



## Camp – Illness and Accident Policy

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<b>Applicable to</b>	Discovery Schools Extended Services

Document History

Version	Version Date	Author	Summary of Changes
V1.0	April 2023	Jo Venables/Louise Barber	Policy review and Update

At Discovery Holiday Camps we will deal promptly and effectively with 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 tick the consent when registering their child/ren through the Ipal booking system when their child joins the Club, 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.

Discovery Holiday Camps cannot accept children who are ill. If any children are ill when they first arrive at the Camp, we will immediately notify their parents or carers to come and collect them. Any children who have been ill should not return to the Camp until they have fully recovered, or until after the minimum exclusion period has expired (see table at the end of this policy).

### **First Aid**

Discovery Holiday Camps will adhere to having at least one qualified First Aider onsite during the Holiday Camps provision running. To ensure that there is always a qualified first aider present and available when the Camp is running, other members of staff will also receive first aid training. We will consider the number of children 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 at the school site will be highlighted to the designated first aiders during the Holiday Camps.

The Extended Services Manager/Site Leader 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 pediatric 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 carer 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 carer 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. If necessary, the child's parent/carers 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 carer to arrive.

- If the child needs to go straight to hospital, the Site Leader will call an ambulance and a member of Extended Services staff will go to the hospital with the child.
- The Site Leader/Extended Services Manager will contact the child's parents or carers with all urgency, and if they are unavailable, they will call the other emergency contacts that we have on file for the child.
- After a major incident the Extended Services Manager and staff will review the events and consider whether any changes need to be made to the Camps policies or procedures.
- The Extended Services Manager 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.
- The Extended Services Manager 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 a case of head lice is found at the Camp, the child's parents or carers 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 Camp's premises, we will inform parents and carers as soon as possible.

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

## **Useful contacts**

Health Protection Unit: [\[insert number of your local HPU\]](#)

Ofsted: 0300 123 1231

RIDDOR Incident Contact Unit: 0845 300 99 23



