

Illness and Accidents Policy 2026

Summary

The International British Theatre School (IBTS) is committed to maintaining a safe, healthy, and hygienic environment for all children, staff, and visitors. This policy outlines procedures for managing accidents, illness, and communicable diseases in line with statutory guidance and good practice.

Policy Statement

IBTS will respond promptly and effectively to any illness, accident, or injury that occurs while children are in our care.

We will take all practical steps to prevent the spread of infection and ensure the health and safety of every individual on our premises.

Parents and carers must complete a **Medical and Emergency Consent Form** before a child attends. This provides permission for emergency treatment if required. All records of accidents, illnesses, and first aid treatment will be documented and signed by parents or carers upon collection.

IBTS cannot accept children who are unwell. Children who display symptoms of illness at arrival or during a session will be cared for in a quiet, supervised space until collected. Children must remain at home until they are fully recovered or the minimum exclusion period has passed, as per **UK Health Security Agency (UKHSA) 2024** guidance.

First Aid

- At least one qualified **Paediatric First Aider (PFA)** will be present and available at all times.
- The designated First Aider holds a current paediatric first aid certificate renewed every three years.
- Additional staff will receive training to ensure adequate first aid cover in all areas and during outings.

- The location of first aid kits and names of trained first aiders are displayed clearly.
 - The First Aider checks and restocks first aid kits monthly to ensure compliance with the **Health and Safety (First Aid) Regulations 1981**.
 - A first aid kit will be taken on all trips, outings, and performances.
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Procedure for Minor Injury or Illness

1. The First Aider will assess the child and decide the appropriate course of action.
 2. Minor injuries will be treated with appropriate first aid and recorded in the **Accident Record**.
 3. For minor illness (e.g., headache or tiredness), the child will be observed and kept comfortable. Parents will be informed at collection.
 4. If a child becomes unwell and cannot continue, parents will be contacted to collect them as soon as possible.
 5. All incidents will be logged and signed by parents at the end of the day.
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Procedure for Major Injury or Serious Illness

1. The First Aider will determine if emergency medical treatment or hospital attendance is needed.
2. Parents or emergency contacts will be called immediately.
3. If urgent treatment is required, **999** will be called and a staff member will accompany the child to hospital with their **Medical Form**.
4. The accompanying staff member will consent to necessary treatment in accordance with parental permission.

5. If the child can safely remain on-site, they will be kept comfortable under supervision until collected.
 6. All serious incidents will be reviewed by management to identify lessons learned or policy updates required.
 7. **Ofsted** will be notified of any serious accident, injury, or illness within **14 days**.
 8. **HSE (under RIDDOR)** will be informed of any reportable incident, including major injury or death.
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Communicable Diseases and Exclusion

- Parents will be informed immediately if their child becomes unwell with a suspected infectious illness.
 - Children with contagious conditions (e.g., diarrhoea, vomiting, chickenpox) must follow exclusion periods set out by **UKHSA 2024 guidance**.
 - Parents will be notified discreetly if cases such as head lice or impetigo are identified.
 - In the event of food poisoning affecting **two or more children**, Ofsted will be informed within **14 days**.
 - Any outbreak of a **notifiable disease** (marked * in Annex A) will be reported to **Ofsted**, **HSE**, and the **Local Health Protection Team**.
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Records and Reporting

- All illnesses, injuries, and treatments are recorded in the **Accident and Incident Log**.
- Records include date, nature of incident, treatment given, and staff signature.
- Parents must sign each entry upon collection.
- Accident records will be retained for at least **three years**.

Annex A – Minimum Exclusion Periods

IBTS follows the **UK Health Security Agency (UKHSA) Guidance on Infection Control in Schools (2024)**.

Examples include:

- Chickenpox – until all blisters have crusted over.
- Diarrhoea or vomiting – 48 hours after last episode.
- Scarlet fever – 24 hours after starting antibiotics.
- Measles – 4 days from onset of rash.
- Mumps – 5 days from onset of swelling.
- COVID-19 – until well enough to return and no fever for 24 hours.
- Hand, foot, and mouth – until feeling well.
(*Full list available in UKHSA guidance, which staff can access on-site.*)

Monitoring and Review

- The **Designated First Aider** and **Director** will review this policy annually or after any incident.
- All staff must familiarise themselves with procedures during induction.
- Refresher training and updates will be provided in line with new EYFS or HSE guidance.

Reviewed: 15 November 2026

Next Review Due: 15 November 2027

Policy Owner: Ben Whiteside, Director
International British Theatre School