



## Sickness/Illness Policy for Ace Sports Coaching

**Location:** Ace Sports

**Policy Created By:** Nick McGowan

**Policy Date:** September 2024

**Review Date:** September 2025

### 1. Policy Statement

At Ace Sports Coaching, we are committed to maintaining a safe and healthy environment for all children, staff, and visitors. The purpose of this policy is to minimise the risk of spreading illnesses within the setting and ensure that proper procedures are followed when a child or staff member becomes unwell. We prioritise the well-being of everyone involved in our childcare and sports activities, ensuring a safe space for learning, play, and development.

### 2. Aims and Objectives

- **Minimise Illness Transmission:** To reduce the risk of illness spreading within our setting by enforcing exclusion periods and encouraging good hygiene practices.
- **Safeguard Health:** To protect the health of children, staff, and parents by ensuring unwell individuals stay home until they are no longer contagious.
- **Clear Communication:** To provide clear guidance for staff, parents, and carers regarding when children or staff should stay home due to illness and the procedures to follow when they become unwell at the setting.

### 3. Sickness Guidelines

#### 3.1 Children

- **Fever:** Children with a temperature of 38°C (100.4°F) or higher should not attend the setting until they are fever-free for at least 24 hours without medication.
- **Vomiting and Diarrhoea:** Children who have been vomiting or have had diarrhoea must stay home for at least 48 hours after the last episode to reduce the risk of spreading infections.
- **Coughs, Colds, and Respiratory Symptoms:** Children with mild coughs or colds may attend, but children with persistent coughing, difficulty breathing, or a continuous runny nose should stay at home.
- **Infectious Diseases:** If a child is diagnosed with an infectious disease (e.g., chickenpox, measles, hand, foot, and mouth disease), they must follow the exclusion period

recommended by Public Health England and not return until the infection is no longer contagious.

### **3.2 Staff**

- **Fever or Contagious Illness:** Staff with a fever, vomiting, diarrhoea, or other contagious illness should stay home and follow the same guidelines as children.
- **Fit for Work:** Staff should only return to work when they are fit and well, and there is no risk of transmitting illness to children or colleagues.
- **Illness Reporting:** Staff are required to notify management as soon as possible if they are unable to attend work due to illness and provide regular updates on their health status.

### **3.3 Notifiable Diseases**

If a child or staff member is diagnosed with a notifiable disease (e.g., meningitis, tuberculosis, scarlet fever), Ace Sports Coaching will inform the relevant health authorities (Public Health England) and follow their guidance on exclusion periods, treatment, and notifications to parents.

## **4. Procedures When a Child Becomes Ill at the Setting**

### **4.1 Identification of Symptoms**

If a child begins to show symptoms of illness during childcare or sports activities (e.g., fever, vomiting, diarrhoea, or general unwellness):

- The child will be assessed by a staff member trained in first aid.
- The child will be removed from group activities to rest in a quiet, supervised area.
- Parents/carers will be contacted immediately and asked to collect their child as soon as possible.

### **4.2 While Waiting for Collection**

- A staff member will remain with the child to provide comfort and reassurance.
- The child will be kept hydrated and monitored closely until collected.
- If necessary, the child's condition will be escalated, and medical help will be sought.

### **4.3 After Collection**

- Parents/carers will be advised on the recommended exclusion period based on the child's symptoms or diagnosis.
- Staff will sanitise any areas or equipment that the child has come into contact with to prevent the spread of infection.

## **5. Procedures When a Staff Member Becomes Ill at Work**

- **Report Illness:** If a staff member feels unwell while at work, they must report this to their line manager immediately.
- **Leave Work:** Staff who are too unwell to continue working will be sent home or, if necessary, arrangements will be made for medical assistance.
- **Replacement:** If a staff member's illness affects staff ratios, management will ensure that appropriate cover is arranged to maintain safe supervision levels.

## 6. Hygiene and Infection Control

### 6.1 Hand Hygiene

- Children and staff must wash their hands regularly, particularly before meals, after using the toilet, and after coughing or sneezing.
- Hand sanitiser will be provided in key areas, though soap and water are the preferred method.

### 6.2 Cleaning Protocols

- Regular cleaning of the premises, especially high-contact surfaces (e.g., door handles, tables, sports equipment), will be carried out throughout the day.
- Toys and equipment will be sanitised after each session and more frequently during illness outbreaks.

### 6.3 Respiratory Hygiene

- Staff and children will be encouraged to cover their mouth and nose when coughing or sneezing and to use tissues, which should be disposed of immediately ("Catch it, Bin it, Kill it").
- Staff will teach children about good respiratory hygiene and monitor practices throughout the day.

## 7. Exclusion Periods

The following are guidelines for exclusion periods based on illness:

Illness	Exclusion Period
<b>Fever</b>	Until fever-free for at least 24 hours without medication
<b>Vomiting/Diarrhoea</b>	48 hours after the last episode
<b>Chickenpox</b>	Until all spots have crusted over (usually 5-7 days after rash appears)
<b>Measles</b>	4 days after the onset of the rash
<b>Hand, Foot and Mouth Disease</b>	Until blisters have healed and the child feels well enough to return
<b>Conjunctivitis</b>	No exclusion, but encourage good hygiene; keep children home if
<b>COVID-19</b>	Follow government guidelines (e.g., 3 days after positive test for children under 18)

<b>Scarlet Fever</b>	24 hours after starting antibiotics
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*For other illnesses, refer to Public Health England's "Guidance on Infection Control in Schools and Other Childcare Settings" for recommended exclusion periods.*

## **8. Communication with Parents/Carers**

- **Updates:** Parents will be informed about any illness outbreaks and the steps taken to control the spread of infection.
- **Advisory:** Regular reminders about the importance of keeping unwell children at home will be communicated to parents via newsletters, emails, and notices.
- **Medical Conditions:** Parents are responsible for informing staff of any ongoing medical conditions or allergies that could affect the child's health or participation in activities.

## **9. Monitoring and Review**

This policy will be reviewed annually or sooner if there are changes in legislation, public health advice, or the business's operations. Regular checks will be made to ensure the policy remains effective and up to date.

**Next Review Date:** September 2025

**Policy Reviewed By:** Nick McGowan