to ensure we do what we can to prevent/ reduce the chance of illness developing or the further spread of illness.

At this stage, you are able to continue to use the Nursery facilities, but we ask that you ensure that all those using the building comply with the following:

- Wash your hands as you enter the building or use the hand sanitisers
- Wash your hands frequently
- Avoid unnecessary contact (no shaking hands)
- Avoid touching your face including mouth, nose and eyes
- Sneeze into your elbow or a tissue (not your hands)
- Put any used tissues in the bin and then wash your hands

We also ask you to inform us if any of you or any of your family members have a confirmed case of coronavirus; this will help us to develop our response and ensure deep cleaning takes place.

If we need to take further precautions as we move to stage 3 - MITIGATE/ DELAY, we will be in touch again; at this stage we need you to know that we may need to reduce or cease your ability to use the facilities for a period of time.

