



First Aid, Illness and Medication Policy

Active Stars – West Sussex

1. Statement of Intent

Active Stars is committed to safeguarding the health, safety and wellbeing of all children attending the Club.

We ensure appropriate first aid arrangements are in place, manage illness safely, and administer medication responsibly and in partnership with parents/carers.

This policy applies to all early years, wraparound care and holiday provision operated by Active Stars.

2. Medical Information and Consent

All parents/carers must complete a **Medical Information Form** when their child joins the Club. This includes consent for emergency medical treatment should it be required.

Medical information is stored securely and shared with relevant staff as appropriate.

3. First Aid Arrangements

- A suitably qualified **paediatric first aider** is present and available at all times when the Club is operating.
- The number and location of first aiders takes account of the number of children attending and the layout of the premises.
- First aid kits are clearly accessible, regularly checked and maintained in line with the Health and Safety (First Aid) Regulations 1981.
- The location of first aid kits and names of qualified first aiders are clearly displayed.

Minor Injuries or Illness

Where a child suffers a minor injury or feels unwell:

- First aid will be administered as appropriate
- The child will be monitored for the remainder of the session
- Parents/carers will be informed on collection
- The incident will be recorded on an Accident or Incident Record

4. Serious Injury or Illness

In the event of a serious accident or illness:

- Emergency services will be contacted immediately if required
- Parents/carers will be informed without delay
- A member of staff will accompany the child to hospital if necessary
- The child's Medical Information Form will be taken to hospital

Following a serious incident:

- The incident will be recorded in full
- Ofsted and relevant agencies will be notified where required
- The manager will review the incident to consider whether any procedural changes are necessary

Reporting

- Ofsted will be notified of any serious accident, injury or illness as soon as reasonably practicable and within 14 days
- The Health and Safety Executive (HSE) will be notified under **RIDDOR** where applicable

5. Illness

Active Stars cannot accept children who are unwell.

- Children who arrive at the Club and are unwell will not be admitted
- If a child becomes ill during a session, parents/carers will be contacted and asked to collect the child promptly
- The child will be kept comfortable and supervised until collection

Children must not return to the Club until they are fully recovered and have met the **minimum exclusion periods** outlined at the end of this policy.

The Club reserves the right to refuse attendance where a child is too unwell to participate safely.

6. Communicable and Notifiable Diseases

- Parents/carers will be informed promptly if an infectious or communicable disease is identified at the Club
- Care will be taken to protect confidentiality
- Head lice will be managed discreetly
- Where a notifiable disease is suspected or confirmed, the appropriate health protection agencies and Ofsted will be informed

If two or more children are affected by suspected food poisoning, Ofsted will be notified.

7. Administration of Medication

Medication will only be administered where it is essential for the child's wellbeing.

Consent

- Written parental consent must be provided in advance using a **Permission to Administer Medication Form**
- Medication will not be administered without written consent

Types of Medication

- **Prescription medication** will only be administered if prescribed by a doctor, dentist, nurse or pharmacist and supplied in its original container with a pharmacy label
- Medication containing aspirin will only be administered if prescribed by a doctor
- **Non-prescription medication** may be considered on a case-by-case basis at the discretion of the manager; the Club reserves the right to refuse administration

Procedure

Before administering medication, staff will:

- Check written consent
- Confirm dosage and timing of the last dose
- Ask another staff member to witness administration

After administering medication, staff will:

- Record details on the Medication Record
- Ask the parent/carer to sign on collection

If a child refuses medication, staff will not force administration. The incident will be recorded and parents/carers informed.

Medication will be stored securely and returned to parents/carers at the end of the session unless otherwise agreed.

8. Long-Term Medical Conditions

Where a child has a long-term medical condition (e.g. asthma or allergies):

- Parents/carers must provide full details of the child's medical condition via their **online parent account**
- Written consent to administer medication must be completed using the **Permission to Administer Medication Form**
- Appropriate medication must be supplied by parents/carers and clearly labelled
- **Medication will be stored securely and held centrally by staff at the Club, while remaining easily accessible in an emergency**
- Relevant staff will be made aware of the child's needs
- Staff will receive appropriate instruction or training where necessary

Emergency medication (e.g. inhalers, EpiPens) will always be readily available during sessions.

Where additional clarification is required to ensure a child’s safety, the manager may request further information from parents/carers.

9. Recording and Monitoring

- All accidents, illnesses and medication administration are recorded promptly and accurately
- Records are stored securely and reviewed to identify patterns or concerns
- Where patterns raise safeguarding concerns, procedures will be followed in line with the Safeguarding Policy

10. Minimum Exclusion Periods

Minimum exclusion periods for infectious diseases are set out in the table below and follow public health guidance. (*Notifiable diseases are marked with an asterisk.*)

Disease/Condition	Exclusion period
Chicken Pox	Until all vesicles (spots) have crusted over
Cold Sores	None. Avoid contact with sores
Conjunctivitis	None
Diphtheria*	Exclusion always necessary, consult local Health Protection Team
Diarrhoea and Vomiting	48 hours after last episode of diarrhoea or vomiting
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
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
Meningitis*	Until recovered
Molluscum Contagiosum	None
Mumps*	5 days from onset of swollen glands
Pediculosis (lice)	None
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 Cheek, Fifth Disease	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

Linked Policies

- Safeguarding Policy
- Health & Safety Policy
- Risk Assessment Procedures

Policy Review & Governance

This policy has been written in accordance with the Statutory Framework for the Early Years Foundation Stage (EYFS) (2025) and relevant Department for Education guidance for wraparound care and holiday provision.

This policy applies to all early years, wraparound care and holiday provision operated by the provider.

Reviewed: February 2026

Next review due: February 2027

Approved by: Director / Registered Provider