Imperial college Early Years 8 Princes Gardens London SW7 1NA

***COVID-19- Administering Medicine and Care of Sick Children Policy***

Imperial College Early years are implementing new measures to ensure the safety of our children and adults. This includes our COVID-19 Infection Control Guidance and our Administering Medicine and Care of Sick Children Policywe have been updating and introducing different measures in line with the latest government guidance.

* [What to do if a child or adult is displaying symptoms, or is a confirmed case, of coronavirus (COVID19) in an early years setting (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/947315/EY_close_contact_actions_document.pdf)
* Guidance for parents and carers on supporting children and young people’s mental health and wellbeing during the coronavirus (COVID-19) pandemic - GOV.UK (www.gov.uk) **(Withdrawn 19th July 2021)**
* Every Mind Matters
* [Early years and childcare: coronavirus (COVID-19) - GOV.UK (www.gov.uk)](https://www.gov.uk/government/collections/early-years-and-childcare-coronavirus-covid-19)
* The use of personal protective equipment (PPE) in education, childcare and children’s social care settings, including for aerosal generating procedures (AGPS) - GOV.UK (www.gov.uk)

Staying at home for a prolonged period and the change of routine may have caused difficulties for some children. EYEC will consider the mental health, pastoral or wider wellbeing support children may need including dealing with bereavement and how to support them to transition back to the setting after a long period of absence.

In order to control the spread of infection we will need to stringently follow our guidelines and policies. Parents and carers must ensure that all contact details are correct and during the day they are contactable.

The Early Years team will immediately act upon any of the following most common COVID-19 symptoms found:

* High temperature 37.8 or above
* New continuous cough (i.e. you have started coughing repeatedly)
* Loss of, or change in, normal sense of taste or smell

**If a child shows COVID-19 symptoms whilst attending the Early Years**

If a child becomes ill and is suspected of having COVID-19 symptoms while at the Early Years, staff will make every effort to make them comfortable, and offer water and loosen clothing. Staff will contact parents or carers in order to arrange for the child to be collected.

A member of staff will take the child to an identified isolation room which will be a separate ventilated room and wait for the parents to arrive -staff will not access the room by crossing over to other rooms. If they need to go to the bathroom, a separate bathroom from the other children will be used. If the parents or emergency contacts cannot be contacted the child will be isolated with a member of staff until the parent or carer arrives (where possible another member of staff will support). The isolation room should only be accessed by the main stairwell and not crossing through the adjoining doors of the rooms. To minimise the spread of infection staff supervising the sick child will wear PPE (fluid-resistant masks, eye protection, aprons, and gloves).

On the parent’s arrival, the child will be taken to meet them by the same person involved with their care to the designated collection area. The staff member will ensure they remain wearing their mask and clean gloves. Parents will be advised on how to obtain a COVID-19 test (see below) Once the child has been collected and left the building, the Early Years will be thoroughly cleaned.

Confirmed cases, without identifying the child, will be communicated to all parents with children attending.

If a child has been within the same bubble for most of the day and the symptoms are discovered closer to collection time, the child may remain in the bubble until their parents arrive. When taken to the parents, staff should ensure that the ill child is collected in a designated area. All communal areas should be sprayed and cleaned after the child has been taken to the parent or carer.

**After caring for a sick child**

* They should wash their hands thoroughly for 20 seconds after contact.
* The member of staff caring for the sick child will not need to go home unless they show symptoms or unless advised to do so by NHS Track and Trace.
* The PPE will be disposed by being double bagged and stored separately for 72 hours in a bin on the balcony before being disposed of in regular waste (see the EYEC cleaning measures)
* Until we receive the child’s results, staff should not mix with other rooms and should remain in their room bubble. They should not cover in other rooms and on their break should find a room where they can self-isolate by themselves. Staff may use the balcony or take their break outside, ensuring they clean any furniture they may have used
* Staff should take a Lateral Flow Test and should not attend the EYEC if the results are positive. If the LFT is positive they should also book a PCR test.
* Staff should not attend the EYEC if they show any COVID symptoms.

**A child requiring emergency first aid after becoming unwell**

* If a child becomes unwell and needs urgent first aid assistance this will be administered immediately by the internal first aid team/coordinator and emergency services called via security, the parents will also be contacted as soon as reasonably practicable. If CPR is required, first aid ventilation face masks will be provided. All used first aid items used should be double bagged and disposed of safely.

**If a staff member shows COVID-19 symptoms whilst working at the Early Years**

Staff member to inform management of symptoms. They will be asked to go home and follow public health advice, arrange a PCR COVID-19 test via NHS 119 service. They will need to remain at home until the result is returned. If the test is positive, they must stay home to self-isolate for at least 10 days and are asymptomatic. (Those in the same household must self-isolate at home for 10 days) If the test result is negative and the staff member is well then, they should return to EYEC. <https://www.imperial.ac.uk/safety/safety-by-topic/laboratory-safety/biological-safety/covid-19-guidance/>

*Please refer to the PHE Stay at home:* [Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)

**If a child or parent or someone in their household becomes ill at home**

To ensure that they do not make a futile journey, parents should phone the Early Years as soon as the child or the parent or anyone in the household shows any COVID-19 symptoms or any other illnesses,

If a child or parent has symptoms, they should immediately book a PCR test and isolate along with other members of the household (including siblings) for 10 days or until a negative test result has been confirmed. The first sign of illness should be reported to the Early Years for the Head of the Early Years or the Senior Management team to decide for the next course of action.

**If a child looks ill on arrival at the Early Years**

Any child who appears unwell on arrival at the Early Years will have their temperature checked. If their temperature is high, they will be asked to be taken home. Parents should arrange a PCR COVID-19 test. If the child tests negative and they are completely well, without a temperature, or any other COVID symptoms, they may return to the EYEC. It is imperative that parents/carers also notify staff if they have administered medicine for pain or if they suspect their child is unwell. If it is the case that the parent has administered medicine in the morning for a high temperature then the child must not attend the Early Years and they should remain at home until they are completely well, have received a negative test result and without atemperature or requiring medicine to control their temperature.

**Obtaining a COVID-19 test**

Any adult or child with COVID-19 symptoms can obtain a test by calling NHS 119. If a negative result is received and they are no longer symptomatic or feeling unwell with another illness (for example cold or flu) they may return to EYEC. Any positive result will mean they must remain away from EYEC and self-isolate for at least for 10 days from the onset of their symptoms and then only return to EYEC if they do not have symptoms other than cough or loss of sense of smell or taste (these can last for several weeks once the infection has gone). If they still have a high temperature after the 10-day period, they should keep self-isolating until the temperature returns to normal.

Positive test results will be contacted by NHS Test and Trace and the College

The College’s Test and Trace facility for asymptomatic staff and student is available here: http://www.imperial.ac.uk/occupational-health/covid-19-contact-tracing-hub/

**Self-isolation**

Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of a positive COVID-19 case and any of the following apply:

* they are fully vaccinated.
* they are below the age of 18 years 6 months
* they have taken part in or are currently part of an approved COVID-19 vaccine trial
* they are not able to get vaccinated for medical reasons

**Reporting COVID-19 and other illnesses**

Please immediately inform the Early Years Education Centre of any illnesses within the household, including COVID-19 by contacting the following;

Tracy Halsey Head of Early Years 0207 594 5127

Liz-Anne des Vignes Deputy Head 0207 594 5120

Email address: [eyec-general@imperial.ac.uk](mailto:eyec-general@imperial.ac.uk)

If a member of staff, child, parent or household member has COVID-19 symptoms or has been diagnosed with COVID-19 please also follow Imperial College’s guidance for reporting COVID-19.

The EYEC management will take the necessary steps for anyone testing positive (either staff member or child), including the need to send home those people who have been in close contact with the person who tested positive and are not fully vaccinated. EYEC Management will also inform the Contact Tracing Hub. Formal letters will be emailed to parents, informing, and guiding them of what to do next and dates of the 10 day self-isolation period for the positive case.

To assist this process EYEC will keep a proportionate record of children and staff in specific groups and any close contact that takes place between children and staff in different groups.

Updated 20 January 2021

Updated 8th August 2021 Liz-Anne des Vignes

Updated 6th September 2021 Liz-Anne des Vignes