

Children's Health policy (First Aid, Accidents, Illness and Infection Control)

At Knutz Out of School Club we will promote the good health of the children that we look after. We will deal promptly and effectively with any illnesses, accidents or injuries that occur while children are in our care. We take all practical steps to keep staff and children safe from communicable diseases by taking appropriate action if children are ill or infectious.

All parents or guardians must complete the Health and Medical questions on their child's registration form when their child joins the Club. They must also give permission for staff to seek 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 or Incident record as appropriate. The parent or carer will be asked to sign the accident or incident record on collection or on their Parent Zone app.

Knutz Out of School Club cannot accept children who are ill or infectious. If any children are ill when they first arrive at the Club, we will immediately notify their parents or guardians to come and collect them. Any children who have been ill or infectious 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).

Pre-existing Injuries

We expect parents/carers to inform us of any injuries their child has sustained while at home or at school prior to attending their session at Club. School staff sometimes inform us of injuries a child attending Club has sustained at school that day. Staff are to record any pre-existing injuries or marks they notice on children attending Club each session so the information can be passed on to parents/carers.

First aid

All staff attend a 12-hour paediatric course, which complies with the requirements of Annex A of the EYFS, during their induction. First aid training will be renewed every three years. All members of staff receive the full paediatric first aid training so there is always a qualified first aider present and available whenever the Club is running. We consider the number of children and layout of the premises to ensure that first aiders are able to respond quickly to any incident.

A first aid kit is available in each area of the club we are using. The first aid kits are regularly checked by team members to ensure they are properly stocked, the contents are in 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 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 guardian 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 guardian 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. The accident record on I-Connect will be completed and sent to the parent on the Parent Zone app or a text message sent to inform the child's parent. 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

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will decide whether the child needs to go straight to hospital or whether it is safe to wait for their parent or guardian 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 Health and Medical Form with them and will consent to any necessary treatment (as approved by the parents on the Health and Medical Form).
- We will contact the child’s parents or guardians 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 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 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).

Infection Control

Hand hygiene is one of the most important ways of controlling the spread of infections, especially those that children are especially susceptible to. We will ensure access to soap, warm water and paper towels. Where this is not possible, alcohol hand gel can be used on hands that are not visibly dirty.

All children will be reminded to wash their hands after using the toilet, before eating and handling food and at other times it is necessary, such as after messy activities or if animals are present.

Our setting and equipment are cleaned regularly. We will take advised of the UKHSA health protection team should any outbreak of infection be noted.

Communicable diseases and conditions

If a case of head lice is found at the Club, the child’s parents or guardians 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 Club’s premises, we will inform parents and guardians as soon as possible.

If there is an incident of food poisoning affecting two or more children looked after 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

PHE East of England Health Protection Team (Harlow, Essex) 0300 303 8537 option 1

Ofsted: 0300 123 1231

RIDDOR Incident Contact Unit: 0845 300 99 23

Policy adopted by **Knutz Out of School Club**

Date updated 112 May 2025

Due for review January 2026

Signed:


Owner/Manager

*Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024):
Safeguarding and Welfare Requirements: Suitable People [3.9-3.15], Paediatric First Aid [3.29-3.32], Health [3.5-3.54], Safety and suitability of premises environment and equipment [3.62, 3.63]*

Minimum exclusion periods for infectious conditions and diseases

Disease/Condition	Exclusion period
Chicken Pox	At least 5 days from onset of rash and until all blisters have crusted over
Cold Sores	None. Avoid contact with sores
Conjunctivitis	None
COVID-19 and other respiratory infections	Should not attend if displaying a high temperature and are unwell. Those who test positive for Covid-19 should not attend the setting for 3 days after the day of testing
Diphtheria*	Exclusion always essential; consult local Health Protection Team
Diarrhoea and Vomiting	48 hours after last episode of diarrhoea or vomiting
Glandular Fever	None
Gastro-enteritis, E. Coli, Food Poisoning, Salmonella and Dysentery	48 hours after last episode of diarrhoea – further exclusion may be required for some children
Hand, Foot and Mouth disease	None
Hepatitis A*	Until 7 days after onset of jaundice
Hepatitis B* and C*	None
High temperature	24 hours
HIV/AIDS	None
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment
Influenza	Until recovered
Measles*	4 days from onset of rash
Meningitis*	Until recovered
Molluscum Contagiosum	None
Mumps*	5 days from onset of swollen glands
Pediculosis (lice)	None
Pertussis* (Whooping cough)	5 days from commencing antibiotic treatment or 21 days from the onset if antibiotics not given
Ringworm	Exclusion not usually required
Rubella* (German Measles)	4 days from onset of rash
Scabies	
Scarlet fever*	24 hours after starting antibiotic treatment
Slapped Check, Fifth Disease	None (once rash has developed)
Threadworms	None
Tonsillitis	None
Tuberculosis*	Consult local Health Protection Team
Typhoid*, Paratyphoid*	48 hours after last episode of diarrhoea – further exclusion may be required for some children
Warts (including Verruca)	None. Verruca sufferers should keep feet covered

* Denotes a notifiable disease.

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