

Illness and Accidents Policy

At Vicky's After School & Holiday Club Ltd we will deal promptly and effectively with any illnesses or injuries that 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 **Application Form (containing medical information)** when their child joins the Club, requesting permission for emergency medical treatment for their child in the event of a serious accident or illness.

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

Vicky's After School & Holiday Club Ltd 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

Each club has an appropriate number of paediatric first aid trained staff who have attended a 12 hour paediatric first aid course (this complies with the EYFS statutory framework updates September 2025). First Aid training will be renewed every 3 years. We will take into account the number of children and layout of the premises to ensure that first aiders are able to respond quickly to any incident.

The club manager or an appropriate staff member will regularly check the contents of the first aid box to ensure that they are up to date, appropriate for children 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 and that at least one member of staff on the outing holds a current paediatric first aid certificate.

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 along with the club manager or deputy 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 **Application Form (containing medical information)** with them and will consent to any necessary treatment (as approved by the parents on the **Application 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.
- We will notify Ofsted and child protection agencies in the event of any serious accident or injury to a child in our care as soon as reasonably possible and within 14 days at the latest.
- We will notify HSE under RIDDOR in the case of a death or major injury on the premises (eg broken limb, amputation, dislocation, etc – see the HSE website for a full list of reportable injuries).

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 incident of food poisoning affecting two or more children looked after at the Club the Manager will inform Ofsted as soon as possible and within 14 days at the latest.

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

Useful contacts

Health Protection Unit: 01235 831600

Ofsted: 0300 123 1231

RIDDOR Incident Contact Unit: 0845 300 99 23

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| This policy was adopted by: Vicky's After School & Holiday Club | Date: 08/10/25 |
| To be reviewed: 08/10/26 | Signed: Vicky Hickman |

Minimum exclusion periods for infectious conditions and diseases

| Disease/Condition | Exclusion period |
|---|---|
| Chicken Pox | 5 days from first appearance of rash |
| Cold Sores | None. Avoid contact with sores |
| Conjunctivitis | 24 hours or until the discharge from eyes has stopped |
| Diphtheria* | Until certified well by doctor |
| Diarrhoea and Vomiting | 48 hours after symptoms cleared |
| Glandular Fever | Until fully recovered |
| Gastro-enteritis, E. Coli, Food Poisoning, Salmonella and Dysentery | Until certified well by doctor |
| Hand, Foot and Mouth disease | While rash and ulcers are present |
| Hepatitis A* | Until certified well |
| Hepatitis B* and C* | None |
| High temperature | 24 hours |
| HIV/AIDS | None |
| Impetigo | Until the skin has healed |
| Influenza | Until recovered |
| Measles* | 5 days from onset of rash |
| Meningitis* | Until recovered |
| Molluscum Contagiosum | None |
| Mumps* | 5 days from onset of swollen glands |
| Pediculosis (lice) | Until treatment has been given |
| Pertussis* (Whooping cough) | 21 days from the onset or 5 days from commencing antibiotic treatment |
| Poliomyelitis | Until certified well by doctor |
| Ringworm of scalp | Until cured |
| Ringworm of the body | Until treatment has been given |
| Rubella* (German Measles) | 5 days from onset of rash |
| Scabies | Until treatment has been given |
| Scarlet fever* | 5 days from start of the treatment |
| Slapped Check, Fifth Disease | None |
| Streptococcal infection of the throat | 3 days from the start of the treatment |
| Threadworms | None |
| Tonsillitis | None |
| Tuberculosis* | Until certified well by doctor |
| Typhoid*, Paratyphoid* | Until certified well by doctor |
| Warts (including Verruca) | None. Verruca sufferers should keep feet covered |

* Denotes a notifiable disease.

If in any doubt contact local health services for further or updated information.