

Louie's Helping Hands

ILLNESS & ACCIDENTS POLICY

CHAIRPERSON: SARA LLEWELLYN

DATE AGREED: 22 FEBRUARY 2017

DATE OF NEXT REVIEW: 22 FEBRUARY 2018

ALL, STAFF HAVE ACCESS TO THIS POLICY AND SIGN TO THE EFFECT THAT THEY HAVE READ AND UNDERSTOOD ITS CONTENT

Louie's Helping Hands

Illness and Accidents Policy

At Louie's Helping Hands we will deal promptly and effectively with any illnesses or injuries that occur while pupils 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 receives the therapies, 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 **Incident Record** or **Accident Record** sheet as appropriate, which the parent or carer will be asked to sign when they collect the child.

Louie's Helping Hands cannot accept children who are ill. If any children are ill when they first arrive at the charity, we will immediately notify their parents or carers to come and collect them. Any children who have been ill should not return to the therapy sessions 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 charity's designated First Aider is Sara Llewellyn. The paediatric first aid person has a current first aid certificate and has attended a 12 hour paediatric first aid course. To ensure that there is a qualified paediatric first aider and available at all times when the school is running, other members of staff will also receive paediatric first aid training. We will take into account the number of pupils and layout of the premises to ensure that first aiders are able to respond quickly to any incident.

The location of the first aid box and a list of qualified First Aiders are clearly displayed in the therapy room. The designated First Aider regularly checks the contents of the first aid box to ensure that they are up to date, appropriate for pupils 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.

Mobile medical room

The medical room is situated in the corner of the therapy room. The screens can be easily moved to provide an area away from peer attention with a mattress, padded walls and necessary equipment. Its position prevents a pupil from feeling excluded or needing to be moved to far. The screens are also available to put around a pupil in a medical emergency such as a feeding tube being pulled out, tracheostomy problems or epilepsy. If necessary a pupil can be taken to the medical room in the house, which is fully equipped with conti sheets, wipes, gloves, aprons and sick bowls.

Procedure for a minor injury or illness

The first aider at the session will decide upon the appropriate action to take if a pupil becomes ill or suffers a minor injury.

- If a pupil becomes ill during a session, the parent or carer will be asked to collect the pupil as soon as possible. The child will be kept comfortable and will be closely supervised while awaiting collection.
- If a pupil complains of illness which does not impair their overall wellbeing, the pupil will be monitored for the rest of the session and the parent or carer will be notified when the pupil is collected.
- If a pupil suffers a minor injury, first aid will be administered and the pupil will be monitored for the remainder of the session. If necessary, the pupil's parent will be asked to collect the pupil as soon as possible.

Procedure for a major injury or serious illness

In the event of a pupil 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 pupil 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 pupils **Medical Form** with them and will consent to any necessary treatment (as approved by the parents on the **Medical Form**).
- We will contact the pupils' parents or carers 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 charities policies or procedures.
- We will contact 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 (eg broken limb, amputation, dislocation, etc – see the HSE website for a full list of reportable injuries).

Communicable diseases and conditions

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

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

Useful contacts

Health Protection Unit: 0344 225 7968
 Ofsted: 0300 123 1231
 RIDDOR Incident Contact Unit: 0845 300 99 23

This policy was adopted by: Louie's Helping Hands	Date: 19 th May 2016
Reviewed on: 22 nd February 2017	Signed: S J Llewellyn
To be reviewed: 22 nd February 2018	

Minimum exclusion periods for infectious conditions and diseases

Disease/Condition	Exclusion period
Chicken Pox	5 days from first appearance of rash
Cold Sores	None. Avoid contact with sores
Conjunctivitis	24 hours or until the discharge from eyes has stopped
Diphtheria*	Until certified well by doctor
Diarrhoea and Vomiting	48 hours after symptoms cleared
Glandular Fever	Until fully recovered
Gastro-enteritis, E. Coli, Food Poisoning, Salmonella and Dysentery	Until certified well by doctor
Hand, Foot and Mouth disease	While rash and ulcers are present
Hepatitis A*	Until certified well
Hepatitis B* and C*	None
High temperature	24 hours
HIV/AIDS	None
Impetigo	Until the skin has healed
Influenza	Until recovered
Measles*	5 days from onset of rash
Meningitis*	Until recovered
Molluscum Contagiosum	None
Mumps*	5 days from onset of swollen glands
Pediculosis (lice)	Until treatment has been given
Pertussis* (Whooping cough)	21 days from the onset or 5 days from commencing antibiotic treatment
Poliomyelitis	Until certified well by doctor
Ringworm of scalp	Until cured
Ringworm of the body	Until treatment has been given
Rubella* (German Measles)	5 days from onset of rash
Scabies	Until treatment has been given
Scarlet fever*	5 days from start of the treatment
Slapped Check, Fifth Disease	None
Streptococcal infection of the throat	3 days from the start of the treatment
Threadworms	None
Tonsillitis	None
Tuberculosis*	Until certified well by doctor
Typhoid*, Paratyphoid*	Until certified well by doctor

Warts (including Verruca)	None. Verruca sufferers should keep feet covered
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* Denotes a notifiable disease.

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