



THE WHITE ROSE FEDERATION

ILLNESS AND ACCIDENTS POLICY – OUT OF SCHOOL CLUB

Document Status			
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Autumn 2023		Autumn 2025	
Responsible officer			
J. Marwood			
Signed:			
Headteacher	S. MacDonald	Chair of Governors	J. Brown & A. Burr

Links to Other Policies	

Out of School Club

Illness and Accidents

At our Breakfast and Out of School Clubs 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 have completed the School Child Record Form at the start of the academic year, 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 **Accident Record** sheet as appropriate, which the parent or carer will be given a copy of when they collect the child.

Our Out of 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.

First aid

There is at least one member of staff on site during our Out of school Clubs that has Paediatric First Aid training. First aid training will be renewed every three years.

The location of the first aid box and a list of qualified first aiders are clearly displayed at the Club. The federation admin assistant 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.

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 should call the Executive Headteacher or Head of School immediately so that cover can be arranged to look after any other children on site, if during out of school club. 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**). Alternatively, the staff member will have access to the Child Record Form on ScholarPack.

- 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 ScholarPack 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 Ofsted and child protection agencies in the event of any serious accident or injury to a child in our care as soon as reasonably possible and within 14 days at the latest.
- We will notify NYCC/HSE under RIDDOR in the case of a death or major injury on the premises (eg broken limb, amputation, dislocation, etc – see the HSE website for a full list of reportable injuries).

Useful contacts

Health Protection Unit: tel: 01904 687100

Ofsted: 0300 123 1231

RIDDOR Incident Contact Unit: 0845 300 99 23

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2023): Safeguarding and Welfare Requirements: Staff Qualifications, Training, Support and Skills [3.25], Accident or injury [3.50-3.51], Food and drink [3.49] and Annex A: Criteria for effective PFA training, [p36].*