



## Out of School Club

### Illness and Accidents

*This policy should be read alongside the School's First Aid Policy and Supporting Pupils with Medical Conditions Policy*

At Brewster Avenue 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 or carers must complete the **Medical 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, in an Accident Record book, which the parent or carer will be given a copy when they collect the child.

Brewster Avenue Out of School Club 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.

Details of exclusion periods can be found here:

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/children-and-young-people-settings-tools-and-resources>

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 sent a letter or email asking them to check their own children for head lice.

### Procedure for a minor injury or illness

The staff 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 monitored 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 **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 urgency, and if they are unavailable we will call the other emergency contacts that we have on file for the child.
- The headteacher should also be contacted to provide support and make any necessary arrangements for supervision of children remaining at the club.
- After a major incident the staff and headteacher will review the events and consider whether any changes need to be made to the Club's procedures.
- 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).

### **Medication**

Please let the staff know if your child is taking prescribed medicine. If your child needs to take medicine whilst at the Club you will need to complete a *Permission to administer medication form* in advance. See the schools Supporting Pupils with Medical Conditions Policy for more details.