



SICK CHILD PROCEDURE

In the event of a child being taken ill during a Footprints session the following course of action will be implemented.

- The child's key person will assess the child's condition and monitor them whilst giving comfort and reassurance. The child may be taken into another room to isolate any spread of infection (at the discretion of the members of staff).
- We will contact the child's parent/carer to inform them and request that the child be taken home as soon as possible. Contact details are recorded on the registration form.
- If we cannot contact the parent/carer to collect the child, then we will contact another named person/s on the child's record form and ask that they collect the child.
- A member of staff will sit with the child giving them comfort and reassurance whilst waiting for the parent/carer/other named person to arrive.
- When the parent/carer/other named person arrives they will be informed of how the child has presented during the session and request that the parent/carer/other named person inform one of the leaders if the illness is contagious/infectious.
- If the child's condition is contagious other parents will be advised of the symptoms and asked to monitor their child over time.
- If a child becomes seriously ill in our care then we will call for emergency assistance and if necessary, transfer the child to hospital by ambulance and give permission for emergency treatment to be administered. If a child has to be taken to hospital then a member of staff (usually the deputy), will be assigned by the lead to accompany the child in the ambulance. The accompanying member of staff will take the child's essential information (on the registration form). We will do our utmost to inform their parents/carers immediately and meet them at the hospital.
- Throughout this procedure every effort will be made to maintain the staff:child ratio.

SEE ALSO **SICK CHILD POLICY** and **CONFIDENTIALITY POLICY**

Date reviewed.....9th June 2014

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