**VICTORIA COLLEGE BELFAST**

**(incorporating Richmond Lodge School)**

**Day Care**

**Infection Prevention and Control Policy- referencing Standard 3**

**1. Rationale:**

Victoria College Day Care is committed to promoting high quality education by employing and supporting staff who will work with a high degree of commitment and professionalism in a healthy and safe environment. The purpose of this policy and accompanying procedures is to establish a clear framework for infection prevention and control within the Day Care setting.

**2. Aims and Objectives:**

1. To ensure that all incidents of infection within the Day Care setting are managed appropriately and safely.

2. To inform staff and parents of the policy and procedures for infection prevention and control in the Day Care setting.

**3. Procedures:**

1. No child will be admitted to the care setting when suffering from a contagious illness. In line with the Public Health Agency regulations, a list of the recommended exclusion periods from the Day Care setting is displayed in the entrance of the setting and copies shared at Induction. Should a child have an infectious illness which is not on the exclusion guidance list, continuing to provide care is at the discretion of the Day Care.
2. Parents/carers will be asked to keep their children at home if they have any infection, and to inform the Day Care setting as to the nature of the infection so that the Day Care can alert other parents/carers if necessary, and make careful observations of any child who seems unwell.
3. Parents/carers will be asked not to bring into Day Care any child who has been vomiting or had diarrhoea until at least forty-eight hours has elapsed since the last bout of illness.
4. Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing.
5. If a child is on prescribed medication please note that medication will not be administered by staff, unless it is considered as Emergency First Aid.
6. If a child has an allergy this information will be communicated by the parent/ carer via the medical information form shared in the Induction pack. On receipt of this information, an action plan will be created by the Room Leader, outlining the course of action to follow should the child have an allergic reaction whilst at Day Care. All members of staff will receive relevant training.

Victoria College Day Care will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. The First Aid box will be checked termly and signed off by the Deputy Manager. Sterile items will be kept sealed in packages until needed (Standard 3).

**4. Review and Evaluation:**

The policy will be reviewed at least once a year by the Board of Governors. The policy will be kept under review by senior members of staff who will keep Governors informed of any difficulties that may arise.