



Illness and Accidents

At Sports Focus Coaching Ltd 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 give consent to administer medication when their child joins the Club, if their child has a medical condition or needs medication.

If a child arrives with a pre-existing injury, parents must inform us in writing informing us of the existing injury.

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.

Sports Focus Coaching 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. For illnesses which have caused vomiting and/or diarrhoea, children must be symptom free for 48 hours before returning to Club.

First aid

The designated First Aider has a current first aid certificate and has attended a 12 hour paediatric first aid course. Other members of staff have also received first aid training.

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. 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 or procedures.

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.

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.

This policy was last reviewed on 01/09/2026 to be next reviewed 01/09/2027