



The Cabin Crew Out of School Club

Illness and Accidents Policy

At The Cabin Crew Out of School 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/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, together with any treatment given, on an **Accident Report Form** which the parent or carer will be asked to sign when they collect the child.

The Cabin Crew Out of School Club cannot accept children who are unwell. If any children are ill when they first arrive at the Club, we will immediately notify the parent/carers and they will be asked to collect the child. Any children who have been unwell 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).

First Aid

Cabin Crew staff have current first aid certificates and have 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 3 years. The Club will ensure that there is a qualified first aider present and available at all times when the Club is in session. First aiders are able to respond quickly to any incident.

The locations of the first aid boxes and a list of qualified first aiders are clearly displayed at the Club. The contents of the First Aid boxes are regularly checked 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

First Aiders 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/carers 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/carers 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. An **Accident Form** is completed and the parent asked to read and sign the form on collection of the child. If necessary, the child's parent will be asked to collect the child as soon as possible.
- If a child suffers a head injury:
 - First aid will be administered and the parent/carers will be given a courtesy call to inform them of the injury and an accident form is completed.
 - If the injury is minor, the child may remain at the club for the remainder of the session.

- The child will be closely monitored to ensure against a change in wellbeing (sickness, headache, drowsiness etc) and if evident, the parent/carer contacted to collect the child as soon as possible.
- On collection the parent/carer is given a **Head Injury Notification Form** (attached), and advised to seek medical advice if concerned.

Procedure for a major injury or serious illness

In the event of a child becoming seriously ill or suffering a major injury, the first aiders 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, an ambulance will be called 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 and will consent to any necessary treatment (as approved by the parents on the **Registration 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.
- 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).

Communicable diseases and conditions

If a case of head lice is found at the Club, the child's parents/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.

Useful contacts

Health Protection Unit: Thetford Community Healthy Living Centre, Croxton Road,
Thetford IP24 1JD ☎ 0344 225 3546

Ofsted: ☎ 0300 123 1231

RIDDOR Incident Contact Unit: ☎ 0845 300 99 23

This policy was adopted by The Cabin Crew Out of School Club.	Date: January 15
To be reviewed: Annually	Signed:
Name of signatory: Heather Osborn	Role of signatory: Manager

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017)*:

Safeguarding and Welfare Requirements: Accident or injury [3.50-3.51] and Food and drink [3.49]. Annex A.

Minimum exclusion periods for infectious conditions and diseases

Disease/Condition Exclusion period

Chicken Pox	5 days from first appearance of rash
Cold Sores	None. Avoid contact with sores
Conjunctivitis	24 hours or until the discharge from eyes has stopped
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) antibiotic	21 days from the onset or 5 days from commencing Treatment
Poliomyelitis	Until certified well by doctor
Ringworm of scalp	Until cured
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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 Check, 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 contact local health services for further information.



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Head Injury Notification

Dear Parent or Carer,

..... bumped his/her head at the club today.

Although your child seems well at the moment, in any case of head injury the condition of the child may become more serious at any time, particularly in the first 48 hours. You should therefore keep watch for any of the following signs which may be important:

- Increasing drowsiness or actual unconsciousness which can be detected by you being unable to rouse the child
- A headache which becomes more severe
- Repeated vomiting or nausea
- Dizziness
- Any weakness of arm or leg
- Disturbed vision (loss of focus/double vision)
- Sensitivity to bright light
- Any change in the child's condition which you are not satisfied with, such as restlessness, irritability, loss of concentration, increasing loss of memory.

If you notice any of these signs there is no need for alarm but you must seek medical advice AT ONCE. Contact your GP or seek help from your local Accident and Emergency Department.

Accident form completed by:.....

Date of form:.....

Staff witness to accident (if any):

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