**Accident and illness Policy**

At AYAwe endeavour to deal promptly and effectively with any illnesses or injuries that may 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 when completing the registration form for AYA, give permission for emergency medical treatment for their child in the event of a serious accident or illness.

Any accidents or illnesses, together with any treatment given, will be recorded on an Incident or Accident Record sheet as appropriate, which the parent or carer will be asked to sign when they collect the child.

The AYA cannot accept children who are ill. If any children are ill when they first arrive at AYA we will immediately notify their parents or carers to come and collect them. Any children who have been ill should not return to AYA until they have fully recovered, or until after the minimum exclusion period has expired. Advice about exclusion can be found at the end of this policy.

**First aid**

Almost all AYA staff are first Aid trained. Trained First Aiders have obtained a first aid certificate and have attended a 12 hour paediatric first aid course which complies with the requirements of Annex A of the EYFS. First Aiders will renew their certificates after 3 years. AYA ensures wherever possible that there are at least 2 qualified first aiders present at every session.

It is the responsibility of the First Aid Coordinator to regularly check the contents of the first aid box to ensure that they are up to date and comply with the Health & Safety (First Aid) Regulations 1981.

During sessions the First Aid box will be located in the locked cupboard in the Creative wing of the Junior School. First Aid kits are also taken outside. The first aid kits are refilled as required. AYA Manager will ensure that a first aid kit is taken on all outings.

**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 sessions. If necessary, the child’s parent/s 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 Registration Form with them and the Medical Professional will make any decisions regarding treatment.
* 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 AYAs policies or procedures.

**Communicable diseases and conditions** If a case of head lice is found at The Breakfast or Afterschool 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 AYAs premises we will inform parents and carers as soon as possible.

If there is an outbreak of a notifiable disease at AYA we will inform the local health protection unit, RIDDOR (if appropriate), and Ofsted.

**Useful contacts**

Health Protection Unit: 0845 055 2022

Ofsted: 0300 123 1231

RIDDOR Incident Contact Unit: 0845 300 99 23

| This policy was adopted by: AYA | Date: 01/09/22 |
| --- | --- |
| To be reviewed: 01/09/23 | Signed |

Annex A of the Statutory Framework for the Early Years Foundation Stage (2017):

**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 |
| Diptheria\* | Until certified well by doctor |
| Diarrhoea and Vomiting | 48 hours after symptoms cleared |
| Glandular Fever | Until fully recoverd |
| Gastro-enteritis, E Coli, Food Poisoning, Salmonella and Dysentry | 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 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 treatment |
| Slapped Cheek, Fifth Disease | None |
| Streptococcal infection of the throat | 3 days from the start of the treatment |
| Threadworm | None |
| Tonsilitis | None |
| Tuberculosis | Until certified well by doctor |
| Typhoid\*, Paratyphoid\* | Until certified well by doctor |
| Warts (including Verruca) | None. Verruca suffers should keep feet covered |

\* Denotes a notifiable disease.

If in any doubt contact local health services for further information.