****

**Managing people with allergies or who are sick or infectious**

**(Including reporting notifiable diseases)**

**Aims**

The aims of this policy are:

* To ensure that Sutton Mencap staff are aware of the organisation’s responsibilities in relation to children and adults with allergies and/ or those who are sick or infectious.
* To enable Sutton Mencap to meet legal, regulatory and contractual responsibilities in relation to protecting service users from allergic reactions, infection control and minimising the spread of illnesses.

**Scope**

This policy applies to all staff, volunteers, contractors and visitors to Sutton Mencap.

**Background**

Sutton Mencap seeks to care for and promote their good health amongst children through identifying allergies and preventing contact with the allergenic substance and through preventing cross infection of viruses and bacterial infections.

**Procedures for people with allergies**

When a child or adults starts with Sutton Mencap we will ask if they suffer from any known allergies. This will be recorded on the registration form, added to the allergy list and included on individual risk assessment. We will also record information on what to do in an emergency, for example through the use of prescribed anti-histamines or Epi Pen.

Staff who support the service user will be provided with this information and will be expected to adhere to any requirements. The administration of emergency allergy medication e.g EpiPen, will only be carried out by staff who have been trained in this,

Sutton Mencap will seek to ensure that service users are not exposed to allergic substances. Sutton Mencap defines itself as a nut free zone and staff, volunteers, service users, parents/ carers and other visitors are not permitted to bring any products containing nuts into the building. This information is shared with parents/ carers and service users during induction with Sutton Mencap and followed up with general reminders from time to time. We will also communicate this to organisations who book rooms with us.

**Procedures for people who are sick or infectious**

Sutton Mencap will seek to avoid the spread of infection and illness amongst staff and service users.

For this reason, Sutton Mencap may require staff, volunteers and service users to stay away or to leave our services if they have a high temperature, sickness and diarrhea or a contagious infection or disease. Where necessary we will contact parents/ carers and asks them to collect the service user or to send a known carer to collect on their behalf.

Where a service user has a temperature, we will seek to keep them cool by removing top clothing and sponging their heads with cool water and we will keep them away from draughts. If their temperature continues to rise we will take them to the nearest hospital and inform their parent/ carer.

If a service user or staff member has had diarrhea or vomiting, they or their parents will be asked to stay from the service for 48 hours or until a formed stool is passed.

If an infectious or communicable disease is detected at Sutton Mencap we will inform other parents/ carers as soon as possible. Sutton Mencap has a list of excludable diseases and current exclusion times and includes common childhood illnesses such as measles. This is contained in the Guidance on Infection Control in Schools and Other Childcare Settings (Public Health England, May 2016), which is attached as an appendix to this policy.

Sutton Mencap does not currently require staff or volunteers to receive any particular regular vaccinations. However, staff who feel that this might be appropriate to their role may wish to discuss this with their line manager.

**Reporting of notifiable diseases’**

If a child or adult is diagnosed as suffering from a notifiable disease or there has been an outbreak of a notifiable disease under the Public Health (Infectious Diseases) Regulations 1988, Sutton Mencap will inform the London Office of Public Health England on 020 7811 7000/7001

If Sutton Mencap becomes aware or is formally informed of the notifiable disease, the manager will inform Ofsted and act on any advice given by Public Health England.

**HIV/AIDS/Hepatitis procedure**

The HIV virus, like other viruses such as Hepatitis, (A, B and C) is spread through body fluids. Hygiene precautions for dealing with body fluids are the same for all children and adults.

* Single use vinyl gloves and aprons are worn when changing children’s nappies, pants and clothing that are soiled with blood, urine, faeces or vomit.
* Protective rubber gloves are used for cleaning /sluicing clothing after changing.
* Soiled clothing is rinsed and either bagged for parents to collect or laundered in the vestibule.
* Spills of blood, urine, faeces or vomit are cleared using mild disinfectant solution and mops; cloths used are disposed and doubled bagged with waste (Spill packs are also available).
* Tables and other furniture, furnishings or toys affected by blood, urine, faeces or vomit are cleaned using a disinfectant and put on a high heat.

**Head Lice procedure**

If a case of head lice is found at Sutton Mencap the parent/ carer of the child will be discreetly informed when they collect the child. Other parents will be informed and asked to check their own children for head lice, but care will be taken not to identify the child affected. Head lice are not an excludable condition, although in exceptional cases a parent may be asked to keep the child away until the infestation has cleared.

**Related policies**

* Health and Safety policy
* Medication policy
* Training, development and supervision policy
* Sickness absence policy
* Sick child on service procedure

**Responsibilities**

Trustees

* To approve and review the policy on a regular basis.
* To take reasonable steps to satisfy themselves that the policy is being implemented.

Senior staff

* To act in accordance with the policy.
* To communicate the policy to other staff and volunteers and to ensure it is being implemented correctly.
* To monitor performance of the policy and report to trustees.

All Staff and volunteers

* To act in accordance with the policy.

**Signed on behalf of the Trustee Board of Sutton Mencap**

Chairman: **** Date: 8th November 2017

 Mavis Peart

**Appendix 1 – Public Health England Guidance**

****

****

****

****





















