

## Sickness and Accident Policy

### 1. Introduction

Summer Adventure Camp Ltd (SAC) is committed to dealing efficiently and effectively with illnesses and emergencies that may arise while children are in our care, and helping to keep all staff and children safe from infectious and communicable diseases.

### 2. First Aid

SAC recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given at SAC. SAC has a designated member of staff responsible for First Aid and resuscitation. This person has an up to date First Aid certificate that meets the criteria set out by DCSF (primarily that it includes first aid for infants and young children and is a minimum of 12 hours). The certificate must be updated every 3 years. Other members of staff will have First Aid training so that there is always a qualified First Aider on site. The First Aid box will be regularly checked to ensure its contents are up to date, in good condition and fulfil the criteria set out in the Health and Safety (First Aid) Regulations 1981. The location of the First Aid box, and the names of any other qualified first-aiders, will be clearly displayed around the Club's premises. A First Aid box will be taken on all site visits or outings. This is the responsibility of the designated First Aider, or where this is not possible, the Manager. All parents/carers must complete and sign the **Booking System** enabling the Manager or any member of staff so empowered, to give permission for emergency medical treatment for their child in the event of a major accident or illness.

### 3. In the Event of a Major Accident or Illness:

- The First Aider will be notified and take responsibility for deciding upon the appropriate action
- The First Aider will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parent/carer to arrive
- If the child needs to go straight to hospital, an ambulance will be called. The parent/carer will also be contacted. A member of staff will accompany the child to the hospital and will consent to medical treatment being given (on the **BOOKING SYSTEM**)
- All such accidents or incidents will be recorded in detail and logged in the **BOOKING SYSTEM** Parents/carers will be asked to sign in the relevant section of the form to acknowledge the incident or accident and any action taken by SAC and its staff
- The Manager and other relevant members of staff should consider whether the accident or incident highlights any actual or potential weaknesses in SACs policies or procedures, and act accordingly, making suitable adjustments where necessary
- Parents/carers will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by SAC and its staff

In an emergency the manager will contact parents to collect immediately and the emergency relief worker will attend to support the staff.

In the Event of a Minor Accident, Incident or Illness the designated First Aider will be notified and take responsibility for deciding upon any appropriate action.

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- If the child is judged to be able to safely remain at SAC the First Aider will remove the child from the activities and, if appropriate, treat the illness/injury themselves
- If the child is feeling sufficiently better, they will be resettled back into the activities, but will be kept under close supervision for the remainder of the session
- At the end of the session, the First Aider will fully inform the parent/carer of the illness/accident and any treatment given.
- If the injury cannot be treated by the First Aider, but does not warrant hospitalisation (or the child continues to feel unwell or requests to go home) the parent/carer will be contacted immediately and asked to collect their child. Until the parent/carer arrives, the child will be kept under close supervision and as comfortable as possible.
- All such accidents and incidents will be recorded in detail and logged on to the **Booking system**. Parents/carers should sign to acknowledge the incident and any action taken. The Manager and any other relevant staff should consider whether the accident or incident highlighted any actual or potential weakness in SACs policies or procedures, and make suitable adjustments if necessary.

In circumstances where designated First Aider is absent, the Manager will assume all responsibilities, or nominate an appropriately trained replacement. If a child has had to go home prematurely due to illness, they should remain at home until they are better for at least 24 hours, or according to the times set out in the infectious and communicable diseases policy. If a member of staff becomes ill at work, similar restrictions on their return will apply.

#### 4. Infectious and Communicable Diseases

If any infectious or communicable disease is detected on the premises, SAC will inform parents/carers in writing as soon as possible. RIDDOR (where relevant) and Ofsted will also be informed of any infectious or communicable diseases discovered at camp.

#### 5. Head Lice

When a case of head lice is discovered at SAC, the situation will be handled sensitively. The child concerned will not be isolated from other children, and there is no need for them to be excluded from activities or sessions at SAC. When the child concerned is collected, their parent/carer will be informed in a sensitive manner. Parents/carers will be informed as quickly as possible of the head lice but the child concerned will not be mentioned. Parents will be given advice and guidance on treating head lice. Staff should check themselves regularly for lice and treat whenever necessary.

#### Exclusion Period

Antibiotics prescribed First 24 hours

Chicken Pox- 7 days from when the rash first appeared

Conjunctivitis- 24 hours or until the eyes have stopped 'weeping'

Vomiting- 48 hours

Diarrhoea- 48 hours

Diphtheria- 2-5 days

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Gastro-enteritis or food poisoning- 24 hours or until advised by the doctor

Salmonella and Dysentery Glandular Fever- Until certified well

Hand, Foot and Mouth disease- During acute phase and while rash and Ulcers are present

Hepatitis A- 7 days from onset of jaundice and when recovered

Hepatitis B- Until clinically well

High temperature- 24 hours

Impetigo- Until the skin has healed

Infective hepatitis- 7 days from the onset

Measles- 7 days from when the rash appeared

Meningitis- Until certified well

Mumps- 7 days minimum or until the swelling has subsided

Pediculosis (lice)- Until treatment has been given

Pertussis (whooping cough)- 21 days from the onset

Plantar warts- Should be treated and covered

Poliomyelitis- Until certified well

Ringworm of scalp- Until cured

Ringworm of the body- Until treatment has been given

Rubella (German Measles)- 4 days from onset of rash

Scabies- Until treatment has been given

Scarlet fever and streptococcal- 3 days from the start of the treatment

Infection of the throat- Until declared free from infection by a doctor

Tuberculosis- Until declared free from infection by a doctor

Typhoid fever- Exclusion not necessary

Warts (including Verruca)- Exclusion not necessary sufferer should keep feet covered

This list is not necessarily exhaustive, and staff are encouraged to contact local health services if they are in any doubt.

## 6. Drugs / Alcohol

Staff, students, volunteers or children who arrive at SAC clearly under the influence of illegal drugs / alcohol, will be asked to leave immediately and disciplinary procedures implemented. If a child is found in possession of illegal drugs / alcohol on the premises, their parent/carer will be informed. If staff are found in possession of illegal drugs, serious disciplinary action will follow. In cases where staff are taking prescribed drugs that may affect their ability to function effectively at work, the Manager must be

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informed as early as possible and a risk assessment will be completed. If a member of staff has good reason to suspect that a parent/carer is under the influence of illegal drugs or alcohol when they drop off or collect their child, they have a duty to inform both the Manager and the designated Child Protection Officer, according to the provisions of the **Safeguarding Policy**. In such circumstances, the Manager and Child Protection Officer will then be responsible for deciding upon the appropriate course of action, ensuring that the safety and protection of the child remains paramount at all times. Staff will make all possible efforts to ensure that children are not allowed to travel in a vehicle driven by someone who is clearly under the influence of illegal drugs / alcohol. Where an illegal act is suspected to have taken place, the police will be called.