LOW PORT OUT OF SCHOOL CLUB SCIO

ACCIDENT-ILLNESS-INCIDENT-INFECTION POLICY

At Low Port Out of School Club SCIO (the 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 section of the registration form when their child joins the Club. We will record any accidents or illnesses, together with any treatment given, on an Incident form or Accident form sheet as appropriate, which the parent or carer will be asked to sign when they collect the child.

Low Port Out of School Club SCIO 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.

First aid

Our policy is to ensure that there is a qualified first aider present at every session of the Club. We aim to have all members of staff receive first aid training.

The location of the first aid box is known to all staff. The manager regularly checks the contents of the first aid box to ensure that they are up to date and appropriate for children.

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 first aid certificate.

Procedure for a minor injury or illness

- A 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 well-being, 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;
- If a staff member is sick then they must remain absent from work for 48 hours and/or until 100% fit to return to work.

Procedure for a major injury or serious illness

In the event of a child becoming seriously ill or suffering a major injury a 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 Form with them;
- 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 Care Inspectorate 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 48 hours.

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 Care Inspectorate 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 and Care Inspectorate.

Infection Control

Lowport Out of School Club SCIO asks that parents inform the setting if child is ill and adequate leave from the setting is taken to prevent the spread of infection.

Lowport Out of School Club SCIO informs parents as soon as a child is sick and they are cared for away from the other children until the parent arrives.

We promote the washing of hands before snacks and after using the toilet. Hand soap is available at all hand washing stations.

Tissues are available at all times for runny noses and children are encouraged to cover their mouths when coughing. Children seen picking noses are sent to wash their hands.

Our equipment is washed down using anti-bacterial spray at regular intervals and before and after snacks and sprayed with sterilising liquid.

Any bodily liquids are cordoned off and dealt with by a staff member wearing appropriate protective measures and disposed of accordingly.

Policy History

Revision Date	Author	Description
28 July 2020	Adrian Williamson	Reformatted for website
03 September 2020	Emma Donaldson	Updated
13 December 2021	Gemma Kerr	Updated
20 January 2022	Chloe Wells	Reviewed