

**HIGH DOWN AFTER SCHOOL CLUB**  
**Down Road, Portishead, BS20 6DY**

**SICK CHILDREN POLICY & PROCEDURE**

The club adopts a 48-hour rule for sickness and diarrhoea. This means that children and staff cannot return to the club until 48 hours after their last bout of sickness and/or diarrhoea

*If a child needs to be sent home*

- Contact parent/carer
- Make child suitably comfortable. Encourage rest/fluids or whatever is required appropriate to their symptoms
- Move child to a suitable area
- Comfort and reassure the child
- Update and inform parent/carer on collection
- Advise doctor's appointment if this is felt necessary
- If required, request the parent/carer inform the club of outcome
- Notify other users if the child is discovered to have an infectious illness, whilst respecting the privacy of the family
- Inform Ofsted and Environment Health of any notifiable illnesses (*see chart*)
- Advise parent/carer on the agreed time of return, taking into consideration the illness and incubation periods

*If a child does not need to be sent home immediately*

- Encourage quiet activity
- Inform all staff of the situation and advise close monitoring
- Inform parent/carer on collection

Club leaders will not accept children who it is thought may be unwell or suffering from an infectious illness. The parents/carers will be contacted and asked to arrange immediate collection of the child. It is the responsibility of all parents/carers to ensure that the club manager has an up to date contact telephone number on which they are readily available.

If a child is taken ill towards the end of the school day, the school will contact the parent/carer. If there is insufficient time for the parent/carer to arrive before the end of the school day, the child will be accepted at the club and cared for appropriately until collected.

If a child has soiled themselves and requires changing, two members of staff will be present at all times and this will be recorded in writing.

Adhere to the 'Guidance on infection control in schools and other childcare settings' as displayed at the After School Club.

Reviewed May 2017