

Twilight Hours After School Club

Illness and Accidents

At [Twilight Hours After School Club](#) we endeavour to deal promptly and effectively with any illnesses or injuries that may 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 Medical information on iPAL when their child joins Twilight, giving 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, within iPAL and accident forms will be emailed directly to parents at the time, for them to review and sign electronically.

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

A rigorous cleaning schedule is followed at Twilight Hours and this will be stepped up during outbreaks of some illnesses and following first aid incidents. Some items such as dice, soft furnishings etc will also need to be cleaned in these instances. Our cleaning products are shown in the COSSH Data Sheets in the Safety Folders at each setting. Foot operated bins should be used where possible. Food preparation should be done wearing gloves and the food served with gloves or tongs.

Relevant PPE packs should be kept in each Grab Bag.

Staff should have hand sanitiser in their bum bags.

First aid

There will always be a qualified first aider present at a session of Twilight Hours, on any walks and during outside play.

The main first aid kit is kept in the Grab Bag. The management regularly check the contents of the first aid kit to ensure that they are up to date, appropriate for children and comply with the Health and Safety (First Aid) Regulations 1981.

Tweezers used to remove foreign objects will be plastic and disposed of after use.

An electronic thermometer is used if we have concerns about a child's temperature.

In their bum bags, all first aid trained staff carry a small First Aid kit containing swabs, tissues, gloves and a resuscitation mask.

Procedure for a minor injury or illness

The management 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 will be asked to collect the child as soon as possible.

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To be reviewed: SEPTEMBER 2025	Signed:	
Policy Name: Illness and Accidents	Signed:	

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Procedure for a major injury or serious illness

In the event of a child becoming seriously ill or suffering a major injury, the management 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 and a member of staff will go to the hospital with the child. The staff member will take the child's Medical Form with them and will consent to any necessary treatment (as approved by the parents on the Medical Form).
- 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 manager and staff will review the events and consider whether any changes need to be made to Twilight's policies or procedures.
- We will notify Ofsted and child protection agencies in the event of any serious accident or injury to a child in our care.
- We 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).

Accidents/Incidents to staff

RIDDOR – (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1985) requires that we record and report :-

- Fatal and major injuries
- Injuries causing 3 days off work
- Dangerous occurrences

This will be done by the management using an Incident Record and including any statements from witnesses or the victim.

Communicable diseases and conditions

If a case of head lice is found at the Club, 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 Club's premises, we will inform parents and carers as soon as possible.

If there is an incident of food poisoning affecting two or more children looked after at the Club the Manager will inform Ofsted.

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

Useful contacts

Health Protection Unit: 0344 225 4524 (Option 1)

Ofsted: 0300 123 1231

RIDDOR Incident Contact Unit: 0845 300 99 23

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Minimum exclusion periods for infectious conditions and diseases

Disease/Condition	Exclusion period
Athlete's Foot	None but must not be barefoot in setting
Chicken Pox	At least 5 days from onsite of rash and until all spots have crusted over
Cold Sores	None. Avoid contact with sores
Conjunctivitis	None
Covid - 19	Advised to isolate, and can return after 2 negative tests on days 5 & 6
Diphtheria*	Exclusion always necessary, consult local health protection team
Diarrhoea and Vomiting	48 hours after last episode
Glandular Fever	None.
Hand, Foot and Mouth disease	None
Hepatitis A*	Until 7 days of onset of jaundice
Hepatitis B* and C*	None
HIV/AIDS	None
Impetigo	Until the lesions have crusted or healed or 48 hours after starting antibiotic treatment
Influenza	Until recovered
Measles*	4 days from onset of rash
Meningitis*	Until recovered
MRSA	None
Mumps*	5 days from onset of swollen glands
Pediculosis (lice)	None
Pertussis* (Whooping cough)	2 days from starting antibiotic treatment, or 21 days from onset of symptoms if no antibiotics
Ringworm	Exclusion usually not required
Rubella* (German Measles)	5 days from onset of rash
Scabies	Until 24 hours after first treatment has been given
Scarlet fever*	24 days from start of antibiotic treatment
Slapped Cheek, Fifth Disease	None once rash has developed
Threadworms	None
Tonsillitis	None
Tuberculosis*	Consult local health protection team
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.

During a Pandemic Flu outbreak, this policy will be overruled by specific procedures in line with Government Guidelines and the needs of the schools. This will be communicated to parents/carers by individual site.

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