Zac’s Club Limited

Sick Child Policy and Procedures

**Aim:**

To ensure a child who is sick or becomes sick in our care receives the treatment/care they require, and to reduce the risk of an outbreak.

1. When a child is ill, or will be absent from a session for whatever reason, our procedure is designed to ensure that staff know that the child will not be attending, and that they give appropriate advice to parents/carers when advising us of the situation.

* It is essential that if a child is ill and will not be joining the session that the parent or carer contact the setting as soon as possible, and speak directly with a member of the Zac’s Club Team. Please phone or text the setting directly: Escrick 07721 062404 or Riccall 07818 811995. Please do not rely on school passing this information on, as during busy handover times, we many unnecessarily be searching for a child who is actually absent, until this is established.
* Information regarding a child’s illness is passed onto the member of staff in charge and recorded on the online register for that day.
* The management will inform parents/carer of any incubation period where this is relevant.
* School and Zac’s Club need to be contacted separately. We will not be able to inform the school of a child’s absence.

2. The procedure in the event of a child becoming ill during the session ensures the safety of the child, and minimises the risk of a spread of infection.

* If a child becomes sick whilst in our care we will use our contact list to contact a suitable person to collect that child. If we are unable to contact you, we will use the emergency contacts that parents provided to us on registration.
* Parents/carers will be asked to come and collect their child as soon as possible.
* Whilst in our care we will make the child as comfortable as possible and a member of staff known to the child will comfort and care for the child until you arrive, in an area away from other children where possible /appropriate.
* The child will be attended by an on duty paediatric first aider to assess the situation and treat appropriately if necessary. It is our policy however that all staff are trained in paediatric first aid and should be able to carry out these duties.
* Parents must ensure that emergency contacts are kept up to date, and inform us of any change of telephone number (especially mobile numbers), as well as any change in persons they authorise to collect a child. Parents are able to supply this information via our online booking and registration system, or advising us in writing or by email.
* If a child becomes unwell in the setting but is not displaying symptoms which require them to be collected we will contact the parent and obtain permission to administer any previously advised prescription medication that the child may have with them or held at the setting specifically for that child for an ongoing condition (eg inhaler for asthma, or piriton for allergic reactions), if necessary. Parents will be asked to sign the medication record on collection of the child at the end of their session, At the time of the phone call you will be made aware that we may need you to collect your child if the medication has not enabled your child to sufficiently recover. Any medication administered will be by a member of the staff team holding their paediatric first aid certificate and this procedure will be witnessed by another colleague, both of whom will complete an administration of medication form.

3. In the event that the setting has, or is notified of an illness we ensure that this is communicated quickly and efficiently to minimise any potential infection to other children/adults, and take appropriate action.

* If an illness is brought to our attention then we will display the relevant information on the door of the setting to advise parents prior to entry into the setting. We will also liaise with the school.
* Confidentiality will be kept at all times.
* If we are notified of a notifiable infectious disease the Local Environmental Health Officer will be contacted. We refer to and follow the guidance provided by the Public Health England <https://www.gov.uk/topic/health-protection/infectious-diseases> who will provide up to date information if required, and details of exclusion periods.
* If 2 or more cases of a notifiable infectious disease occur, Environmental health will be informed and additional support obtained. We will also liaise closely with the school regarding their reported illnesses to ensure any potential infections are contained and exclusion periods observed.

4. Accidents in the setting

* Any accidents will be dealt with by a Paediatric First Aid trained member of staff, and witnessed by another member of staff to ensure the correct course of action in dealing with such an incident, and appropriate treatment is given to children.
* An accident form will be completed at the time of the accident by the First Aider and witness, explained to the parent/carer at the time of collection, and signed by them to acknowledge the information given regarding treatment and preventative actions identified to ensure no repetition. In addition, any child with a bump to the head will receive a bump to the head form, and parents will be notified by telephone at the time of the accident to allow the option to pick up if desired, in line with current school procedure.
* Where staff notice a pre-existing injury to any child they will make enquiry to ascertain how this occurred, and fill in a pre-existing injury form with another member of staff. Parents will be notified, and requested to sign the form along with detailing any reason for injury if known. It may also be necessary to speak with school staff to determine if any accident occurred during the school day which may not have been passed on to us.
* Accident and Pre-existing injury forms are monitored to see if any patterns are forming or if there is any cause for concern. Management will follow up on any concerns with families, school, and in line with our safeguarding procedure as appropriate.

5. Emergency situations

* If the child becomes so ill it may be life threatening, the child must be taken to hospital immediately by ambulance and parents/guardians will be informed.
* A staff member will accompany the child to hospital, and will remain with the child in hospital until parents/guardians arrive.
* Specific care plans are developed for children with specific medical conditions and these are to be read and signed by all the staff team, these plans are reviewed regularly with parents and staff. They are also readily available for staff or parents if they arrive before the ambulance leaves to take to hospital with them in the event of an emergency.
* Where it has been necessary for a child to be admitted to hospital from the setting, and has resulted in an overnight stay, then Zac’s Club must liaise with the school to ensure that either or both the Before & After School Club and school report such incidents to Ofsted or RIDDOR in line with the statutory regulations laid down in the EYFS.

Reference to other policies: Administration of Medication policy,

Health and Safety policy.

Safeguarding Children Policy