

Stepping Stones

Illness and Accidents

At Stepping Stones 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 **Permission 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 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.

Stepping Stones 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 (see table at the end of this policy).

First aid

All of our current staff are trained First Aiders and will have a current first aid certificate and will have attended a 12 hour paediatric first aid course. This training is completed every two years and everyone employed by the club at that time will be required to undergo this training. If anyone joins in the meantime they will then go on the next training course.

The location of the first aid boxes will be readily available and the designated First Aider, Sharon Stone, regularly checks the contents of this 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

A 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 parent or carer 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 **Permission Form** with them and will consent to any necessary treatment (as approved by the parents on the **Permission 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 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 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: 02076548000

Ofsted: 0300 123 1231

RIDDOR Incident Contact Unit: 0845 300 99 23

This policy was adopted by: Stepping Stones and reviewed 10/01/2024

Signed: Philip Stone

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2012): Safeguarding and Welfare Requirements: Accident or injury [3.48-3.49] and Food and drink [3.47].*

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) 21 days from the onset or 5 days from commencing antibiotic treatment

Poliomyelitis Until certified well by doctor

Ringworm of scalp Until cured

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.