



Illness & Infection Control Policy

Organisation: Kids Adventure Days Ltd

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Policy Owner: Kids Adventure Days Ltd

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Review Frequency: Annually, or sooner following an outbreak, change in public-health guidance or significant change to Kids Adventure Days operations

Version: 2.0

1. Policy Statement

Kids Adventure Days Ltd is committed to maintaining a clean, safe and healthy environment for children, staff and visitors.

Children's group settings can increase the spread of infectious illnesses. We therefore take reasonable measures to:

- Reduce transmission of infection.
- Maintain appropriate hygiene standards.
- Identify when children or staff are too unwell to attend.
- Respond appropriately when someone becomes unwell during a session.
- Manage infectious disease outbreaks.
- Protect children who may be particularly vulnerable to infection.
- Follow relevant public-health advice.

This policy will be applied reasonably and with consideration for children's individual medical needs and disabilities.

2. Scope

This policy applies across Kids Adventure Days provision, including:

- After-school care.
- Extra-curricular clubs.
- Holiday provision.
- Events and children's activities.
- Cookery and food activities.
- Indoor and outdoor provision.
- Activities delivered at schools and other venues.

It applies to children, staff, volunteers, contractors and others participating in Kids Adventure Days provision.

3. Responsibilities

Management is responsible for:

- Maintaining appropriate infection-control arrangements.
- Ensuring staff understand relevant procedures.
- Responding to significant outbreaks.
- Seeking public-health advice where necessary.
- Ensuring appropriate external notifications are made where legally required.

Staff are responsible for:

- Following hygiene procedures.
- Reporting illness or infection concerns.
- Monitoring children who become unwell.
- Informing management of significant concerns.
- Maintaining appropriate confidentiality.
- Following food-hygiene and bodily-fluid procedures.

Parents/carers are responsible for providing accurate information concerning their child's health and informing Kids Adventure Days where relevant infectious illness may affect other children or staff.

4. When Children Should Not Attend

Children should not attend Kids Adventure Days where:

- They are too unwell to participate comfortably in normal activities.
- Their condition requires a level of individual medical care that cannot reasonably be provided within the setting.
- They have an infectious illness for which exclusion is advised.
- They have vomiting or diarrhoea within the applicable exclusion period.
- A healthcare or public-health professional has advised that they should remain away from group settings.

Kids Adventure Days may ask a parent/carer to collect a child where their condition makes continued attendance inappropriate or unsafe.

5. Vomiting and Diarrhoea

Children and staff experiencing vomiting or diarrhoea should not attend Kids Adventure Days.

They should normally remain away until **48 hours have passed since the last episode of vomiting or diarrhoea**, unless specific public-health advice requires a different period.

This requirement helps reduce the transmission of gastrointestinal infections within the setting.

6. High Temperature and Fever

A child with a high temperature who is unwell should not attend.

A child who develops a high temperature during a session will be:

- Appropriately monitored.
- Made comfortable.
- Kept appropriately separated from the main group where reasonably possible while remaining supervised.
- Collected by a parent/carer where necessary.

Emergency medical advice will be sought where symptoms are severe or concerning.

7. Other Infectious Illnesses

Exclusion requirements vary depending on the infection.

Kids Adventure Days will follow current relevant public-health guidance rather than relying solely on fixed exclusion periods contained within this policy.

Examples of conditions that may require specific arrangements include:

- Chickenpox.
- Impetigo.
- Measles.
- Scarlet fever.
- Whooping cough.
- Influenza.
- COVID-19.
- Hand, foot and mouth disease.
- Conjunctivitis.
- Scabies.
- Ringworm.
- Meningitis.
- Other infectious diseases.

Where there is uncertainty, Kids Adventure Days may seek advice from appropriate healthcare or public-health services.

8. Head Lice

Head lice will normally not require exclusion from Kids Adventure Days.

Where staff become aware of head lice, the child's parent/carer may be informed discreetly so that appropriate treatment can be considered.

Staff must avoid embarrassing or singling out the child.

9. Children Becoming Unwell During a Session

If a child becomes unwell while attending Kids Adventure Days, staff will:

1. Assess the child's immediate condition.
2. Reassure the child.
3. Move them to an appropriate quieter area where necessary.
4. Maintain appropriate supervision.
5. Provide first aid where required.
6. Contact the parent/carer where collection is necessary.
7. Monitor the child until collection.
8. Seek medical assistance where required.

A child who is unwell must not be left alone.

10. Parent/Carer Contact

Where collection is required, staff will contact the child's parent/carer using the details held by Kids Adventure Days.

If the primary contact cannot be reached, appropriate emergency contacts may be contacted.

Parents/carers should arrange collection as soon as reasonably possible where advised that their child is too unwell to remain.

11. Medical Emergencies

Where a child's condition becomes serious or deteriorates rapidly:

Call 999 where emergency medical assistance is required.

Staff should not delay emergency treatment while waiting for a parent/carer to arrive.

The parent/carer will be informed as soon as reasonably possible.

Relevant procedures within the **First Aid Arrangements Policy** and **Administration of Medicines Policy** will also be followed.

12. Appropriate Separation

Where a child becomes unwell and may be infectious, reasonable steps will be taken to reduce unnecessary contact with other children while awaiting collection.

The child will:

- Remain supervised.
- Be treated with dignity.
- Have appropriate access to drinking water and toilets.
- Receive appropriate reassurance.

A child must never be locked or left alone in an isolation area.

13. Hand Hygiene

Effective handwashing is an important infection-control measure.

Children and staff will be encouraged or required, as appropriate, to wash their hands:

- After using the toilet.
- Before eating.
- Before food preparation.

- After handling bodily fluids.
- After particularly messy activities.
- At other appropriate times.

Hands should be washed thoroughly using soap and water.

Staff should support younger children or children with additional needs where necessary.

14. Respiratory Hygiene

Children and staff will be encouraged to practise good respiratory hygiene.

This includes:

- Covering coughs and sneezes appropriately.
- Using tissues where available.
- Disposing of used tissues promptly.
- Washing hands after coughing, sneezing or handling used tissues.

Frequently touched surfaces may receive additional cleaning during periods of increased illness.

15. Cleaning and Disinfection

Areas and equipment used by children will be maintained to an appropriate standard of cleanliness.

Cleaning arrangements may include:

- Tables and frequently touched surfaces.
- Toys and shared equipment.
- Food-preparation surfaces.
- Toilets.
- Frequently handled items.

Where an infectious illness is suspected, additional cleaning or disinfection may be undertaken.

Cleaning products must be used and stored safely and kept inaccessible to children.

16. Bodily Fluids

Staff dealing with blood, vomit, urine, faeces or other bodily fluids must follow appropriate infection-control precautions.

This may include:

- Disposable gloves.
- Disposable aprons where appropriate.
- Safe cleaning and disinfection.
- Appropriate disposal of contaminated materials.
- Thorough handwashing afterwards.

Contaminated waste will be securely contained and disposed of appropriately.

Staff must avoid direct contact with bodily fluids wherever reasonably possible.

17. Blood and Open Wounds

Open wounds should be appropriately covered.

Where blood is present:

- Appropriate protective gloves should be worn.
- The area should be cleaned safely.
- Contaminated materials should be disposed of appropriately.
- Staff should wash their hands thoroughly afterwards.

Any significant exposure to blood should be reported to management and appropriate medical advice sought where necessary.

18. Food Hygiene

Food handling will be managed in accordance with the **Food Safety & Hygiene Policy**.

Staff handling food must maintain appropriate hygiene.

Staff experiencing vomiting or diarrhoea must not handle food and should remain away from food-handling duties for the appropriate exclusion period.

Children's allergy information must be considered before food is provided or used during cookery activities.

19. Personal Protective Equipment

Appropriate PPE will be available where required by the activity or infection-control procedure.

This may include:

- Disposable gloves.
- Disposable aprons.

PPE must be:

- Used appropriately.
- Removed safely.
- Disposed of appropriately.
- Followed by appropriate hand hygiene.

Gloves do not replace handwashing.

20. Infectious Disease Outbreaks

An outbreak may be suspected where multiple linked cases of an infectious illness occur within the provision.

Where an outbreak is suspected, management may:

- Review attendance and illness information.
- Increase cleaning measures.
- Communicate appropriate information to parents/carers.
- Liaise with the school or host venue.
- Seek advice from relevant health-protection professionals.
- Follow instructions provided by public-health authorities.
- Make required regulatory notifications.

Information about affected children will remain confidential and will not be unnecessarily disclosed to other families.

21. Notifiable Diseases

Certain diseases are subject to statutory notification arrangements involving healthcare professionals and public-health authorities.

Where Kids Adventure Days becomes aware of a significant infectious-disease situation, management will seek appropriate advice and make any notification required of the childcare provider.

Kids Adventure Days will cooperate with relevant public-health professionals.

22. Vulnerable Children and Staff

Some individuals may be at greater risk from infectious illness because of:

- Medical conditions.
- Immunosuppression.

- Pregnancy.
- Particular treatments.
- Other health circumstances.

Where Kids Adventure Days is informed of a relevant vulnerability, reasonable measures will be considered.

Medical information will be handled confidentially.

23. Medication

Medication required during illness or for ongoing medical conditions will be managed under the **Administration of Medicines Policy**.

Staff must not independently diagnose children or provide medication without appropriate authorisation.

24. Attendance Following Illness

Parents/carers are expected to follow relevant exclusion guidance before returning their child.

Kids Adventure Days may request clarification where:

- Symptoms continue.
- There is uncertainty about whether the child remains infectious.
- Public-health advice requires particular measures.

Medical certificates will not routinely be requested unless there is an appropriate reason to do so.

25. Staff Illness

Staff must not attend work where they:

- Are too unwell to safely perform their duties.
- Have an infectious illness requiring exclusion.
- Have vomiting or diarrhoea within the applicable exclusion period.
- Have been advised by a healthcare/public-health professional to avoid group settings.

Staff should inform management as soon as reasonably possible when unable to attend.

26. Confidentiality

Information concerning a child's or staff member's health will be treated as confidential personal information.

Information will only be shared where necessary for:

- Health and safety.
- Safeguarding.
- Medical care.
- Infection control.
- Legal or regulatory requirements.

Parents will not normally be told the identity of another child who has an infectious illness.

27. Communication With Parents

Where there is a significant infectious-disease risk, Kids Adventure Days may inform families that an illness has been identified within the provision.

Communications may include:

- Symptoms to look out for.
- Relevant public-health advice.
- Exclusion information.
- Steps being taken within the setting.

Children or families affected will not be unnecessarily identified.

28. Working With Schools and Host Venues

Where Kids Adventure Days operates from school or other host premises, we will cooperate with relevant site infection-control arrangements.

This may include:

- Reporting significant outbreaks.
- Following site cleaning arrangements.
- Coordinating parent communications.
- Following relevant public-health advice.

Kids Adventure Days remains responsible for appropriate infection-control measures relating to its own activities.

29. Recording

Significant illness or infection incidents may be recorded where appropriate.

Records may include:

- Child's name.
- Date.
- Symptoms observed.
- Time symptoms began or were noticed.
- Action taken.
- Parent/carer contact.
- Collection time.
- Medical assistance sought.
- Any significant follow-up action.

Records will be handled securely.

30. Links With Other Policies

This policy should be read alongside:

- Health & Safety Policy.
- First Aid Arrangements Policy.
- Administration of Medicines Policy.
- Food Safety & Hygiene Policy.
- Safeguarding & Child Protection Policy.
- Data Protection & Privacy Policy.

31. External Support

Emergency Services: 999

NHS: 111

Where required, Kids Adventure Days will seek current advice from the relevant UK health-protection/public-health service, local authority, school or healthcare professional.

32. Policy Review

This policy will be reviewed at least annually, or sooner if:

- Public-health guidance changes.
- A significant infectious-disease outbreak occurs.
- Existing infection-control procedures are found to be ineffective.
- Kids Adventure Days introduces new services or activities.

- Kids Adventure Days begins operating from a new venue.
- A regulator, school, healthcare professional or public-health authority recommends changes.

Significant changes will be communicated to relevant staff and parents/carers where appropriate.