

## **ILLNESS AND ACCIDENT PROCEDURE**

The Avenue Breakfast and After School Club will deal promptly and effectively with any illnesses or injuries that occur while the children are in our care.

### Illness

All parents/carers must complete the **Registration Form** when their child joins the club, requesting information about any medical conditions your child may have and emergency contact details etc.

The Avenue Breakfast and After School Club cannot accept children who are ill. If any children becomes ill whilst in our care we will contact their parent/carer, we may ask you to take your child home until they fully recovered. Children who are unwell with an infectious disease should not be at the club; once they are better they can return to the club unless they pose a risk of infection to others. They should not return until the risk has passed. We take all practical steps to keep staff and children safe from communicable diseases.

**If your child has sickness and/or diarrhoea you must keep them home for a minimum of 48 hours after the last bout of either.**

### First Aid and Accidents

We have first aiders who have attended a 12 hour paediatric first aid course and have a current first aid certificate. The location of the first aid box and a list of qualified first aiders are clearly displayed in the hall. The manager will ensure that the contents of the first aid box are regularly checked to ensure that they are up to date, appropriate for children and comply with the Health and Safety Regulations. 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.

If your child has an accident in the club we will complete an **Accident form** or **Incident Form** as appropriate, including the treatment given, which the parent/carer will be asked to sign when they collect their child.

If there are any major accidents within the club involving your child, we will call an ambulance if required and contact you immediately.

If a child needs to be admitted to hospital, in the event of an emergency, and none of the adults with responsibility can be contacted, the school will continue to act in *loco parentis* and accompany the child to hospital and stay until the parent or carer arrives.

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| This procedure was adopted and reviewed on: | Date: 23/10/2020                           |
| To be reviewed: Annually                    | Signed: Stewart Miller, Chair of Governors |