

HOLIDAY CLUB ILLNESS AND INJURY POLICY

In accordance with the Early Years Foundation Stage, the club will promote the good health of the children. We will take the necessary steps to prevent accidents, ensuring a high level of safety and risk management and take the appropriate action if accidents do occur. The maintenance of children's health is of paramount importance.

This policy should be read in conjunction with the Infection Control Guidelines for Day Care Facilities and Childminders [Worcestershire's Early Years and Childcare Service] Blue book. The procedures outlined in the Infection Control guideline will underpin practices at every club. Staff should always refer to this in every instance.

Great care should be taken at all times to prevent injury to children and staff. However, accidents will happen and the way they are dealt with is extremely important. All accidents, injuries, and cases of ill-health caused by, or affecting, your work must be reported without delay. If you are injured, no matter how slight your injury may appear, you must always report it to your line manager and ensure that you are seen by a first-aider and that the details of your accident or injury are entered in the Accident Book. The Accident Book is held in the Admin box and details of the accident/injury will be entered by a first-aider. The staff should complete a separate Accident sheet in the Accident and Incident Folder for Staff only. An individual page should be used for each child to ensure confidentiality.

- All dangerous occurrences and 'near miss' incidents should also be reported in the Incident File.
- Staff must not work if they have taken medication or any other substance which could adversely affect their ability to safely care for the children and young people attending the clubs, or in any other way inhibit their ability to work safely.
- If staff see a situation in which a potential accident could occur or where an injury could be sustained by anyone in the club they should report it immediately to the leader.
- Staff must report any damage to any property of the club or school immediately to the School Business Manager. In the case of immediate mending required, staff should contact the caretaker.
- Staff must read and comply with all policies, procedures, notices, instructions, hazard & warning signs provided from time to time for your information.

First Aid

In line with the Health & Safety Regulations (1981) the School will provide adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be delivered.

There will be a minimum of two members of staff on any given session with a current First Aid Certificate. These nominated First Aiders each session will be responsible for maintaining the correct contents of all First Aid boxes (see attached list), administering and overseeing the administration of medication and delivering basic First Aid.

First Aiders must be taken out on trips and outings. The School Business Manager is responsible for ensuring that adequate staff members are trained in First Aid before the club starts. The Playleader is responsible for ensuring that there are at least 2 First Aiders at every session.

The location of the First Aid boxes, and the names of the FA's will be clearly displayed around the premises.

A First Aid box will be taken on all off site visits or outings, and will be the responsibility of the FAO's.

The Pleader/Deputy must notify Ofsted and Children's Social Care of any serious accident or injury to, or serious illness of, or the death of, any child whilst in their care, and act on any advice given.

Ofsted 08456 40 40 40 Children's Social Care 01905 768054 (out of office hours) 01905 768020

In the event of a Major Accident or Illness with a child

A Major accident can be defined as:

All parents/carers must complete and sign the Emergency Medical Treatment Form to give permission for emergency medical treatment for their child in the event of a major accident, incident or illness occurring at the club.

In the event of a major accident, incident or illness the following procedures will apply:

- The First Aider (FA) will be notified and will take responsibility for deciding upon the appropriate action.
- The FA will assess the situation and decide whether the child needs to go straight to hospital, or whether they can safely wait for the parent/carer to arrive.
- If the child does need to go straight to hospital, an ambulance will be called. The parent/carer will be contacted and told which hospital they are going to. A member of staff (preferably the child's key worker) will accompany the child to hospital and will consent to medical treatment being given, as long as consent has been completed and signed by the parent/carer. They must take the child's Passport to Play with them, including the signed consent forms.
- The member of staff must ensure they take the Medical treatment & medical consent form from the Medicine Folders.
- If the child does not have to go straight to hospital, but they do need to go home, the parent/carer will be asked collect their child. In the meantime the child will be made as comfortable as possible and kept under close supervision (paying attention to the Infection Control Guidelines.)
- Upon collection, parents/carers will be made fully aware of the details of any accidents or incidents, and any actions taken. These will be recorded in the Accident Record and Incident Record Book, which the parent/carer must sign.
- The Playleader should consider whether the accident or incident highlights any actual or potential weakness in the policies or procedures, and act accordingly, making adjustments where necessary.
- Leader/Deputy must notify Ofsted and Children's Social Care of any serious accident or injury to, or serious illness of, or the death of, any child whilst in their care, and act on any advice given.

Ofsted 08456 40 40 40

Social Care 01905 768054 (out of office hours) 01905 768020

In the event of a serious incident:

Regulation 19 of the Children Act 1989 requires that in the event of a serious incident occurring, full details of the incident must be recorded.

A serious incident can be defined as;

§ **Causing serious harm or damage to other children or staff**

§ **Causing serious damage to property**

§ **Causing physical harm or damage to themselves**

A RIDDOR form must be completed for a Serious Incident and also a relevant entry made in the accident book. All the above documents need to be completed fully and accurately. The RIDDOR form must be sent off to the appropriate body.

After a serious incident, a member of staff should, within a reasonable amount of time, discuss the incident with the young person involved. Before the discussion, the young person must be calm and rational.

The discussion should leave the young person fully aware of the reasons why they were restrained and their comment should be recorded on the serious incident form. If appropriate, the member of staff who performed the restraint could discuss these points with the young person, although this may not always be the most satisfactory course of action.

The Headteacher and parents / carers **must be informed** of the incident within 24 hours, giving a full account of the incident. The serious incident form must be read and signed by the Playleader, and Headteacher at the earliest opportunity.

Leader/Deputy must notify Ofsted and Children's Social Care of any serious accident or injury to, or serious illness of, or the death of, any child whilst in their care, and act on any advice given.

Ofsted 08456 40 40 40 and **Access Centre** 01905 768054 (**out of office hours**) 01905 768020

In the Event of a Minor Accident, Incident or Illness

- The First Aider (FA) will be notified and will take responsibility for deciding upon the appropriate action.
- If the child does not need to go to hospital, the FA will remove the child from the activities and treat the injury/illness themselves.
- If the child feels better, they will be integrated back into the activities, but will be closely supervised for the rest of the session.
- At the end of the session, parent/carers will be informed of the incident or accident, and any medication administered.
- If the child is still unwell, then the Playleader will contact the parent/carer to collect their child. In the case of any infectious diseases, then the Infection Control Guidelines should be adhered to.
- All accidents and incidents should be recorded in the Incident Book & Accident Book, and parents/carers should sign the books to acknowledge the incident.

First Aid Box Contents

Required under the Health and Safety (First Aid) Regulations 1981, amended 1997

<u>Item</u>	<u>Minimum Qty</u>
A leaflet giving general guidance on first aid.	1
Individually wrapped sterile adhesive dressings (assorted sizes)	20
Sterile pads	2
Triangular bandages (preferably sterile)	4
Safety Pins	6
Med size, individually wrapped unmedicated wound dressings (12x12cm)	6
Large sterile individually wrapped unmedicated wound dressings (18x18cm)	2
Pair disposable gloves	1

In situations where tap water is not readily available, there should also be at least one litre of sterile water.

These contents should be replenished immediately after use and checked on a regular basis. Sufficient supplies should be held in a back up stock on site.

Travelling First Aid Kit

	<u>Minimum</u>
Leaflet giving general guidance on first aid	1
Individually wrapped sterile adhesive dressings	6
Large sterile unmedicated dressing (18x18cm approx)	1
Triangular bandages	2
Safety pins	2
Individually wrapped moist cleansing wipes	1
Pair of disposable gloves	1

Illnesses

For any child that is ill or might be ill or infectious, the First Aider or Playleader must have a discussion with the parent/carer about the child's illness either face to face or contact them via the phone. This should include the possibility of exclusion as well as the possibility of contacting the parent/carer or emergency contact if the child becomes ill.

Exclusions for Illness or Infections:

We will not exclude a child from the club because of an illness or complicated health condition, unless the child has a potentially infectious disease and staff must ensure the disease will not be spread. The child will normally be excluded whilst they remain infectious as per the Infection Control Guidelines.

The decision of the Playleader is final when requesting the exclusion of a child for illness or infection. Decisions will take into account the needs of the child and those of the group.

Children with infectious or contagious diseases will be excluded for certain periods. If staff suspect that a child has an infectious or contagious disease, they will request that parent/ carer consult a doctor before returning the child to the club. If a child becomes ill at one of our clubs, staff will inform parent/ carer or an emergency contact. While awaiting the arrival of parent/ carer the staff will ensure the comfort of the child, taking appropriate action, which would include seeking medical advice if necessary. If the child is in danger, the staff will seek medical advice immediately.

In the case of infestations such as head lice, staff will inform parent/ carer of the problem and advise them how to proceed. Children must receive treatment before returning to the club and a general note, not naming any children, will be sent out to parent/carers asking them to check their own child's hair.

If the child or staff member has had sickness or diarrhoea they must not return to the club until 48 hours after clearance of either symptom.

Staff will report any worries about a child's health to the parents/guardians immediately. Parent/carers are responsible for keeping the club informed about the child's health. Staff should be informed of any infectious diseases/sicknesses affecting the child e.g. measles, head lice, impetigo, thread worms etc. Our policy for sick children follows OFSTED requirements and Health Authority guidelines for exclusion.

All incidents using restraint techniques are recorded in the incident book by the person who actually performed the restraint, or by the person and any other staff member who witnessed the incident. These must be signed and dated each session by the child's parent/carer and the form should be sent directly to the 'Team Teach' trainer to be registered.