



Covid- 19 - Updates and Information (Aug 2021).

Who is at risk?

All Service Users and Team Members of our Play Settings are at risk including: staff, children, parents /carers of the children attending, any other individuals involved in the day to day operation of the Play Setting. Some groups of people are more vulnerable to the virus and these include the elderly, pregnant women and those with existing underlying health conditions.

Infection Prevention and Control what we are doing to limit the spread of the virus

SOCIAL DISTANCING

The recommended distance for adults safe distancing from one another and children is 1 meters. (Children do not need to social distance from one another).

The following changes will be made to the running of each session.

Parents/Carers will not be permitted to enter the Play Setting. Their child/children must be dropped off at the door. Parents/Carers will be asked to practice safe distancing of 1 meters whilst waiting to drop off their children. We appreciate that this will increase the time waiting to enter the Play Setting therefore please stagger getting out of your car to avoid long queues.

Hand Washing

- All staff and children will be required to wash their hands immediately upon entry to the Play Setting and before leaving.
- Hand washing facilities will be available at all times with soap and water in place.
- Paper towels will be used to dry hands then will be placed in a lidded bin.
- Staff will empty the lidded bin safely at least every hour.
- Gel sanitisers will be available in any areas where there are no immediate hand washing facilities for example in the gym hall, dining hall, outdoor area.
- Staff and children will be reminded to wash their hands on a regular basis for a period of seconds with soap and water and reminded of the importance of drying hands properly with the disposable towels.
- Children will be supervised at all times when hand washing to ensure that they do so correctly.
- All children will be reminded to catch coughs and sneezes in a tissue which will be disposed of immediately in a lidded bin.
- The contents of the lidded bin will be disposed of at least every hour.
- Follow Catch it, Bin it, Kill it to avoid touching the face, eyes, nose or mouth with unclean hands.
- Tissues are made available throughout the setting.
- Team Members to report any problems and carry out skin checks as part of skin surveillance programme. Emollient creams will be available within the setting to protect hands from increased washing.

Cleaning Procedures throughout the day.

As per daily cleaning checklist - all used surfaces/touch points will be cleaned upon arrival and at the end of night. Throughout the day, when children are moving between areas, equipment, toilets etc, the staff team members will use bacterial cleaning product. Toilets to be checked regularly by staff team members. Any maintenance/hygiene issues must be report to site coordinator. Staff to use bacterial spray/wipes after each child has used the bathroom. All toys & equipment will be sprayed/wiped at the end of each session with bacterial spray/wipes. Any outside equipment will be sprayed with bacterial spray/wipes between uses & at the end of each day.

What you need to know for Entry, Pick Up & Drop off

Parent/Carers unable to enter the play setting. Markers will if required be provided to indicate the required two metres distance. Hand sanitisers will be available at the main entrance way for all to use if entering/exiting the premises

Children under 5 not to use hand sanitisers only soap and water.

Parent/Carers to wear face masks dropping off and collecting their child/ren. Social Distancing Regulations for Parents/Cares will be in place whilst they stand waiting for their child to be brought to them.

Staff to wear face masks within school corridors/dropping and collecting children from school/opening door to parent/carers. Posters displaying warnings & Social Distancing Regulations will be displayed in & around the building

If a child is upset on entry, the Staff Team Member at the door will provide them with comfort & after the child has settled, staff team member will wash their hands & use bacterial Spray for cloths.

Further prevention controls are in place within the playsettings at all times:

Government guidance will be followed:

Persons showing signs of COVID-19 will be sent home immediately & advised to follow NHS Guidelines.

If the person affected is a visitor their organisation will be informed.

If possible/only visitors for Safeguarding will be permitted into the building Play Setting will be decontaminated following UK

Government guidelines Best practice hygiene requirements will be followed Manager/Supervisor will communicate daily to assess & evaluate risks Best practice Social Distancing of 1 meters/wearing of face masks will be followed as stringently as possible.

Staff have their own 'tool kit' back packs - which contain individual items (first aid kit, pen, notebook, cleaning product, staff C-19 agreement, daily paperwork required) to limit sharing of staff equipment.

The tool kit is kept in staff individual box/bag - where any personal belonging will be stored ie car keys, personal mobile phone.

Information posters on hygiene are present on notice board.

Outdoorplay

We are using our outdoor environment as best we can. Could we kindly ask that your child/ren come with suitable outdoor clothing (jackets with hoods/wellies/outdoor shoes & trousers if they wish) This will allow school clothes not to get too muddy! Please note we are unable to keep any individual outdoor clothing – so we would please ask that your child/ren kept these items in their own school bags. Any items left we will endeavour to return if labeled, if not we are unable to keep and will discard.

Children Mixing

Children are mixing as per Scottish Government guidance. Due to the nature of staffing/differing attendance patterns we are unable to keep children in designated groups (bubbles).

Closure Arrangements (Covid 19)

In the event of a play setting closing due to an outbreak of Covid 19 we would need to close at short notice. For staff absences we are unable at this time to rotate staff as easily from different play settings to cover this. If closure was to take place, we have a text alert system set up to inform you. If Time-Out Club was to close completely due to schools closing we would inform via email and on our Facebook page.

Unwell Child/exclusion periods for Infection Control including Covid- 19

If you or your child/ren has any symptoms of Covid-19 they should not attend.

If anyone becomes unwell with a continuous new cough or a high temperature, they will be isolated and sent home to follow the stay at home guidelines.

Children and Team Members displaying any signs of illness should not attend the Play Setting.

Exclusion periods will depend on the illness and guidance from GP http://www.publichealth.hscni.net/sites/default/files/A2%20Schools%20poster_1.pdf last accessed August 20

- Covid 19: Follow NHS (Test, Track and Trace) guidance.
- Flu: Until recovered.
- Coughs/Colds: Until recovered.
- Whooping cough: 48 hours from commencing antibiotic treatment or 21 days from onset of illness if no antibiotic treatment.
- Chickenpox: Until all vesicles have crusted over (usually 5 day)
- German measles: 4 days of onset of rash (see vulnerable children/female staff (pregnancy))
- Measles: 4 days from onset of rash (see vulnerable children/female staff (pregnancy))
- Hand, foot and mouth disease: None
- Impetigo: Until lesions are crusted/healed or 48hr after starting antibiotics.
- Ringworm: Not usually required unless extensive.
- Scabies: Until first treatment has been completed
- Scarlet Fever: After 24 hours after starting appropriate antibiotic treatment
- Slapped Cheek Syndrome: None (see vulnerable children/female staff (pregnancy))
- Shingles: Exclude only if rash is weeping and cannot be covered, e.g. with clothing
- Conjunctivitis: None
- Head lice: None
- Mumps: 5 days from onset of swollen glands
- Threadworms: None
- Ecoli 0157VTEC*: 48 hours from last episode of diarrhoea
- Diarrhoea and/or Vomiting (with or without a specified diagnosis) until diarrhoea and vomiting has cleared for a minimum of 48 hours.

Accident/Incident/Emergency

In the event of a child being injured whilst in our care, the following procedures will be undertaken:

When the injury is a minor accident/incident, it shall be treated as necessary by staff (staff will wear PPE). Staff will inform parent/carer by phone or text.

Staff will complete the accident/incident form, storage of this will be within the child's personal file.

If the accident is more severe and a hospital visit is necessary, we shall use our formal in-house procedure for contacting parent/carer.

One of the managers will accompany the child to hospital and stay for the duration of the visit or until the parent/carer arrives.

Should a member of the management team not be available, the duty supervisor will carry out these duties. Staff are trained in first aid procedures.

Medication

If child requires medication to be passed on to, their school, prior consent must be given by the school.

If a child requires any medication whilst attending, as per regulations the Parent/ carer will be required to fill in the appropriate medication forms.

We have a Management of Medication procedure consisting of 5 stages.

We train staff in the administration of medication.

If you require medication to be passed on to, your child's school, prior consent must be given by the school.

If your child requires any medication whilst attending, you will be required as per regulations to fill in the appropriate medication forms (these forms will be emailed to you). Any changes to the forms staff will amend and follow up with email to confirm the change has taken place. Parent/carer must give the first dose of any new medicine to ensure the child does not have an adverse reaction to the medication. This would not include emergency medication such as an adrenaline pen where the risk of not giving it could outweigh any adverse reaction.

All medication must be in original container, labeled with child's name, expiry date and information leaflet, that will be read by administering staff where possible.

The parent/carer will be notified immediately if the child refuses, it is spat out or an overdose is administered.

For the benefit of all service users, if a child becomes unwell we will contact the parent/carer and request their child to be collected as soon as possible. All medication will be audited monthly, expired medicine will be returned to the parent/carer or pharmacist. We reserve the right to refuse administration of invasive medical procedures and if the medicine does not seem appropriate staff will contact the parent/carer to state they will not be administering.

- Snack times will be staggered to keep the sizes small (i.e. in primaries/junior/senior)
- Any activities which pose a high risk of contamination will be temporarily suspended.
- All resources will be cleaned and disinfected after use.