



## Early Bloomers After School Club

### Illness and Accidents Policy

At Early Bloomers after 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 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.

Early Bloomers After 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 (see table at the end of this policy).

#### First aid

The Club's designated First Aider is Talvinder Kaur. The designated First Aider has a current first aid certificate and has attended a 12-hour paediatric first aid course. We ensure there is a qualified first aider present and available at all times when the Club is running. Therefore, other members of staff also receive first aid training. We consider the number of children and layout of the premises to ensure that first aiders are able to respond quickly to any incident.

The location of the first aid box and a list of qualified first aiders are clearly displayed at the Club. The designated First Aider regularly checks the contents of the first aid box to ensure that they are up to date, appropriate for children and comply with the Health and Safety (First Aid) Regulations 1981.

The manager ensures 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

The 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 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 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 Southwark Children's Social Care 020 7525 1921 and the LADO 020 7525 0689 in the event of any serious accident or injury to a child in our care, as well as Ofsted as soon as reasonably possible and within 14 days of the incident occurring at the latest.
- We will notify H&S Executive (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).

### **Communicable diseases and conditions**

If an infectious or communicable disease is detected on the Club's premises, we will inform parents and carers as soon as possible, as well as Ofsted within 14 days. The exclusion time will be indicated by the government guidance

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/exclusion-table> [Health Security Agency, 2026].

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.

For respiratory infections, including coronavirus, children and young people should not attend if they have a high temperature and are unwell.

Children who have a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/exclusion-table> [Gov.uk;2026].

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.

Ofsted will also be informed even in the event of a minor injury that may require hospital treatment more than 24 hrs.

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.

### **Useful contacts**

Health Protection Unit: 0203 764 0804

Ofsted: 0300 123 1231

RIDDOR Incident Contact Unit: 0845 300 99 23

|                                                                                                |                            |
|------------------------------------------------------------------------------------------------|----------------------------|
| This policy was adopted by: Early Bloomers After School Club on 12/09/14                       | Review date: August 2026   |
| To be reviewed: Yearly or following a change in practice or legislation, whichever comes first | Signed: Mrs Talvinder Kaur |

Written in accordance with the:

- *Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare Requirements: Accident and injury / Medicines*

- *Government guidance* <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/exclusion-table> [Health Security Agency, 2026]

## Minimum exclusion periods for infectious conditions and diseases

| <b>Disease/Condition</b>                                            | <b>Exclusion period</b>                                               |
|---------------------------------------------------------------------|-----------------------------------------------------------------------|
| 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.