






## Team Clubs First Aid and Illness Policy

### Purpose of the Policy

At Team Clubs, the health, safety, and wellbeing of every child attending our holiday clubs is our highest priority. This policy outlines how we manage first aid, illness, accidents, medication, and emergency situations to ensure children are cared for safely and appropriately during all sessions.







This policy should be read alongside the Team Clubs Cancellation Policy.

### First Aid Provision

-  A qualified first aider will be present at all Team Clubs sessions.
-  Fully stocked first aid kits will be available at all times.
-  Staff will respond promptly and appropriately to any accidents, injuries, or illnesses occurring during club hours.
-  All accidents, injuries, and first aid treatment administered will be recorded in an accident log.
-  Parents/guardians will be informed of any significant injury, head injury, or medical concern at collection or sooner where necessary.

### Medical Information & Consent

Parents/guardians must provide accurate and up-to-date information regarding:




-  Medical conditions
-  Allergies
-  Dietary requirements
-  Additional needs
-  Emergency contact details
-  Medication requirements

It is the responsibility of parents/guardians to inform Team Clubs of any changes to medical information prior to attendance.

### Illness & Exclusion

To protect the wellbeing of all children and staff, children should not attend Team Clubs if they are unwell or displaying symptoms of illness.

Children should remain at home if they:

-  Have a fever or high temperature
-  Are vomiting or have diarrhoea (within a 48 hour period of the session, we would require the child to not attend)
-  Have a contagious illness or infection

- 🚫 Are too unwell to comfortably participate in activities
- 🚫 Display symptoms that may place other children or staff at risk

If a child becomes unwell during the day:

- 🚫 Parents/guardians will be contacted immediately
- 🚫 The child may be separated from activities where appropriate while awaiting collection
- 🚫 Parents/guardians must arrange prompt collection

Team Clubs reserves the right to refuse attendance if a child is considered too unwell to safely participate.

### **Illness & Cancellation Policy**

As outlined within the Team Clubs Cancellation Policy:

- 🚫 Refunds are not normally provided for absence due to illness
- 🚫 Missed sessions and non-attendance are non-refundable
- 🚫 Credits towards alternative sessions may be considered at the discretion of Team Clubs
- 🚫 Any credit offered will depend on:
  - 🚫 Availability on alternative dates
  - 🚫 Whether sufficient notice was provided
  - 🚫 Whether the original space can be successfully backfilled

We kindly ask parents not to send unwell children to the club in the hope they may improve during the day, as this can impact the wellbeing of others attending.

### **Medication Policy**

#### **Administering Medication**

Prescription medication can only be administered where:

- 🚫 Written parental consent has been provided
- 🚫 Medication is clearly labelled with the child's name
- 🚫 Dosage instructions are clearly provided
- 🚫 Medication is in its original packaging




Staff will record:

- 🚫 The medication administered
- 🚫 Time and dosage given
- 🚫 The staff member responsible

Where possible, medication should be administered at home before or after club hours.




#### **Emergency Medication**

Children requiring emergency medication such as:

-  Inhalers
-  EpiPens
-  Allergy medication

must bring these items with them to every session.





Parents/guardians must ensure:

-  Medication is in date
-  Staff are informed of usage instructions
-  Any care plans are provided in advance

Failure to provide essential medication may result in a child being unable to attend the session for safety reasons.

### **Medical Emergencies**





In the event of a serious accident or medical emergency:

-  First aid will be administered immediately
-  Emergency services will be contacted where necessary
-  Parents/guardians will be contacted as soon as possible
-  A member of staff will remain with the child until a parent/guardian arrives

All emergency incidents will be fully documented.






### **Hygiene & Infection Control**

Team Clubs promotes good hygiene practices to reduce the spread of illness, including:

-  Encouraging regular hand washing
-  Cleaning shared equipment where appropriate
-  Promoting respiratory hygiene
-  Encouraging children to use tissues and dispose of them correctly

### **Staff Responsibilities**

All Team Clubs staff are responsible for:

-  Promoting children's health and safety
-  Responding appropriately to accidents and illness
-  Maintaining confidentiality
-  Recording incidents accurately
-  Following safeguarding and health & safety procedures

## **Commitment to Child Welfare**

At Team Clubs, we are committed to creating a safe, caring, and supportive environment where children can enjoy active and engaging holiday experiences with appropriate medical support and supervision in place at all times.