



Illness and Accidents

At TJ's Club (Hampshire) Ltd 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.

When registering their child with TJ's Club (Hampshire) Ltd, parents and carers are signing to agree that emergency First Aid can be administered to their child if necessary.

We will record any accidents or illnesses, together with any treatment given, on an **Incident Record** or **Accident Record** on iPal as appropriate, which the parent or carer will be emailed and asked to sign.

TJ's Club (Hampshire) Ltd cannot accept children who are ill. If any children are ill when they first arrive at the Club we will immediately notify their parents or carers to come and collect them, or refuse entry of the child if parents are still present. Any children who have been ill should not return to the Club until they have fully recovered, or until after the minimum exclusion period has expired.

First Aid

All staff hold a current first aid certificate and have attended a 12 hour paediatric first aid course, which complies with the requirements of the EYFS. First aid training will be renewed every three years.

We have two first aid boxes. One first aid box is always visible at the Club, and the second is kept ready for outdoor use. Management ensure that regular checks of the contents of the boxes are carried out to ensure that they are up to date, appropriate for children and comply with the Health and Safety (First Aid) Regulations 1981. These checks are recorded in the Club diary.

Procedure for a minor injury or illness

Staff 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 class teacher or parent/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. An accident form will be completed by staff and signed by the parent/carer, via iPal. If necessary, the injury will be noted in the school's first aid book.
- If a child has suffered a head injury, a head injury form will be completed for parents information.

Procedure for a major injury or serious illness

In the event of a child becoming seriously ill or suffering a major injury, staff 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 details with them and will consent to any necessary treatment (as approved by the parents on the medical details on the registration area of iPal).
- 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 management and staff will review the events and consider whether any changes need to be made to the Club'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 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 (eg broken limb, amputation, dislocation, etc - see the HSE website for a full list of reportable injuries).

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 owners 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, we will inform the local health protection unit, HSE under RIDDOR (if appropriate), and Ofsted.

Useful contacts

Health Protection Unit: 0845 055 2022

Ofsted: 0300 123 1231

RIDDOR Incident Contact Unit: 0845 300 99 23

This policy was adopted by: TJ's Club (Hampshire) Ltd	Date: November 2025
Signed: J Little	To be reviewed: November 2026

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2025)*:
Safeguarding and Welfare Requirements: Staff Qualifications, Training and Skills [3.36-3.39],
Safety and suitability of premises, environment and equipment (3.77-3.79) Annex A criteria for effective PFA training.