

# Ightham Primary School



## Illness and Accidents Policy After School/Breakfast Club

Review Details:

Next Review Date	September 2023
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At After School/Breakfast Club we endeavour to deal promptly and effectively with any illnesses or injuries that may occur while children are in our care. We take all practical steps to keep staff and children safe from communicable diseases.

All parents or carers must complete the Medical Form when their child joins the Club, giving permission for emergency medical treatment for their child in the event of a serious accident or illness.

Any accidents or illnesses, together with any treatment given, will be recorded on an Incident or Accident Record sheet as appropriate, which the parent or carer will be asked to sign when they collect the child.

After School/Breakfast Club cannot accept children who are ill. If any children are ill when they first arrive at the Club we will immediately notify their parents or carers to come and collect them. Any children who have been ill should not return to the Club until they have fully recovered, or until after the minimum exclusion period has expired (see table at the end of this policy).

### **First aid**

All staff have up-to-date First Aid Training. Michelle Rae & Kellie Hobbs have Paediatric First Aid Training.

The location of the first aid box and a list of qualified first aiders is clearly displayed at the Club. The designated First Aider regularly checks the contents of the first aid box to ensure that they are up to date and comply with the Health and Safety (First Aid) Regulations 1981.

The manager will ensure that a first aid kit is taken on all outings.

### **Procedure for a minor injury or illness**

The first aider at the session will decide upon the appropriate action to take if a child becomes ill or suffers a minor injury.

- If a child becomes ill during a session, the parent or carer will be asked to collect the child as soon as possible. The child will be kept comfortable and will be closely supervised while awaiting collection.
- If a child complains of illness which does not impair their overall wellbeing, the child will be monitored for the rest of the session and the parent or carer will be notified when the child is collected.
- If a child suffers a minor injury, first aid will be administered and the child will be monitored for the remainder of the session. If necessary, the child's parent will be asked to collect the child as soon as possible.

### **Procedure for a major injury or serious illness**

In the event of a child becoming seriously ill or suffering a major injury, the first aider at the session will decide whether the child needs to go straight to hospital or whether it is safe to wait for their parent or carer to arrive.

- If the child needs to go straight to hospital, we will call an ambulance and a member of staff will go to the hospital with the child. The staff member will take the child's Medical Form with them and will consent to any necessary treatment (as approved by the parents on the Medical Form).
- We will contact the child's parents or carers with all urgency, and if they are unavailable we will call the other emergency contacts that we have on file for the child.

- After a major incident the manager and staff will review the events and consider whether any changes need to be made to the Club's policies or procedures.

### **Communicable diseases and conditions**

If a case of head lice is found at the Club, the child's parents or carers will be discreetly informed when they collect the child. Other parents will be warned to check their own children for head lice, but care will be taken not to identify the child affected.

If an infectious or communicable disease is detected on the Club's premises, we will inform parents and carers as soon as possible.

If there is an outbreak of a notifiable disease at the Club, we will inform the local health protection unit, RIDDOR (if appropriate), and Ofsted.

### **Useful contacts**

Health Protection Unit: [08442257968](tel:08442257968)

Ofsted: 0300 123 1231

RIDDOR Incident Contact Unit: 0845 300 99 23

This policy was adopted by: After School/Breakfast Club	Date: October 2021
To be reviewed: September 2023	Signed by the Head Teacher: On behalf of the Governing Body