



Child arriving with signs of illness or injury Policy

- Should any child arrive at Connect 2 Out of School Care feeling unwell or complaining of pain or injury the Team Leader must be informed.
- The Team leader should investigate the matter and decide how best to deal with the situation.
- Should the child have just recently felt ill he/she should be given some quiet rest time to allow the team leader and staff to assess the situation.
- Should the child be causing concern the parent or emergency contact should be called to collect the child.
- If the child appears at the project with obvious pain, discomfort or injury this should be assessed immediately by the team leader or most senior person.
- If in doubt contact the parent/guardian, emergency contact or even the hospital if the situation requires it.
- Do not assume that if the incident happened in school that it has been dealt with.
- On all occasions a detailed report should be completed and countersigned by a witness.
- Once the designated person arrives to pick up the child he/she must be fully informed of the child's condition and the report shown to them.
- The designated person must sign this. It should then be stored appropriately.

Child arriving with sickness/injury report

Childs name
Date and Time
Name/Title of staff member making report
Time team leader was informed
Details of child's complaint
Time the child first felt like this
If during school hours was teacher told
Was the matter attended by the school
If so what action was taken
Have the parent/guardian been contacted – why?
What time?
Will you be requiring to take the child to hospital – why?
Witness name /job title
Parents – have you been given full and accurate details of your child condition?
Please sign
Date: