



| **Childcare** | **Breakfast Clubs** | **Lunch Clubs** | **PPA Cover** | **After School Clubs** | **Holiday Camps** |

Illness & Accident Policy

Illness & Accidents

At Xtra Time & 1st Touch Coaching we endeavour to deal promptly and effectively with any illnesses or injuries that may 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, giving 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. Xtra time 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

We have designated first aiders within our clubs. To ensure that there is a qualified first aider present at every session of the club, other members of staff will also receive first aid training.

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



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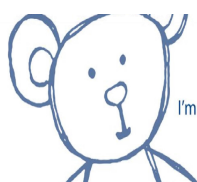
that a first aid kit is taken on all outings and that at least one member of staff on the outing holds a current paediatric first aid certificate.

Accident Forms

- Accident forms **must** be completed by a 1st Aider.
- The parent will be informed of the injury and asked to sign the accident form!
- The Session Manager will countersign the accident form, once the parent has signed it!
- Head injury forms are to be completed as above!
- Then counter signed by the Session Manager.
- Parents will be given a guidance sheet for signs to look for after a head injury!
- Once again, the parent must sign that they have received the guidance sheet!

Accidents during Breakfast Club

- For any injuries that occur during Breakfast Club or on the walk to School, the Session Manager will contact the parent to inform them what has happened, and they will also contact the child's teacher!
- The accident form will be filled out as soon as possible and the Manager is to make a note on the bottom of the form stating that they have indeed contacted the parent and informed the child's teacher of the incident!



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Procedure for a minor injury or illness

The First Aider at the session will decide upon the appropriate action to take:

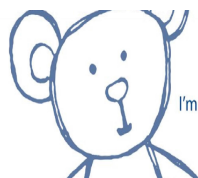
- If a child becomes ill or suffers a minor injury.
- If a child becomes ill during a session, the parent or carer will be asked to collect the child as soon as possible. The child will be kept comfortable and will be closely supervised while awaiting collection.
- If a child complains of illness which 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 parents 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.



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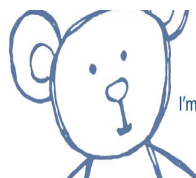
We will notify Ofsted and child protection agencies in the event of any serious accident or injury to a child in our care. We will notify HSE under RIDDOR in the case of a death or major injury on the premises (e.g. broken limb, amputation, dislocation, etc – see the HSE website for a full list of reportable injuries).

- 1st Touch Coaches will administer 1st Aid to the child and inform the School so that the appropriate action can be taken.
- An accident form will be completed by the 1st Touch Coach.

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. 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 Public Health - England: 01462 705300 Ofsted: 0300 123 1231 RIDDOR Incident Contact Unit: 0845 300 99 23



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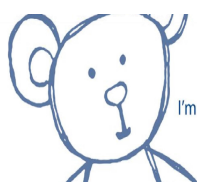


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Addendum: Coronavirus (Covid 19)

Coronavirus (Covid -19) is an illness which affects the lungs and airways. Here are the main symptoms:

- High temperature
- New continuous cough
- A loss or change to your smell or taste

This policy covers all Xtra Time Childcare & Sports provisions and clubs.



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