



Preventing and Managing Sickness Including Outbreaks Risk Procedures and Risk Assessment

*At Little Feet 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 	ALL	
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 <ul style="list-style-type: none"> - Consider reducing contact situations: - Group Activities - Carpet time - Nursery events - Trips 	ALL	

<p align="center">STAGE 3 – Mitigate / Delay</p>	<p><u>Where a significant risk is present</u></p> <ul style="list-style-type: none"> - Direct case or increased likelihood of cases - Public health advice for restrictions 	<p>Consider reducing contact situations to a minimum:</p> <ul style="list-style-type: none"> - Group Activities - Carpet time <p>Consider</p> <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 	<p align="center">ALL</p>	
<p align="center">STAGE 4 – Containment</p>	<p><u>Where specific and/or significant changes or restrictions need to be in place:</u></p> <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 	<p align="center">ALL</p>	

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/Ofsted - Deep clean ALL area's - Inform staff - Core reminders of hygiene - Contact parents – general information about sickness etc. 	Management, Building supervisor	
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. 	Management, Staff, Buildings supervisor	
Suspected/Confirmed case in a family	<ul style="list-style-type: none"> - Child in the family to remain at home for a fixed period. Deep clean of the home, classroom and Nursery. Parent to contact 111 and follow guidance 	Staff, families, Building supervisor	
Support staff shortage	<ul style="list-style-type: none"> - Supply / Prioritise most needy children / classes with remaining staff 	Management	

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 	Management, 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 	Families	
Site/cleaning team shortage	<ul style="list-style-type: none"> - Discuss with site manager/alternative cover arrangements in good time 	Management,	
Admin shortage	<ul style="list-style-type: none"> - Cover with internal staff - Inform parents not to phone unless emergency /use email 	Management.	
Long period shut down	<ul style="list-style-type: none"> - Offer learning activities (On-line via Tapestry) – Staff to follow Nursery Closure Guidance 	Management.	

Core Control Measures

Control Measure	Control Stage	Notes / Action	Who	Review
Tissues and Antibacterial Spray for each room	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 room 	Staff Management	
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 	Families, Management	

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 <p>Other</p> <ul style="list-style-type: none"> - Cease hand shaking of children and visitors 	Staff	
Good Personal Hygiene	2	<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. - Staff to teach children hand washing techniques - Children to wash hands or sanitise 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 rooms (already in place) - Preparations for deep cleans if necessary 	Building supervisor	
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 	Staff, Building supervisor	
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 	Site Users, Management	

Control Measure	Control Stage	Notes / Action	Who	Review
Absence policy	2, 3	- Review 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)	Management	
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	Management	
Taking temperature of anyone in Nursery who may begin to feel unwell	2, 3	- Use non-contact thermometer	Management	

