

**Illness, Superficial Wound & Injury
Policy and Procedure**

Authorship:	People, Policy & Compliance Sub Committee
Reviewing Officer:	People and Policy Manager / H&S Manager
Review Commencement Date:	January 2026
Subsequent Review date:	December 2026
Version	1.1

Purpose

To promote the good health of the children and young people who access our services this policy describes the processes staff must take to prevent the spread of infection and to prevent injury, along with the appropriate action required when children and young people become ill or are injured.

To ensure all children and young people accessing our service are supported by fully trained staff. Wraparound Care and Youth Team members will be trained in the following as standard. Copies of relevant certificate can be obtained from the People and Policy Manager:

- Paediatric First Aid (Wraparound Care Team)
- Emergency First Aid (Youth Team)
- EpiPen Training

1. Illnesses and Infections

We encourage and promote good health and hygiene within all YMCA settings, with staff being vigilant for the signs and symptoms of infectious diseases such as chickenpox, measles, mumps, covid, rubella, meningitis, influenza, hepatitis, diarrhoea, vomiting and fevers of over 101°F / 38°C.

If we have reason to believe that any child or young person is suffering from a notifiable disease, as identified under the Health Protection (notification) Regulation 2010, the Senior Leadership Team will inform Ofsted and the local authority (if the child attends the Wraparound Care setting) acting on any advice given by the Health Protection Agency.

YMCA Humber will centrally inform parents/carers and other staff members about any infectious diseases or illnesses (including head lice) that a child or young person may have through appropriate communication, considering throughout confidentiality.

To reduce the spread of infectious diseases and illnesses staff must wear protective clothing (disposable aprons and gloves) when undertaking any personal or intimate care. (as noted in the Personal and Intimate Care policy) following good hygiene practices, especially in the case of spilled bodily fluids.

Staff must ensure that parents/carers follow the recommended exclusion periods for infectious diseases and illnesses noted in the exclusion table provided by the Government, and within the guidance on infection control in schools and other childcare settings from the Public Health Agency, which can be found in Appendix 1 of this policy.

2. Superficial Wounds

Children and Young People are likely to sustain different types of wounds throughout life as they participate in daily activities, with many minor wounds result in damaged skin cells that lose their function and need time and simple treatment to heal. These are defined as 'superficial' and limited to the outer skin layers.

Wound Treatments

Treatment is different for each type of wound, however, must always include the following:

- Cleansing with regular tap water to remove foreign materials and washed with soap.
- Some wounds may need flushing with medical syringes, while others may need surgical debridement to remove foreign materials or dead tissue.
- Treatment should also include proper wound care and dressing.

3. Bites and Stings

Insect bites or stings are not usually serious and get better in a few days. But sometimes they can become infected or cause a serious allergic reaction. In addition, bites from some insects can also cause illnesses, such as Lyme disease from ticks, scabies from mites.

The main symptoms of an insect bite or sting are:

- pain where you were bitten or stung.
- a small, swollen lump on the skin.
- The lump may look red, and you should be able to feel it.

How to reduce a stinger (from a bee or wasp)

- Brush or scrape the stinger sideways with your fingernail or the edge of a plastic card.
- Do not use tweezers to pull out a stinger as you could squeeze poison out of it.
- Wash the area with soap and water.

Under no circumstance should you scratch the bite or sting as it may get infected.

4. Splinter Treatment

While minor splinters can cause discomfort if left untreated, they can lead to infections or other complications. It is important to assess the injury and determine if the splinter is superficial or deep, and whether it is located near vital areas such as the eye or major blood vessels.

Before removing the splinter, a qualified first aider should gather the necessary supplies, including clean tweezers, antiseptic solution or wipes, dressing or plaster and if available, a magnifying glass for better visibility. Staff must ensure they wash their hands thoroughly or use an alcohol-based hand sanitiser.

If the splinter is superficial you can attempt to remove it using the following step:

- Clean the area around the splinter with an antiseptic solution or wipe to minimise the risk of infection.
- Sterilize the tweezers by wiping them with an antiseptic solution.
- Grip splinter as close to the entry point as possible and gently pull it out in the same direction it entered the skin.
- Avoid applying excessive force or pulling at an angle, as this may cause the splinter to break.
- If the splinter is embedded deep or is difficult to remove, or if the wound starts bleeding profusely, seek immediate medical assistance.

Post-Removal Care

Once the splinter has been removed, gently squeeze around the wound to encourage a little bleeding. It is also crucial that the first aider clean and dress the wound to promote healing and prevent infection.

5. Informing the Parent / Carer.

Following a minor incident or accident a staff member will contact the parent/carer to provide a full update and where necessary ask them to attend to collect their child. On arrival the Manager must provide the parent/carer with a full update including, what has happened. At this point it will be the parent/carers decision to seek medical advice.

A report of any accident is recorded on Magic Booking safeguarding software, and parent/carers will always be asked to sign the parent communication form as an acknowledgement that they have been informed of the accident and the actions taken.

6. Incidents and Accidents (Emergency Services)

In the case of a more serious illness, accident or allergic reaction, the staff member, leading the session must immediately assess the situation, deciding whether the child needs to go to hospital by ambulance or whether the child can wait for the parent/carer to attend, before seeking medical support offsite.

If the staff member is uncertain whether an ambulance should be called, then they should immediately seek medical advice by phoning 111 whilst another staff member, under their guidance contacts the parent/carer to ascertain their wishes regarding medical treatment. Following this a member of the Senior Leadership Team must also be informed. If there is any further doubt or the parent/carer cannot be immediately reached, 999 should be called and an ambulance requested.

If the situation deems immediate hospital attendance the following must be implemented (unless the team members at 111 undertake this for you.)

Child / Young Person requires immediate hospitalisation:

1. A member of staff calls for an ambulance.
2. Parent/carer is called to provide an update and arrange to meet at the hospital.
3. A trained First Aider will be allocated to accompany the child to the hospital.
4. Copies of permission forms, care plans, known allergies, medication forms must be taken.

7. First Aid : Qualified Staff and Administration.

Under duties set out in the Health and Safety (First Aid) Regulations 1981, YMCA Humber recognises its responsibilities in providing adequate and appropriate equipment, facilities and trained staff to enable suitable first aid to be given.

Wraparound Care and Youth Provision ensure that all staff members providing services within these key departments, have either a Paediatric First Aid certificate or Emergency First Aid at Work certificate. In addition, those undertaking the latter, must also undertake EpiPen Training, enabling them to administer first aid when necessary.

The Head of Operations is responsible for maintaining the correct contents of all first aid boxes, ensuring contents are up to date, and fulfil the criteria set out in the Health and Safety Regulations 1981. Each box will contain specific quantities dependent upon headcount criteria.

The location of the first aid box will be clearly displayed around the Wraparound setting.

Appendices.

[Preventing and controlling infections - GOV.UK](#)

[Cuts and grazes - NHS](#)

[Insect bites and stings - NHS](#)

[Find urgent and emergency care services - NHS](#)