

Richmond Hillbillies Policies and Procedures 2020/2021

Richmond



Hillbillies

Illness, Infectious and Contagious Diseases

Hillbillies are committed to the health & safety of all the children and staff who attend or work at the club. Therefore it will sometimes be necessary to restrict an ill or infectious child from attending the club until they are better.

Children with infectious or contagious diseases i.e. vomiting, diarrhoea, conjunctivitis, chicken pox etc will not be allowed to stay at the club.

If a child becomes ill whilst at the club the club manager will contact the parents to collect the child. In the meantime, we will care for the child, reassure them and make them comfortable until they are collected.

A Hillbillies illness form will be completed by a member of staff which parents/carers are asked to sign on arrival to collect their child, to acknowledge that the facts recorded are a true record of the symptoms, any treatment that's being given and that they have been informed.

No medication can be given unless a medication form has been completed. (Prescription medicine only)

Procedure for a major accident or serious illness. This includes adult accidents.

1. Stay calm
2. First aider does assessment and administers first aid if appropriate to reduce the risk of further injury.
3. First aider decides if the patient needs to go straight to hospital or can wait for parents/carers.
4. If the patient needs to go immediately to hospital the First aider delegates a playcarer to telephone 999.
5. Have details of patient's name, age and doctor i.e. child's registration form or staff's personal information sheet. Have details of location and telephone number and nature of accident/incident or illness.
6. Telephone parent / carer or next of kin.
7. Be ready to accompany patient in the ambulance if necessary. Take patients details with you.
8. A Hillbillies accident/incident or illness form must be completed and signed by staff involved and a parent, if applicable, as soon as possible. Add any updates as received.
9. If a 'Report of an Injury, Disease and Dangerous Occurrence Report' (RIDDOR) form is required the manager will complete it.

A child, who has been sent home ill, either from school or the club, should remain at home until all symptoms have gone. See Exclusion Periods list for timescales of exclusions. The same exclusions apply to staff. Children will not be able to attend Hillbillies if they have not attended school that day due to illness.

If a child becomes ill outside club hour's parents should inform the manager as soon as possible.

Parents/carers will be informed of cases of infectious or contagious diseases so that they are aware of possible symptoms in their child, but confidentiality will be maintained.

Staff will use a list of exclusion periods to advise parents of appropriate return dates.

Covid 19 all schools policies & procedures will be followed if a child becomes ill whilst at hillbillies.