

Fun Five Health, Hygiene and Medical Care Policy

Health and Hygiene

All staff will be made aware of good hygiene practice during their induction period and where possible training will be given. They will also be expected to encourage children to maintain their own personal hygiene including the washing of hands after using the toilet and before eating

- Toilets will always have running water, soap and clean towels available
- Tissues will be used and disposed of hygienically
- Disposable rubber gloves will be available for clearing up after spills of bodily fluids
- Floors and other surfaces will be disinfected
- Spare clothes will be available in case of emergencies
- Any staff preparing food will have a current Food Hygiene Certificate. Play Workers ensure that children receive food and drink which complies with dietetic requirements as specified by Parent/Carer(s) on the child details and contract).
- Premises, including toilets and equipment such as tables will be cleaned on a daily basis. Other equipment i.e. toys will be cleaned routinely as well as according to need.
- No smoking is allowed on the premises.
- We endeavour to provide opportunities for safe, stimulating outdoor activities – weather permitting. Children will be encouraged to make use of outdoor space/activities available.
- Simple physical activities will be incorporated into the activity programme to help maintain children's health and fitness levels.
- Activities will also be built into the programme that increase children's awareness of health and hygiene issues i.e. cooking.

FIRST AID

The Club will have a first aid box, which will be kept out of the reach of children. It will be the responsibility of a nominated, qualified first aider within the Club to maintain the contents of the first aid box. This will include checking that items are not out of date, packaging of sterile items is intact and replacing any items that are used or found to be unusable. A smaller portable first aid box will also be available for use during outings. Items must be kept in an easily identifiable waterproof box and contain the following:

- 20 Adhesive sterilised dressings (assorted sizes)
- 6 Medium sterile dressings

This Policy was reviewed 2026

2 Large sterile dressings
4 Triangular bandages
Eye pads x 2
Scissors
Non-porous surgical gloves (disposable)
Unmedicated/Alcohol free cleansing wipes
First Aid Manual – approved by recognised First Aid Agencies

No creams or lotions are to be kept in the First Aid Kit.

Only creams or lotions supplied by the Parent/Carer(s) are to be used with clearly written permission/directions

Parent/Carer(s) will be required to give written permission to Club staff to administer First Aid in an emergency. This permission is given as a part of the Parent/Carer contract signed when a child first registers with the Club

All members of staff will hold a current Paediatric First Aid Certificate and will be on the premises.

MEDICAL CARE

Parent/Carer(s) will be required to give written consent to Club staff to be able to authorise medical care being given by doctors in an emergency. This will only occur where waiting for parental consent be considered by the doctors to endanger the child's health and safety. This permission is given on a separate part of the Parent/Carer(s) contract signed when a child first registers with the Club.

ADMINISTERING MEDICINE

Club staff will administer medicine to children provided that written consent and clear directions have been given by the Parent/Carer(s). Information and written consent will be kept on file for those children who have ongoing long term medication. For those children who require occasional medication to be administered written consent along with clear directions, details of possible side effects and details of the last dosage administered will need to be given by Parent/Carer(s) on each occasion. Parent/Carer(s) will also be expected to discuss the child's illness and needs with Club staff prior to any medication being administered.

Where possible the Club staff will liaise with school staff to monitor the administration of medicine and the child's needs on a daily basis.

Written consent and directions from Parent/Carer(s) will be filed in the medicine log book and attached to an 'individual child medicine administration form.' The information given by Parent/Carer(s) in writing will be transferred to the Club's 'individual child medicine administration form' for easy reference by staff.

The administration of medicine will be charted on the Club's 'medicine administration log.' This requires a second member of staff to witness the medicine being administered. It also requires the Parent/Carer(s) to sign at the end of each day to show that they have been made aware of the dosages administered and the state of the child's health.

THE NAMES OF OTHER CHILDREN BEING GIVEN MEDICINE WILL BE HIDDEN ON THE FORM WHEN BEING SIGNED BY ANOTHER PARENT IN ORDER TO MAINTAIN CONFIDENTIALITY.

Medication will be kept in a locked/secure box away from the reach of children. Medicines must be kept in their original packaging and will be clearly labelled with the child's name and instructions for use. They must also be current and not out of date.

The Manager confirms that the administration of medication conforms to the club's insurance cover.

Where the administration of medicine requires specialist knowledge then training will be given to all members of staff by a qualified health professional i.e. the use of an epipen

ILLNESS

Staff should be aware of any child's special health conditions and appropriate care can then be made available (in consultation with the relevant parent/carer)

Please do not send your child to the Club if you are aware that he or she is unwell. If your child will not be attending the Club due to illness, you must inform the school and the Club leader as soon as possible. Failure to do so will incur a full charge for the session missed

If a child is not feeling well enough to participate, it will be our policy to provide a quiet place to lie down or encourage him/her to participate in quiet activity. Any child will be observed for any worsening symptoms. Their parent/carer will be notified verbally on the same day at the end of the session

If a child's condition worsens to such an extent that the Play Workers are seriously concerned, and suspects urgent medical treatment is required, then the parent/carer will be notified immediately, and if necessary call for an ambulance to take the child for such treatment

If a child is exposed to a communicable disease, it will be our policy to contact the parents in writing, likewise we appreciate the Parent/Carer(s) co-operation if their child comes down with or is exposed to an infectious disease, so that the appropriate steps can be taken to notify other Club users if necessary

Exclusion periods - The following conditions apply should your child have any of the following illnesses. Please note that this list is not exhaustive. It includes some common examples of illnesses but other illnesses with exclusion periods will also apply.

Sickness & Diarrhoea - Your child must not attend the Club for 48 hours after the last bout of sickness and diarrhoea

Chicken Pox - Your child must not attend the Club until all spots have formed a scab. This is usually 5 days after the spots appeared

Rubella - Your child must not attend the Club for 4 days from the appearance of the rash

Mumps - Your child must not attend the Club from the time of diagnosis until 5 days after the onset parotitis (swelling of parotid glands)

Whooping cough - Your child must not attend the Club until 5 days from the start of antibiotic treatment or 3 weeks after the coughing bouts started (whichever is sooner)

Impetigo - Your child must not attend the Club until the sores have dried up, blistered or crusted over, or until 48 hours after starting treatment

Major Accidents

- Apply first aid
- Call an ambulance providing details of the injury, the location of the Club and the name of the child
- Call the child's parent/carer(s)
- If the child's parent/carer(s) has not arrived at the Club by the time the ambulance is ready to leave, then a Play Worker must accompany the child to hospital
- Reporting in accordance with RIDDOR will be undertaken when necessary (Forms can be obtained from The Health and Safety Executive)
- An incident report form should be completed as soon as possible after the accident and given to the Responsible Individual
- The Care Inspectorate in Wales must be notified of any **serious** accident.