



The Dell Out of School Club

Registered Charity No. 1038546

Policy No.

DP – 1.05

**Infection control
/Child/Staff Sickness
procedures**

Reviewed 1st Sept 2017

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Controlling Infection and Child/Staff Sickness Procedures

Preventative Measures

Anyone may have an infectious illness at any time and take the following preventative measures during our working practices. Important areas for infection control which all Dell staff, and volunteers are expected to adopt include:

- Strict food safety and hygiene
- strict procedures in the toilets, dining area and kitchen;
- thorough cleaning,
- safe disposal of all waste;
- cleanliness of staff clothes and protective clothing;
- competent and safe administration of first aid;
- efficient procedures for dealing with blood and body fluid spillage – (including protective gloves etc);
- arrangements for reporting notifiable diseases;
- safe covers for cuts and abrasions (food handlers should use blue plasters).
- handwashing and use of anti bacterial gel for staff and children on site

Safe Care of Children with an Infectious Disease

The Dell does not accept children who have infectious diseases, but care will be needed for children who have fallen ill and are awaiting collection by parents/carers this is normally done by isolating the child or staff member when they have experienced symptoms of an illness or infection. I.e. spots or vomiting being two common examples.

Guidance on non infectious diseases i.e. HIV /AIDS

The Dell will provide non-discriminatory support to those in their care or employment and protect team members and children from any risk of infection by adopting 'universal precautions'. We therefore assume that staff, volunteers, children or their families may be HIV positive.

Control

HIV or other diseases are not normally easy infection to catch. The virus can be found in body fluids. It is usually transmitted through infected body fluids passing directly into someone else's bloodstream; this person may then become HIV positive, as the virus enters the body's defence system. Possible routes of infection



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in the Dell situation are through contact with infected blood directly into a cut/ open wound – therefore the Dell always provides and trains its staff in the use of surgical gloves and safe disposal of body fluids when dealing with such situations.

Supporting children/staff that are terminally sick have non reportable medical infections or diseases.

The Co-ordinator will secure medical advice to assess any additional risks and introduces measures to reduce risk. To provide caring support care will be given in the following ways. :

- i) Confidentiality- All medical information will be kept completely confidential and disciplinary measures will follow any breach of confidentiality.
- ii) Training and Information - Accurate information and training for staff involved in care will be provided.
- iii) Non-Discriminatory Practices -The Dell will provide equality of opportunity and support for users who may suffer from medical conditions i.e. TB or Aids.

Child Sickness Policy

Parents are required to keep their children at home if they are unwell.

Parents should inform the leader as to the nature of the illness to enable other parents or local authorities to be alerted if necessary.

Any child who is obviously unwell on arrival will not be accepted.

If a child becomes unwell during the course of the day / session, they will be comforted, observed and cared for by a member of staff. The parent or guardian will be contacted and requested to collect their child as soon as possible. Emergency contact details will be used if the parent / guardian cannot be contacted.

Further information about incubation periods of infectious illnesses can be obtained from a member of the Dell staff. Or are displayed at our settings on a wall poster.

Where children have experienced a sickness attack they must remain absent from the Dell for at least 48 hours.

Staff Sickness Policy

Staff who are sick should not attend work if they are unwell. Where possible as much notice should be given to the Coordinator to allow them time to plan alternative staff cover for any absence. When off sick you should keep the coordinator informed



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as to when you will be likely to return to work, ensuring that you allow as much notice for The Dell to plan staffing for any absence periods you are not at work. If staff have been sick then they must allow 48 hours before returning to work at The Dell.

Staff wishing to claim SSP should read DP 037 for more information on absence and sick pay.

Under RiDDOR the following are considered as reportable diseases and the local Health and Safety Executive should be informed;-

- certain poisonings
- some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- lung diseases including: occupational asthma, farmer’s lung, pneumoconiosis, asbestosis, mesothelioma
- infections such as Leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus
- other conditions, such as: occupational cancer, certain musculoskeletal disorders, decompression illnesses and hand-arm vibration syndrome

For further information, contact Health and Safety Executive.

Policy adopted: 4th September 04

Approved by:

Co-ordinator

Chair

Review Date:

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