



Illness & Accidents Policy

At Funtastic Kids 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 complete the Registration Form via Kids Club HQ on booking a place for when their child attends the wrap around care setting. This includes 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. Records are also kept when a child is administered medicine and this is witness and countersigned by another member of staff. Parents are also required to sign the record when collecting their child.

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

First aid

The club's designated Paediatric First Aider is the camp or club supervisor and the certificates are displayed within our wrap around care settings. These members of staff have a current paediatric first aid certificate and have attended at 12 hour paediatric first aid course, which complies with the requirements of Annex A of the EYFS. This training will be renewed every three years.

To ensure that there is a qualified first aider present and available at all times when the Club is running, some other members of staff will also receive paediatric first aid training. We will take into account 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 and a list of qualified first aiders are clearly displayed at the club or camp. The designated First Aider regularly checks the contents of the first aid box to ensure that they are up to date, appropriate for children and comply with the Health and Safety (First Aid) Regulations 1981.

The paediatric first aider will also ensure that an emergency, portable kit (red first aid bag) is taken to other areas of use outside of our usual setting e.g. playground, field or sports hall.

The supervisor and managers all hold 12 hour Paediatric First Aid certificates.



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. A first aid form will be completed and discussed with the parent on collection. The first aider will check in on the minor injury within 10 minutes and this is recorded on the form. If appropriate, a further check will be carried out at 20 mins or at other times during the session. If necessary, the child's parent 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, we will call an ambulance. At this point, the supervisor will notify the managers via Whatsapp. Depending on the severity of the injury, we will call parent first to see if they can get the child to the hospital themselves and quicker than the ambulance. At this stage, the emergency service can be called for advice. A member of staff will go to the hospital with the child. At this point a manager, will dispatch to the club to ensure safe staff to child rations are maintained.

The child's registration details (contacts, medical information) will be sent directly to the accompanying adult by the office team.

- We will contact the child's parents or carers with all urgency, and if they are unavailable we will call the other emergency contacts that we have on file for the child.
- After a major incident the supervisor and staff will review the events and consider whether any changes need to be made to the policies or procedures.
- We will notify Ofsted 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.
- We will notify HSE under RIDDOR in the case of a death or major injury on the premises if appropriate (refer to the HSE website for a full list of reportable injuries and when to report injuries sustained by children in our care).



Communicable diseases and conditions

If a case of head lice is found at the club or camp, the child's parents or carers will be discreetly informed when they collect the child. Other parents will be advised to check their own children for head lice by the onsite team for precautionary measures, but care will be taken not to identify the child affected.

If an infectious or communicable disease is detected on the wrap around care premises, we will inform parents and carers as soon as possible via email.

We will follow government advice in the case of a national or global pandemic. If there is an incident of food poisoning affecting two or more children looked after at the club or camp, the directors will inform Ofsted as soon as possible and within 14 days at the latest.

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

Useful contacts

Health Protection Team (HPT): 0344 225 3861

Ofsted: 0300 123 1231

RIDDOR Incident Contact Unit: 0845 300 99 23

This policy was adopted by: Funtastic Kids Ltd	Date: November 2025
To be reviewed: November 2026	Signed: Louise Holloway, Director

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2025): Safeguarding and Welfare Requirements: Paediatric First Aid [3.36-3.39], Health [3.58, 3.61], Safety and Suitability of premises environment and equipment [3.77, 3.79]*



Minimum exclusion periods for infectious conditions and disease.

Disease/Condition	Exclusion period
Chicken Pox	At least 5 days from onset of rash and until all blisters have crusted over
Cold Sores	None. Avoid contact with sores
Conjunctivitis	None
Covid-19 and other respiratory infections	Should not attend if displaying a high temperature and are unwell. Those who test positive for Covid-19 should not attend the setting for 3 days after the day of the test
Diphtheria*	Exclusion always essential; consult local Health Protection Team
Diarrhoea and Vomiting	48 hours after last episode of diarrhoea or vomiting
Flu (influenza) or similar	Until recovered
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
Head Lice	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 and well enough



Meningitis*	Until recovered
Mumps*	5 days from onset of swollen glands
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/Parvovirus	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.