



Illness and Injury Policy & Procedures

Aim of the Policy

To encourage and promote a healthy and hygienic environment and to minimise the spread of infection for all the children in our care. The policy also contains information about the process followed in the event of an accident occurring.

The health and wellbeing of the children, visitors and staff is of utmost importance.

Vomiting and/or Diarrhoea

Our staff will monitor the children for signs and symptoms of communicable diseases and illnesses such as chicken pox, measles, mumps, meningitis, diarrhoea, vomiting and fevers of 101F/38°C or over. If a child appears unwell, they will be removed from the activities and closely monitored in a designated First Aid area to ensure prompt action is taken.

Should a child present diarrhoea or vomiting during the day with us, their parents/guardians will be contacted and requested to collect him/her as soon as possible. The child should not return to us within 48 hours since the last episode of diarrhoea and/or vomiting, providing that they are back to full health (and their stools have returned to normal without the aid of medication to control the situation). Our staff must be convinced that the child has returned to good health before readmitting them.

If, in the opinion of our staff, a child has returned to us before the condition has cleared up then parents/guardians will be asked to return to collect their child. Parents/guardians will then be required to keep their child off for a further 48 hours.

Other Illnesses

If, in the opinion of the staff, a child is ill and requires medical treatment or diagnosis, the parent will be contacted and requested to collect their child as soon as possible.

Children who are absent due to an infectious disease must be fully recovered before they return to us.

The child's attendance with us is at the discretion of AM Sports Academy. On occasions a parents/guardians or staff member may differ in their view of whether an illness is a trigger for exclusion. Parents/guardians can challenge an

exclusion decision with the Managing Director. The Manager's decision on whether a period away is required or not required is final.

AM Sports Academy Minor Accident or Illness: Procedure

The injury is immediately reported by the staff member present to the Club or Camps Manager, who will remove the injured child(ren), assess the injury and administer the required first aid.

An AM Sports Academy First Aid Notice is completed on the day by a team member along with an accurate description of exactly what happened.

Please note – a First Aid Notice needs only be completed if first aid has been administered and we feel there could be later repercussions, which need to be closely monitored or if the child is unusually distressed, or if the child has had a bite, sting, head bump or if there is a visible mark or bruise on the child.

The child is observed and monitored throughout the remainder of their time at Camp. If any conditions become a concern, parents/guardians are contacted immediately.

The parents/guardians will be given information regarding the accident/illness on collection of their child and will be requested to read the First Aid Notice. A signature on both the original and photocopy will be required before parents/guardians leave the premises.

The original First Aid Notice is given to the parents/guardians and the photocopy of the First Aid Notice is stored in our on-site First Aid Record Folder.

Serious Injury/Illness:

Club or Camps Manager will be notified of the accident/serious illness immediately and a prompt decision will be made as to whether hospital treatment is required. This may include dialling 999 for an ambulance. If a staff member cannot contact the Club or Camps Manager for whatever reason and feels an ambulance is needed, do not hesitate to call 999. The parents/guardians will be contacted to inform them of the situation.

In the event an injury/illness does not require an Ambulance but precautions are required, parents/guardians will be contacted. If the parents/guardians is not able to reach us within an appropriate length of time, one senior team member will accompany the child to Accident & Emergency Department, or where applicable an ambulance will be called. The parent will be informed to go directly to the designated hospital.

Life Threatening Injury/Illness:

If a child is fitting, has lost consciousness, has breathing difficulties, is choking or their condition is potentially life threatening then an ambulance will be called immediately and emergency first aid will be given. This may include administration of an Epipen, CPR, choking prevention techniques or the use of

recovery position etc. This should be done by a qualified first aider where possible.

If an EpiPen needs to be administered and you are confident to do so, regardless of your seniority, do not hesitate to administer the EpiPen following the instructions of the packaging, as time is of the essence.

Two team members (one of which is a senior) will accompany the child to the hospital. Parents will be contacted by the Camps Manager to inform them of the situation and requested to go directly to the hospital.

A First Aid Notice will be completed on the day and the parent will be asked to read and sign. This may not be on collection but should be completed and signed as soon as possible following the accident/illness.

In the case of all serious accidents, the Health and Safety Coordinator should be informed and the relevant Risk Assessments should be reviewed if appropriate, and the accident reported under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Reviewed: July 2022

