

Illness and Accidents

At ASD Stars, we promptly and effectively manage 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 must complete the Medical Form when their child joins the Club, granting permission for emergency medical treatment in the event of a serious accident or illness.

We will record any accidents or illnesses, along with any treatment given, on an Incident Record or Accident Record sheet as appropriate. The parent or carer will be asked to sign this when they collect the child.

ASD Stars cannot accept children who are ill. If any children are ill upon arrival at the club, we will immediately notify their parents or carers to collect them. Children who have been ill should not return to the Club until they have fully recovered or until after the minimum exclusion period has expired (see table at the end of this policy).

First Aid

The Club's designated First Aiders are listed in the venue and on our website. Each Manager maintains a list of first aid trained staff for that specific day. The designated First Aider holds a current first aid certificate and has attended at least a six-hour paediatric first aid course. First aid training will be renewed every three years. To ensure a qualified first aider is present at all times when the Club is running, other staff members will also receive first aid training. We will consider the number of children and the layout of the premises to ensure that first aiders can respond quickly to any incident.

The location of the first aid box and a list of qualified first aiders are clearly displayed at the Club. The designated First Aider regularly checks the contents of the first aid box to ensure they are up to date, appropriate for children, and comply with the Health and Safety (First Aid) Regulations 1981.

The manager will ensure that a first aid kit is taken on all outings and that at least one member of staff on the outing holds a current paediatric first aid certificate.

Procedure for a Minor Injury or Illness

The first aider at the session will decide the appropriate action 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 closely supervised while awaiting collection.
- If a child complains of an illness that does not impair their overall wellbeing, the child will be monitored for the rest of the session, and the parent or carer will be informed upon collection.
- 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

If a child becomes seriously ill or suffers a major injury, the first aider at the session will decide whether the child needs to go straight to hospital or if 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 accompany the child to the hospital. The staff member will take the child's Medical Form and consent to any necessary treatment (as approved by the parents on the Medical Form).
- We will contact the child's parents or carers urgently. If they are unavailable, we will call the other emergency contacts on file for the child.
- After a major incident, the manager and staff will review the events and consider any necessary changes to the Club's policies or procedures.
- We will notify Ofsted and child protection agencies 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 HSE under RIDDOR in the case of a death or major injury on the premises (e.g., broken limb, amputation, dislocation, etc.—see the HSE website for a full list of reportable injuries).

Communicable Diseases and Conditions

If a case of head lice is found at the Club, the child's parents or carers will be discreetly informed upon collection. Other parents will be advised to check their own children for head lice, but care will be taken not to identify the affected child.

If an infectious or communicable disease is detected on the Club's premises, we will inform parents and carers as soon as possible.

If there is an incident of food poisoning affecting two or more children at the Club, the Manager will inform Ofsted as soon as possible, and within 14 days at the latest.

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

Useful contacts

Health Protection Unit: 03442250562 option 1

Ofsted: 0300 123 1231

RIDDOR Incident Contact Unit: 0845 300 99 23

This policy was established by: ASD Stars	Date: 20/10/2024
To be reviewed: 1/09/2026	Signed:

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017): 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]