



Future Leaders Club

Illness and Accidents

At Future Leaders Club, we promptly address any illness or injury occurring while children are under our supervision. We take all necessary measures to protect staff and children from communicable diseases.

Medical Form

- We record any accidents or illnesses, along with treatments administered, on an **Incident Record** or **Accident Record** sheet as appropriate. Parents or carers will be required to sign this documentation when collecting their child.
- Future Leaders Club does not accept children who are ill. If a child arrives at the Club unwell, we will promptly notify their parents or carers to collect them. Children should only return to the Club once they have fully recovered or after the minimum exclusion period has elapsed (refer to the table at the end of this policy).

First Aid

- The designated First Aider at the Club is the Club Manager, who holds a current first aid certificate and has completed a 12-hour paediatric first aid course compliant with Annex A of the EYFS. First aid training is renewed every three years. To ensure a qualified first aider is always present during club operations, additional staff members receive first aid training. The number of trained first aiders and the layout of the premises ensure prompt response to any incident.
- The first aid box's location and a list of qualified first aiders are clearly displayed at the Club. The designated First Aider regularly inspects the first aid box contents to ensure they are up-to-date and suitable for children, complying with the Health and Safety (First Aid) Regulations 1981. The manager ensures a first aid kit is taken on all outings, with at least one staff member holding a current paediatric first aid certificate.

Procedure for a Minor Injury or Illness

The first aider will determine the appropriate action if a child becomes ill or suffers a minor injury.

- If a child becomes ill during a session, parents or carers will be asked to collect the child as soon as possible. The child will be kept comfortable and closely supervised while awaiting collection.
- If a child complains of illness that does not impair their overall wellbeing, they will be monitored for the rest of the session, and parents or carers will be informed upon collection.
- If a child suffers a minor injury, first aid will be administered, and they will be monitored for the remainder of the session. If necessary, parents will be asked to collect the child as soon as possible.

Procedure for a Major Injury or Serious Illness

If a child becomes seriously ill or sustains a major injury, the session's first aider will decide if the child needs immediate hospital care or if it is safe to wait for parents or carers to arrive.



- If immediate hospital care is needed, an ambulance will be called, and a staff member will accompany the child to the hospital with the **Medical Form** to consent to necessary treatment (as pre-approved by the parents).
- Parents or carers will be contacted urgently. If unavailable, other emergency contacts on file will be notified.
- After a major incident, the manager and staff will review the events to consider any necessary changes to the Club's policies or procedures.
- Ofsted and child protection agencies will be notified of any serious accidents or injuries to a child in our care as soon as reasonably possible, within 14 days at the latest.
- HSE will be informed under RIDDOR in the event of a death or major injury on the premises (e.g., broken limb, amputation, dislocation).

Communicable Diseases and Conditions

- If head lice are detected at the Club, the affected child's parents or carers will be discreetly informed upon collection. Other parents will be advised to check their own children for head lice without identifying the affected child.
- If an infectious or communicable disease is found on the premises, parents and carers will be informed as soon as possible.
- In cases of food poisoning affecting two or more children at the Club, the Manager will inform Ofsted immediately and no later than within 14 days.
- If there is an outbreak of a notifiable disease at the Club, the local health protection unit, HSE under RIDDOR (if applicable), and Ofsted will be notified.

Useful Contacts

Health Protection Unit: UKHSA THAMES VALLEY HEALTH PROTECTION TEAM - 0344 225 3862

Ofsted: 0300 123 1231

RIDDOR Incident Contact Unit: 0845 300 99 23

This policy was adopted by: Future Leaders Club	Date: May 2025
To be reviewed: May 2026	Signed: Dr Edwin T Mutambanengwe, Club Manager

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021)*: *Safeguarding and Welfare Requirements: Staff Qualifications, Training, Support and Skills [3.25], Accident or injury [3.51-3.52], Food and drink [3.50]*



Minimum exclusion periods for infectious conditions and diseases

Disease/Condition	Exclusion period
Chicken Pox	Until all vesicles (spots) have crusted over
Cold Sores	None. Avoid contact with sores
Conjunctivitis	None
Diphtheria*	Exclusion always necessary, 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	Until first treatment has been given
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.