



## Time Out Club

### Illness and Accidents Policy

At Time Out Afterschool Club, 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 **Medical Form** 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 our Software system, which is then sent directly to the parent. If the child has received a bump to the head the child will be given a bumped head sticker.

Time Out 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). If a child has been excluded from school on a day, they have not attended school due to illness, we are unable to accept them at Time Out Club.

#### **First aid**

Time Out Club's designated First Aiders are:

Lesley Martin (Primary)

Diane Fensome

Staff who have also attended 12 hour paediatric first aid course are

Sara-Jayne Talley

Emma Weston

Kim Brougham

The designated First Aider's have a current first aid certificate and has attended a 12-hour paediatric first aid course, which complies with the requirements of Annex A of the EYFS. First aid training will be renewed every three years. To ensure that there is always a qualified first aider present and available when the Club is running, other members of staff will also receive first aid training. 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 location of the first aid box and a list of qualified first aiders are 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, 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.



## Time Out Club

### Illness and Accidents Policy

#### 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.
- The Headteacher will be informed.
- 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 (e.g., broken limb, amputation, dislocation, etc. – see the HSE website for a full list of reportable injuries).

*Time Out Club must tell Ofsted about any of the following:*

- *anything that requires resuscitation*
- *admittance to hospital for more than 24 hours*
- *a broken bone or fracture*
- *dislocation of any major joint, such as the shoulder, knee, hip or elbow*
- *any loss of consciousness*
- *severe breathing difficulties, including asphyxia*
- *anything leading to hypothermia or heat-induced illness*



## Time Out Club

### Illness and Accidents Policy

#### Eyes

*Time Out Club must report to Ofsted if a child suffers any loss of sight, whether it is temporary or permanent. We must also tell Ofsted about any:*

- *penetrating injury to the child's eye*
- *chemical or hot metal burn to the child's eye*

#### Substances and electricity

*If a child in our care suffers any injury from, or requires medical treatment for, any of the following situations, we must tell Ofsted:*

- *from absorption of any substance:*
  - *by inhalation*
  - *by ingestion*
  - *through the skin*
- *from an electric shock or electrical burn*
- *where there is reason to believe it resulted from exposure to:*
  - *a harmful substance*
  - *a biological agent*
  - *a toxin*
  - *an infected material*

#### 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.

#### COV – 19

Refer to Time Out "Pandemic flu and COVID-19" Policy.

*Children and young people with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend their education setting.*

*Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people, where they can. They can go back to school, college or childcare, and resume normal activities when they no longer have a high temperature, and they are well enough to attend.*

*All children and young people with respiratory symptoms should be encouraged to cover their mouth and nose with a disposable tissue when coughing and/or sneezing and to wash their hands after using or disposing of tissues.*

*It is not recommended that children and young people are tested for COVID-19 unless directed to by a*



## Time Out Club

### Illness and Accidents Policy

*health professional. If a child or young person has a positive COVID-19 test result they should try to stay at home and avoid contact with other people for 3 days after the day they took the test. After 3 days, if they feel well and do not have a high temperature, the risk of passing the infection on to others is much lower.*

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: 01462 705300

Ofsted: 0300 123 1231

RIDDOR Incident Contact Unit: 0845 300 99 23

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Staff Qualifications, Training, Support and Skills [3.25], Accident or injury [3.50-3.51], Food and drink [3.49] and Annex A: Criteria for effective PFA training, [p36].*



## Time Out Club

### Illness and Accidents Policy

#### Minimum exclusion periods for infectious conditions and diseases

Disease/Condition	Exclusion period
Chicken Pox	Until all vesicles (spots) have crusted over
Cold Sores	None. Avoid contact with sores
Conjunctivitis	None
Diphtheria*	Exclusion always necessary, consult local Health Protection Team
Diarrhoea and Vomiting	48 hours after last episode of diarrhoea or vomiting
Glandular Fever	None
Gastro-enteritis, E. Coli, Food Poisoning, Salmonella and Dysentery	48 hours after last episode of diarrhoea – further exclusion may be required for some children
Hand, Foot and Mouth disease	None
Hepatitis A*	Until 7 days after onset of jaundice
Hepatitis B* and C*	None
High temperature	24 hours
HIV/AIDS	None
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment
Influenza	Until recovered
Measles*	4 days from onset of rash



## Time Out Club

### Illness and Accidents Policy

Meningitis* Until recovered
Molluscum Contagiosum None
Mumps* 5 days from onset of swollen glands
Pediculosis (lice) None
Pertussis* (Whooping cough) 5 days from commencing antibiotic treatment or 21 days from the onset if antibiotics not given
Ringworm Exclusion not usually required
Rubella* (German Measles) 4 days from onset of rash
Scabies Until first treatment has been given
Scarlet fever* 24 hours after starting antibiotic treatment
Slapped Check, Fifth Disease None (once rash has developed)
Threadworms None
Tonsillitis None
Tuberculosis* Consult local Health Protection Team
Typhoid*, Paratyphoid* 48 hours after last episode of diarrhoea – further exclusion may be required for some children
Warts (including Verruca) None. Verruca sufferers should keep feet covered

\* Denotes a notifiable disease.

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