

Mistley Kids Club

Accident, Illness and Emergency Policy

It is a requirement and good practice for us to keep a written record of all accidents, incidents and first aid treatment on the premises.

All accidents/incidents will be recorded on an accident/incident form. These are filled out and signed by a member of staff who was present at the time of occurrence, countersigned by the manager on duty, and discussed and signed by the parent/guardian of the child upon collection. If the child is being dropped home, we will send a photo copy of the accident form. If the child goes home and the form does not get signed we will phone the parent/carer and what's app the form over.

If a child becomes unwell, we will call the parent/guardian immediately to come and collect the child. If they are unavailable, we will call the emergency contact identified on the registration form.

If we cannot contact a parent/guardian or emergency contact, we will make the child comfortable away from the other children in a safe, quiet place (on the premises) and continue to try the phone numbers provided.

If it becomes an emergency, then we will call 999 immediately. If they require hospitalisation, then a staff member will accompany and stay with the child until a parent/guardian or representative for them becomes present. This will be either in an ambulance or by car.

In this setting, we are extra vigilant on hygiene and are always striving to improve our already high standards. For this reason, we will not allow children in our setting if they are unwell with an infectious/contagious disease.

Children who have sickness and/or diarrhoea will be excluded from the setting for 48 hours after the symptoms have ended.

We have the right to refuse admission to any child that has a temperature, sickness, diarrhoea or any contagious illness or disease (see attached Health Protection Agency guidelines).

Ofsted will be notified as soon as reasonably practicable but within 14 days of any instances that involve: food poisoning involving two or more children of different families; a serious accident; injury or serious illness of a child and the action undertaken by us, or; the death of a child in our care.

Any serious accident, injury, illness or death (including the aforementioned) will also be reported to the local Child Protection Agency and the Health and Safety Executive under the guidelines set out by RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

Notifiable Diseases:

If we suspect any notifiable diseases, we will phone Public Health England (PHE) within 24 hours if the case is urgent:

Tel: 0300 3038537

Out of hours: 01245 444417.

The abovementioned would also be reported to the Health and Safety executive if it happened to a parent/guardian, member of the public or member of staff whilst on the premises.

The Health and Safety Executive will also be informed of:

- Any work-related accident leading to an injury where they are taken to hospital;
- Any work-related injury to a member of staff that results in them being absent from work for more than seven consecutive days, including weekends but not including the day of the accident/injury;
- If a member of staff suffers from a reportable work-related disease or illness;
- Any death of a member of staff that occurs in connection with activities that relate to our work; and
- Any dangerous occurrence, such as a gas leak.

All medicines (prescribed and non-prescribed) MUST be provided in a named bottle/box and all doses to be recorded in the Medication record (see Mistley Kids Club's Medication Policy).

Any child that has an illness or suffers allergic reactions that require specific training will only be admitted to the setting once a care plan has been written and staff have attended relevant training that has been given by a specialist or health professional.

In the event of an emergency evacuation taking place, the relevant procedure will be followed and the evacuation recorded in the evacuation book. If necessary, the evacuation contingency plan will be implemented.