

Illness & Injury Policy

Aim of the Policy – Kids Allowed Illness and Injury Policy is in place to help promote and encourage a healthy environment and to minimise the spread of infection. It also contains information as to the process followed in the event of an accident occurring in the centre.

The well being of the children, team and visitors using the centre is of paramount importance and the promotion of good health is encouraged.

- Children will be monitored for signs and symptoms of infectious diseases and illness such as diarrhoea and vomiting, chickenpox, measles, mumps, meningitis, and temperatures of 101°F / 38°C degrees or over. Regular visual checks on the child's condition will be made and their temperature taken to ensure prompt action is taken.
- Children who present diarrhoea during the day, are required to be collected as soon as possible and cannot return to the centre for 48 hours. This is to minimise the risk of spreading infection. Children should not return to the centre until their stools have returned to normal and medication is not required to control the situation.
- Children who are teething, frequently have loose stools and in this instance we would not expect parents to collect their child. It is important that team members understand the difference between 'loose stools' and 'diarrhoea'. If a child is going to be sent home and excluded they must first get authorisation from the person in charge.
- Children who vomit for reasons other than eating too fast or bringing back milk i.e. vomit that in the opinion of a Kids Allowed team member is caused by illness, are required to be collected as soon as possible*. This is to minimise the risk of spreading infection. Children cannot return to the centre until the child is back to normal with at least 48 hours having passed since the last time they vomited and when medication is not required to control the situation.
- In the case of vomiting and / or diarrhoea: **If, in the opinion of the Kids Allowed Team, a child has returned to the centre before the condition has properly cleared up then the parents will be asked to come back and collect their child. This is to minimise the risk of spreading the illness to other children. Parents will then be required to keep their child off for a further 48 hours since the child's last episode as per the HPA recommendation.**
- If an outbreak of a sickness and/or diarrhoea type illness occurs in a room affecting multiple children/colleagues, the exclusion period may be increased at our discretion until the outbreak is gone.
- The welfare of **all** children attending the centre has to be considered in the event of suspected sickness. If, in the opinion of the team, a child is ill and requires medical treatment or further diagnosis, a call will be made to the parent requesting they arrange to collect their child as soon as possible.
- Children who are absent from the centre due to an infectious illness must be fully recovered before they return to the centre. The Health Protection Agency has a guideline poster which can be found around the centre (or you can ask Reception for a copy) that provides information to parents such as incubation and exclusion periods for the more common childhood ailments. The poster is displayed on the Parent Notice Board and is available at www.hpa.org.uk **N.B.** In instances where children are prescribed antibiotics or have vomiting or diarrhoea, our *Medicines Policy* will determine / override the recommended period of absence. The child's attendance at the centre is at the ultimate discretion of Kids Allowed.
- If a child has head lice and is not being treated effectively for it, Kids Allowed will ask that the child remains at home until they are clear of the lice to prevent further spreading.
- Should there be an outbreak of food poisoning or an occurrence of a notifiable disease, Kids Allowed will notify Ofsted and the Environmental Health Department. See our *Ofsted Notifiable Diseases* document for the current list.
- Kids Allowed have an ongoing programme of Paediatric First Aid training for all team members, renewed on or close to either side of their expiry date, where possible.
- Disposable gloves and other PPE are readily available and must be worn when responding to accidents.

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*Please note: On occasion a parent or colleague may differ in their view of whether diarrhoea, vomiting or illness is a trigger for exclusion. Parents can challenge an exclusion decision with the Centre Manager. The manager's decision on whether a period away from the centre is required or not required is final.

In the event of a **minor accident or illness** the following procedures are in place:

- The injury/illness will be assessed by a team member and first aid given, if required.

An *Accident/Illness Form* will be completed on the day by a team member.

NB. An Accident Form should only be completed in the following instances: when first aid has been administered, if the child is unusually distressed or if the child has had a bite, sting or head bump.

- Ongoing supervision and monitoring of the child will be made and a risk assessment undertaken, should this be applicable
- In the case of a non-emergency or minor illness, a team member may call the child's parent to advise them of the situation if they think that this is appropriate. The parent will not be required to collect the child if they are happy to see how things go. If a team member cannot get through to the parent, they will leave a message where possible but no further action will be taken to try and contact the parent.
- The parent will be given information regarding the accident/illness on collection of their child and will be requested to read and sign the *Accident/Illness Form* if one was required.

In the event of a **major accident or suspicion of a serious illness** the following procedures are in place:

- The injury/illness will be assessed by a team member and first aid given if necessary.
- A member of centre management will be notified of the accident/illness details and a prompt decision will be made as to whether hospital treatment is required. This may include dialling 999 for an ambulance. If you cannot get hold of centre management for whatever reason and you feel an ambulance is needed – do not hesitate to call 999.
- The parent will be contacted to inform them of the situation. If the parent is not able to reach the centre within an appropriate length of time, one senior team member, will accompany the child to the Accident and Emergency Department or where applicable an ambulance will be called. The parent will be informed to go directly to the designated hospital.
- If a child is fitting, has lost consciousness, has breathing difficulties, is choking or their condition is potentially life threatening then an ambulance will be called immediately and emergency first aid will be given. This may include administration of an Epipen, CPR, choking prevention techniques or use of the recovery position etc. This should be done where possible by a qualified first aider.
- If an Epipen needs to be administered and you are confident to do so regardless of your seniority, do not hesitate to administer the Epipen following the instructions on the packaging, as time is often of the essence.
- Two team members (one of which is a senior) will accompany the child to the hospital. Parents will be contacted by centre management to inform them of the situation and requested to go directly to the hospital.
- An *Accident/Illness Form* will be completed on the day and the parent will be asked to read and sign. This may not be on collection but should be completed and signed as soon as possible following the accident/illness.

Accidents or Illnesses during Outings

Should an accident or illness occur during an outing, our team will follow the same procedures above liaising with the centre management by phone to ensure prompt appropriate action is taken and assistance sought where necessary to maintain the safety of other children also on the outing if hospital treatment is required.