

Children's Health policy

(First Aid, Illness, Infection Control, Accidents and Allergies)

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/Carers 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 on our Ovivio Platform. 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 Parent/Carer 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.

Allergy Management and Benedict's Law

Knutz Out of School Club is committed to providing a safe environment for children with allergies, intolerances and medical conditions. We work in partnership with parents/carers to ensure that every child with a known allergy or medical condition has an up-to-date healthcare or allergy plan which details their condition, symptoms, medication, medication and any dietary requirements.

We gather allergy and dietary information before a child attend our setting. The information is reviewed regularly and as a child's needs change. All staff are made aware of children's allergies and medical conditions. Food preparation, snack and meal routines are managed to minimise the risk of accidental exposure to allergens. For example, children do not bring/consume their own food items at club.

All staff undertake appropriate training to recognise the signs and symptoms of an allergic reaction, including anaphylaxis, so they know how to respond promptly to an emergency. Training includes 12 hour Paediatric First Aid (three yearly), Allergy Awareness training (two yearly, and to practise the use of autoinjectors (annually). Prescribed allergy medication, usually antihistamines and autoinjectors, are stored safely in the Welfare room. These are easily accessible during term-time club sessions. If the location of club changes during holiday clubs the medication may be stored

nearby. Staff will administer prescribed emergency medication where necessary and in accordance with the child's healthcare plan or following advice from emergency services.

From September 2026, schools have additional responsibilities for supporting pupils with medical conditions under legislation commonly referred to as Benedict's Law. As an independent childcare provider (PVI) we continue to meet our existing responsibilities under the EYFS and Childcare Register. We work collaboratively with the school to ensure clear arrangements are in place for supporting children with allergies and medical conditions.

We review our allergy management procedures annually or after we have needed to administer allergy medication. This includes reviewing permission to give medication forms termly and checking/updating healthcare plans and access to medication each September.

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 will be completed on Ovivio. The child's parent will be asked to sign the accident form digitally at collection or the next earliest chance. 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 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, to a set schedule. We will take the advice of the UKHSA health protection team should any outbreak of infection at our club be detected.



We follow the advice set out in the GOV.UK guidance for [Preventing and controlling infections in children and young people's settings](#).

Communicable diseases and conditions

If a case of head lice is found at the Club, the child's Parent/Carer 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/Carers 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

UKHSA East of England Health Protection Team (Harlow, Essex) 0300 303 8537

Ofsted: 0300 123 1231

RIDDOR Incident Contact Unit: 0845 300 99 23

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