



Kool Kids Club

Health, Illness and Emergency

Our Club is committed to encouraging and promoting good health and dealing efficiently and effectively with illnesses and emergencies that arise while children are in our care.

First Aid

Under duties set out in the Health and Safety (First Aid) Regulations 1981, the Club recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given at the Club.

All permanent staff have a paediatric First Aid certificate and all new staff recruits are booked onto the next available course. A designated staff member is responsible for regularly checking the contents of all the First Aid kits and topping up any depleted or out of date equipment or supplies and ensuring the fulfilment of the criteria set out in the Health and Safety (First Aid) Regulations 1981.

- A first aid box will be brought out for each area in use (including outdoors), at the beginning of each session.
- A First Aid pack will be taken on all off-site visits or outings. This is the responsibility of the designated First Aider, or where this is not possible, the Manager.

In the Event of a Major Accident, Incident or Illness

The Club requests that parents/carers complete and sign the Emergency Medical Treatment section of the child's registration form, which enables staff to give or seek emergency medical treatment for their child in the event of a major accident, incident or illness occurring at the club. We cannot accept bookings for children for whom we do not have permission for this as it would be in breach of our policies including Safeguarding.

In the event of such an event, the following procedures will apply:

- In the first instance, the First Aider will be notified and take responsibility for deciding upon the appropriate action.
- The First Aider will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parent/carer to arrive.
- If the child needs to go straight to hospital, an ambulance will be called. The parent/carer will also be contacted. A member of staff will accompany the child to the hospital if parent/carers are unable to arrive beforehand and will consent to medical treatment being given.
- If the child does not need to go straight to hospital but their condition means they should go home, the parent/carer will be contacted and asked to collect their child. In the meantime, the child will be made as comfortable as possible and be kept under close supervision.



- Parents/carers will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by the Club and its staff.
- All such accidents or incidents will be recorded in detail and logged on an Incident Record or Accident Record Form. Parents/carers will be asked to sign in the relevant section of the form to acknowledge the incident or accident and any action taken by the Club and its staff.
- The Manager and other relevant members of staff should consider whether the accident or incident highlights any actual or potential weaknesses in the Club's policies or procedures, and act accordingly, making suitable adjustments where necessary.

In the Event of a Minor Accident, Incident or Illness

- In the first instance, the designated First Aider will be notified and take responsibility for deciding upon any appropriate action.
 - If the child does not need hospital treatment and is judged to be able to safely remain at the Club, the First Aider will remove the child from the activities and, if appropriate, treat the injury/illness themselves.
 - If and when the child is feeling sufficiently better, they will be resettled back into the activities, but will be kept under close supervision for the remainder of the session.
 - At the end of the session, the First Aider will fully inform the parent/carer of the incident or accident and any treatment given.
 - If the injury or illness incurred is such that treatment by the First Aider is deemed inappropriate, but does not warrant hospitalisation, the parent/carer will be contacted immediately and asked to collect their child. Until the parent/carer arrives, the child will be kept under close supervision and as comfortable as possible (from this point on, the provisions of the Club's Infectious and Communicable Diseases policy will govern the child's return to the Club).
 - All such accidents and incidents will be recorded in detail and logged on an Incident Record or Accident Record Form and parents/carers should sign to acknowledge the incident and any action taken.
 - The manager and any other relevant staff should consider whether the accident or incident highlighted any actual or potential weaknesses in the Club's policies or procedures and make suitable adjustments if necessary.
- In circumstances where the designated First-Aider is absent, the manager or deputies will assume all responsibilities, or nominate an appropriately trained replacement.
- Wherever possible, children who are prescribed medication should receive their doses at home. If it is necessary for medication to be taken during sessions at the Club, children should be encouraged to take personal responsibility for this, where this is appropriate. Parents/carers and staff should discuss such situations at the earliest possible opportunity and decide together on the best course of action. A long-term medicine form must be completed by the parent/carer beforehand. See the Medicines Policy for more information.



- It may be necessary to give medicine on a short-term basis (e.g. Anti-biotics for an ear infection) in which case a short-term medicine form must be completed by the parent/carer. See the Medicines Policy for more information. Kool Kids is unable to administer any painkillers such as Paracetamol or Ibuprofen or similar products including Calpol and cold medicines such as Lemsip or cough sweets and children should not bring them to the club.

Sun Protection

The Manager and staff understand the dangers posed to children and themselves by over exposure to the sun.

In hot weather, parents/carers are encouraged to provide sunscreen for their children. A store of sun protection should also be kept on the premises. Children will also be encouraged to wear a hat when playing outside in the sun.

When necessary, staff may apply sunscreen to children who cannot do so for themselves, where prior permission has been given by the parent/carer on the child's registration form.

In hot weather, staff will encourage children to drink water frequently. Staff should also ensure that shady areas out of the sun are always available to children when playing outside.

Covid19

Suspected/confirmed case of COVID-19

- We ask that if your child is unwell or you have been contacted by NHS Track and Trace then you follow the guidelines and ensure you contact us immediately.
- If you or your child is diagnosed with COVID-19 you will inform us immediately and we will follow PHE guidance.

Government guidance for suspected or confirmed cases of COVID-19 in childcare settings [Read](#)

Closing the setting in an emergency

In very exceptional circumstances, the Club may need to be closed at very short notice due to an unexpected emergency. Such incidents could include:

- Serious weather conditions (combined with heating system failure).
- Burst water pipes.
- Discovery of dangerous structural damage.
- Fire or bomb scare/explosion.
- Death of a member of staff.
- Serious assault on a staff member by the public.
- Serious accident or illness.
- Serious staffing issues (when this affects the ratios of children).

Enforced local/UK lockdown (COVID-19)

By order of Government, Local Authority or Environmental Health



In such circumstances, the Manager and staff will ensure that all steps are taken to keep both the children and them safe. All staff and children will assemble at the pre-arranged venue, where a register will be taken.

Steps will then be taken to inform parents/carers and to take the necessary actions in relation to the cause of the closure. All children will be supervised until they are safely collected.

Providing for children or staff with Asthma

Kool Kids Club welcomes all children with asthma and recognise that it is a condition that affects children lives especially in York as the city is in a Vale and known to have a high number of children and young people living with asthma. We encourage all children to partake fully in the physical activities provided at the club. We ensure that our environment is favourable to children with asthma in that it is a no smoking zone and there are no feathery or furry animals kept on the premises.

Parents are required to complete to complete a registration form for their child which ask for information on medical conditions and additional requirements. The names of any children who have asthma are written onto the Parental Permission and Health Requirements sheet, a copy of which is stored in the food preparation folder and box. The parents are asked to complete a Health Care Plan or to complete a long-term medication form which provides details relevant to supporting a child's asthma. Staff read and sign to say they have agreed to follow the procedures and understand the information in the health care plan. All inhalers/preventers are kept in either the school's First Aid cupboard or in a box in the kitchen (holiday club children only). All staff are first aid trained which means all staff have had guidance on what to do in case of an asthma attack. All staff know that they need to inform the Manager and the child's key worker and parent in such a situation while dealing with the child.

Children are encouraged to learn to recognise when they need their inhaler and where applicable will self medicate. The children know where the inhaler is kept and know to ask for it should they need it.

The Health Care Plan provides the following written information:

- What asthma medication is taken?
- How it is taken i.e. inhaler, spacer, nebuliser
- When it is taken e.g. before exercise, during an attack
- What triggers the child's asthma?
- What to do if the child gets worse and when it becomes an emergency
- Who to contact in an emergency

It is the responsibility of the Manager and staff to:

- Ensure that any medication is labelled and not passed its expiry date
- Ensure that a record is kept each time a child takes medication
- Ensure parents/carers are informed that the child had had an attack and what/if any medication has been taken.
- Ensure inhalers are always taken on group trips/outings and with the child's group
- Ensure each key worker is confident to help the child with their medication and decide who will administer medication when the key worker is not available
- Ensure that all staff are adequately trained



This policy was adopted at a meeting of	Kool Kids Club
Held in:	September 2020
To be reviewed in:	November 2021
Signed on behalf of the setting:	
Name of Signatory:	
Role of Signatory:	Manager Deputy Manager