



Martlesham Playschool, At Gorseland School, Deben Avenue,
Martlesham, IP5 3QR
Kesgrave Playschool, Millennium Jubilee Hall, Millennium Way,
Kesgrave, IP5 2EN
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PLEASE DO NOT REMOVE

PANDEMIC ILLNESS (SUCH AS SWINE FLU) POLICY
THIS POLICY WILL COME INTO FORCE IN THE EVENT OF A
NATIONAL PANDEMIC ILLNESS

- At playschool all staff and volunteers will be informed of highest levels of hygiene expected. Soap will be available for children and staff at all times. There will also be available paper towels, tissues and bins for tissue disposal. Hand towels will not be used
- No toys that are commonly put in mouth will be allowed ie recorders, thermometers
- The symptoms of flu will be prominently displayed
- This policy will be sent to all parents and a paper copy will also be available in playschool
- All playschool children will be told and reminded to follow basic hygiene regarding covering nose when coughing/sneezing, wiping nose with tissue and washing hands
- All hands will be washed in hot soapy water after blowing a child's nose and before eating and after using toilet
- All parents will be informed immediately any child shows symptoms of flu and will be sent home. Whilst waiting for the parent the child will be isolated from other children as far as possible and minimise their contact with staff. Any staff member with flu symptoms will be sent home immediately or a contact made to collect them as soon as possible
- The appropriate authorities will be informed as a priority of any cases of possible swine flu/confirmed cases of swine flu so that any further action which is appropriate can be taken
- Children will not be accepted back to playschool until they have fully recovered and no-one in their household has the infection
- Parents will be informed by email and a note on the white board if any child has been sent home with flu like symptoms
- Children who have other members of their household with flu should not come to playschool
- Staff whose own children are off with flu – or anyone else in their household – should stay at home

- Staff will use plastic gloves to aid a child blow their nose and dispose of gloves immediately after in the bin. Staff will also use gloves to toilet a child and for any washing of intimate areas
- All details of staff and children must be up-to-date with emergency contact numbers in the setting
- The decision to close will be made if
 - There are insufficient staff to maintain statutory working ratios of adults:children
 - Suffolk County Council have advised closure
 - The committee and/or playleaders take the view that it is in the best interests of staff and children for playschool to close. The chair, after consultation, will make the final decision and will inform all parents by email, letter and noticeboard at playschool
- Playschool will reopen when any of the above reasons changes and in the view of the committee and playleaders it is in the best interests of staff and children to reopen.
- Prior to re-opening, playschool will be fully disinfected in all areas to ensure its cleanliness levels are maintained
- All monies paid to playschool will be repaid for the time playschool is closed

This policy was adopted at a meeting of	Martlesham & Kesgrave Playschools	
Held on (date)		
Signed on behalf of the Management Committee		
Role of signatory (e.g. chairperson etc.)		
This policy was reviewed on		(date)