



Accidents and illness Policy



At Planet Soccer/Sports7 we will deal promptly and effectively with any illnesses or injuries that occur while children are in our care. We take all practical steps to keep staff and children safe from communicable diseases.

All parents or carers must complete a Medical Form / Medicine consent form online when their child joins the Club, if their child has a medical condition or needs medication.

We will record any accidents or illnesses, together with any treatment given, on an Incident Report Form, which the parent or carer will be asked to sign when they collect the child.

Planet Soccer/Sports7 cannot accept children who are ill. If any children are ill when they first arrive at the Club we will immediately notify their parents or carers to come and collect them. Any children who have been ill should not return to the Club until they have fully recovered.

First aid

All staff have Paediatric first aid or are booked on to do the next available course. Rotas will be checked to ensure that there is at least 1 qualified first aider present and available at all times when the Club is running, however we strive to make sure all staff are qualified that is in club as soon as possible. We will take into account the number of children and layout of the premises to ensure that first aiders are able to respond quickly to any incident.

The designated First Aider regularly checks the contents of the first aid box to ensure that they are up to date, appropriate for children and comply with the Health and Safety (First Aid) Regulations 1981.

Procedure for a minor injury or illness

The first aider at the session will decide upon the appropriate action to take if a child becomes ill or suffers a minor injury.

- If a child becomes ill during a session, the parent or carer will be asked to collect the child as soon as possible.
- The child will be kept comfortable and will be closely supervised while awaiting collection.
- If a child complains of illness which does not impair their overall wellbeing, the child will be monitored for the rest of the session and the parent or carer will be notified when the child is collected.
- If a child suffers a minor injury, first aid will be administered and the child will be monitored for the remainder of the session.
- If necessary, the child's parent will be asked to collect the child as soon as possible.

Procedure for a major injury or serious illness

In the event of a child becoming seriously ill or suffering a major injury, the first aider at the session will decide whether the child needs to go straight to hospital or whether it is safe to wait for their parent or carer to arrive.

- If the child needs to go straight to hospital, we will call an ambulance and a member of staff will go to the hospital with the child. The staff member will take the child's online Medical Form with them and will consent to any necessary treatment (as approved by the parents on the Medical Form).
- We will contact the child's parents or carers with all urgency, and if they are unavailable, we will call the other emergency contacts that we have on file for the child.

- After a major incident, the manager and staff will review the events and consider whether any changes need to be made to the Club's policies and procedures or risk assessment.

Communicable diseases and conditions

If a case of head lice is found at the Club, the child's parents or carers will be discreetly informed when they collect the child. Other parents will be warned to check their own children for head lice, but care will be taken not to identify the child affected.

If an infectious or communicable disease is detected on the Club's premises, we will inform parents and carers as soon as possible and the local health protection unit, HSE under RIDDOR (if appropriate) and Ofsted.

In the case of food poisoning, if two or more children looked after at the Club are affected, the Manager will inform Ofsted within 14 days.

The club will also notify Ofsted of any serious accident, illness, injury or death that occurs.

Useful contacts:

Health Protection Unit: 0344 225 3861

Ofsted: 0300 123 1231

RIDDOR Incident Contact Unit: 0845 300 99 23.

HSE [Tell us about a health and safety issue - Contact HSE](#)

This policy was adopted by: Joe Sebo	Date: Sep 2023
To be reviewed: Sep 2025	Signed: 