

## Illness and Accidents

At Quackers Out of School Clubs 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 Registration 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 an Incident Record or Accident Record sheet as appropriate, which the parent or carer will be asked to sign when they collect the child.

Quackers Out of School Clubs 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 and may hand them back to the school for supervision until the parent arrives. 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 which can be seen on the next table.

### **First aid**

Our aim is that all staff will hold a current paediatric first aid certificate but if this is not possible (for example if we are waiting on a new member to attend a training course) there will ALWAYS be at least one qualified first aider at the club. Where the club picks up from other schools there will always be a first aider with the team that is picking up and the team that is remaining at the school.

Our club has their own first aid kit and dependent on location of the club this may be a portable kit that can be taken outside when playing etc. When collecting children from other schools or dropping children off staff will always have access to a first aid kit. The clubs Supervisor 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.

### **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 Registration and any 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.
- The Area Manager, Nursery Manager or Anthony must be contacted immediately to send extra staff down.
- 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).

### **Head bumps**

Should a child bang their heads, then a head bump form will be completed along with and the accident form. If the child is going to school after Quackers, the Child teacher will be handed the headbump form and made aware. If the child is going home after Club, then the person collecting will be notified.

Should a headbump form be required, the child's parent will be called to notify them before they collect.

### **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.

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

Disease/Condition	Exclusion period
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Chicken Pox	Until all spots have scabbed over.	
Cold Sores	None. Avoid contact with sores	
Conjunctivitis	24 hours or until the discharge from eyes has stopped	
Covid	Follow guidelines current at the time	
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 Cheek, 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 parents are asked to contact their local health services for further information