**Sick Young Person Policy**

All young people who are under the care of Team Motivate will be governed by this policy, with the exception of those young people who attend with a carer. In this instance, the young person will be governed by the policy of the agency/organisation of which they belong.

**General sickness**

**Prior to attending Team Motivate:**

If the young person has had sickness or diarrhoea within a 48 hour period, they will not be able to attend the service. Parents/carers must inform Team Motivate staff at the first opportunity.

**If a young person becomes unwell whilst at Team Motivate:**

• Take their temperature (unless they have had sickness and diarrhoea).

• Phone the parents/carers, explain their child is unwell, let them know the symptoms and ask them to collect their child.

• One member of staff to sit with the young person in a quiet place away from others, if possible, until the parents/carers arrive.

• An incident report will be completed and a copy sent to the parents/carers.

* If a young person falls ill and is collected within the first hour of the respite session, parents/carers will receive a full refund.

**Emergencies**

**In an emergency:**

• A senior member of staff will call an ambulance and arrange to direct it to Team Motivate.

• One member of staff, a qualified first aider, will stay with the young person.

• Other staff will keep other young people away from the sick or injured person.

• A senior member of staff will telephone the parents/carers and calmly explain the situation and ask them to either come to Team Motivate or to meet the staff member and young person at the relevant hospital.

• If the young person needs to go to hospital take their registration documents (including their medical consent forms) to the hospital. The registration form carries all the young person’s information, plus emergency treatment consent slip signed by the parents/carers.

• Staff will confirm with the ambulance crew which hospital the young person will be taken to.

• If staff are unable to contact the parents/carers, a senior member of staff will go with the young person to hospital. The staff member will take a charged mobile phone with them.

• Team Motivate staff will continue to try to contact parents/carers to inform them of the situation and let them know where their child has been taken.

• An incident report will be completed and a copy sent to the parents/carers.

* Special attention will be given as to whether the incident requires reporting to the Health and Safety Executive under RIDDOR regulations.