**WELLBEING, HEALTH AND SAFETY**

We aim to provide a safe and healthy environment for all children in our programmes. We are in contact with a variety of organisations to advise and assist us in this area. We will at all times comply with all relevant health and safety in employment legislation.

**Accidents and First Aid**

At all times there is a fully stocked first-aid kit and staff members present on site who

have paediatric first aid qualifications. However, if we are concerned about a child, we may call a parent to pick their child up.

If a serious accident occurs, our policy is to ensure the safety and well-being of the child first. This may mean an ambulance or other appropriate form of medical help is sought before the parent is called. We do not transport children to parents, doctors or hospitals.

All accidents and incidents are recorded in our Accident and Incident book. Important notes and records of children that are taking medication are also recorded in this book.

**Medical Requirements**

Please advise the programme of any medication that is to be administered by the programme staff. Talk through the specifics with the Programme Manager or Deputy. A permission to Administer Medication Form must be completed by parent or carer. You will also need to supply all prescription medication in its original bottle with the child’s name, appropriate dosage and use-by date.

**Infectious Diseases**

Measures will be taken by management and programme staff to control spread of infection. Appropriate processes and hygiene practices will be employed from recognised health authorities and put in place for children to observe and participate in a safe and healthy environment. We ask if an infectious disease becomes apparent at home that the parent/guardian contacts our service about the child’s condition so appropriate action can take place. If this becomes apparent at our service, we will contact parents/guardians or emergency contacts about the child’s symptoms and the immediate need to collect the child from our service. We will also remind parents of the necessary exclusion periods and/or need for a medical practitioner certificate to allow the child to attend the service again.

Exclusion periods may apply for certain symptoms or diseases.

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| **Disease** | **Exclusion Period** |
| Chicken Pox | At least two (2) weeks after the first spots appear or when blisters have all crusted |
| Conjunctivitis | Until discharge from eyes has stopped |
| Sickness and Diarrhoea | In line with the school policy |
| Diphtheria | Until a medical officer has certified recovery |
| German Measles | Until your child has fully recovered and for at least five (5) days after the rash appears |
| Glandular Fever | Not necessary to keep children at home but some children will be too sick to attend school |
| Hand, Foot and Mouth | Until blisters have dried |
| Head Lice | Until hair has been treated. Everyone living in the same house (as well as linen) should be treated at the same time as the affected person |
| Hepatitis A | Until your child has recovered which is usually seven (7) days from the first signs of jaundice |
| Hepatitis B and C | It is not necessary to keep your child at home |
| HIV | It is not necessary to keep your child at home |

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| Impetigo | Until appropriate treatment has commenced, and visible sores are covered |
| Influenza | For five (5) days after the appearance of the first symptoms |
| Measles | For at least five (5) days after the appearance of the rash |
| Meningitis | Until the child is well |
| Meningococcal | Until the child is well |
| Mumps | Until the child has completely recovered and at least ten (10) days after the appearance of swelling |
| Ringworm and Scabies | Until the day after fungal treatment has begun |
| Scarlet Fever | At least 24 hours after treatment has begun |
| Streptococcal Infection | At least a day after commencing treatment and the child is well |
| Tuberculosis | Until a medical practitioner believes the child is well |
| Whooping Cough | Child should be kept at home for at least five (5) days from the start of antibiotic treatment. |

**Incidents, Injury, Trauma & Illness**

All incidents, injury, trauma and illness events including serious incidents are recorded and discussed with parents, staff and where necessary reported to the appropriate authority.

**Emergency Procedures**

The safety of staff, children and visitors to our service is vital in the event of an emergency. Emergencies include events such as fires, floods, extreme weather conditions and other catastrophic events, the presence of dangerous persons and animals and any other situation or threat which requires a lockdown or evacuation of the premises.

Staff and volunteers will initially be made aware of emergency procedures and drills at our service during their inductions and this information will be reinforced with the children during regular practice drills

**Emergency Procedures**

Evacuation procedures will be displayed, followed and practised once a term. These procedures are directly linked to those of the host School. Only bags, which contain medication, will be evacuated with the children. If this is relevant to your child, please inform Kids Club Southport on enrolment (regular medication) and verbally to the Programme Manager, so that we separate these bags.

The practice of emergency procedures will also be conducted once per term and will be recorded.