

Illness and Accidents Policy

At The Kidz Lounge, we will deal promptly and effectively with any illnesses, accidents or injuries that occur whilst children are in our care. We take all practical steps to protect children and staff from communicable diseases and maintain a safe and healthy environment.

All parents and carers are required to register their child on our online booking system before attending the Club. During registration, parents/carers are asked to provide emergency contact details and consent for emergency medical treatment in the event of a serious accident or illness.

All accidents, incidents, illnesses and any treatment administered will be recorded appropriately on an Accident Record or Incident Record. Parents or carers will be asked to sign the record upon collection of their child or, where appropriate, an email containing the details of the incident/accident will be sent. Parents/carers will be asked to confirm that they have received and read the information.

The Kidz Lounge cannot accept children who are unwell. If a child becomes unwell before attending the Club, parents/carers must not bring them to the setting. If a child becomes ill whilst attending the Club, parents/carers will be contacted and asked to collect them as soon as possible.

Children who have been unwell must not return to the Club until they have fully recovered or until the recommended exclusion period has passed (see exclusion guidance table at the end of this policy).

First Aid

The Club's designated First Aiders are Joanne Bullous and Nicola Johnson.

The designated First Aiders hold current Paediatric First Aid certificates and have completed a 12-hour Paediatric First Aid course in line with the requirements of Annex A of the EYFS framework. First aid training is renewed every three years.

To ensure that a qualified first aider is always present whilst the Club is operating, additional staff members may also receive first aid training.

The Club will take into account the number of children attending and the layout of the premises to ensure first aiders are able to respond quickly and appropriately in the event of an accident or emergency.

- The location of the first aid box and details of qualified first aiders are clearly displayed within the setting.
- The designated First Aider regularly checks first aid supplies to ensure contents are in date, suitable for children and compliant with the Health and Safety (First Aid) Regulations 1981.
- A first aid kit will be taken on all outings.
- At least one member of staff attending any outing will hold a current Paediatric First Aid certificate.

Procedure for Minor Injury or Illness

The qualified first aider on duty will determine the most appropriate action if a child becomes ill or sustains a minor injury.

- If a child becomes ill during a session, parents/carers will be contacted and asked to collect the child as soon as possible. The child will be kept comfortable and supervised until collection.
- If a child complains of feeling unwell but their wellbeing is not significantly affected, staff will continue to monitor the child and inform parents/carers at collection.
- If a child sustains a minor injury, appropriate first aid will be administered and the child monitored for the remainder of the session.
- Parents/carers will be informed of all injuries and treatment given.

Procedure for Major Injury or Serious Illness

In the event of a serious illness or major injury, the qualified first aider on duty will assess whether emergency medical treatment is required immediately or whether it is safe to wait for the child's parent/carer to arrive.

- If emergency treatment is required, an ambulance will be called immediately.
- A member of staff will accompany the child to hospital and remain with them until a parent/carer arrives.
- The child's medical information and emergency contact details, held securely on the Club's online system and Club phone app, will accompany the member of staff.
- Parents/carers will be contacted immediately. If unavailable, emergency contacts listed on the child's records will be contacted.
- Following any serious incident, the Manager and staff team will review the circumstances and consider whether any amendments to policies, procedures or risk assessments are required.

The Club will notify relevant agencies where required:

- Ofsted and child protection agencies will be informed of any serious accident, injury or death involving a child in our care as soon as reasonably practicable and within 14 days.
- The Health and Safety Executive (HSE) will be notified under RIDDOR where applicable, including cases involving death, major injury or serious incidents as defined by current legislation.

Communicable Diseases and Conditions

The Club aims to minimise the spread of illness and infection within the setting.

- If head lice are identified, parents/carers of the affected child will be informed discreetly.
- Other families may be advised to check their child's hair, whilst maintaining confidentiality.
- If an infectious or communicable disease is identified within the setting, parents/carers will be informed as soon as reasonably possible.
- In the event of food poisoning affecting two or more children, the Manager will notify Ofsted as soon as reasonably practicable and within 14 days.

- If there is an outbreak of a notifiable disease, the Club will inform the local Health Protection Team, Ofsted and the HSE where appropriate.

Useful Contacts**Health Protection Team – East Midlands**

0344 225 4524

Ofsted

0300 123 4666

RIDDOR Incident Contact Centre

0845 300 9923

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements – Staff Qualifications, Training, Support and Skills [3.25], Accident or Injury [3.51–3.52] and Food and Drink [3.50].

Minimum exclusion periods for infectious conditions and diseases

Disease/Condition	Exclusion period
Chicken Pox	Until all vesicles (spots) have crusted over
Cold Sores	None. Avoid contact with sores
Conjunctivitis	None
Diphtheria*	Exclusion always necessary, consult local Health Protection Team
Diarrhoea and Vomiting	48 hours after last episode of diarrhoea or vomiting
Glandular Fever	None
Gastro-enteritis, E. Coli, Food Poisoning, Salmonella and Dysentery	48 hours after last episode of diarrhoea - further exclusion may be required for some children
Hand, Foot and Mouth disease	None
Hepatitis A*	Until 7 days after onset of jaundice
Hepatitis B* and C*	None
High temperature	24 hours
HIV/AIDS	None
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment
Influenza	Until recovered
Measles*	4 days from onset of rash
Meningitis*	Until recovered
Molluscum Contagiosum	None
Mumps*	5 days from onset of swollen glands
Pediculosis (lice)	None
Pertussis* (Whooping cough)	5 days from commencing antibiotic treatment or 21 days from the onset if antibiotics not given
Ringworm	Exclusion not usually required
Rubella* (German Measles)	4 days from onset of rash
Scabies	Until first treatment has been given
Scarlet fever*	24 hours after starting antibiotic treatment
Slapped Check, Fifth Disease	None (once rash has developed)
Threadworms	None
Tonsillitis	None
Tuberculosis*	Consult local Health Protection Team
Typhoid*, Paratyphoid*	48 hours after last episode of diarrhoea - further exclusion may be required for some children
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.

