

## **Sick Children and Accidents Policy**

**Our Club is committed to dealing efficiently and effectively with illness and emergencies that may arise while children are in our care and helping to keep all staff and children safe from infectious and communicable diseases.**

### **First Aid**

The Club recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given at the Club.

The Club has two designated members of staff responsible for First Aid and resuscitation. These staff members have an up to date Paediatric First Aid certificate that complies with OFSTED and DofE guidance (primarily that it includes first aid for infants and young children and is a minimum of 12 hours). The certificate must be updated every 2 years. All Level 2 and 3 staff will be trained in Paediatric First Aid so that there is always a trained First Aider on site.

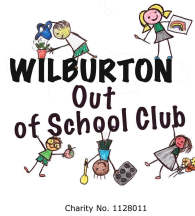
The First Aid box will be regularly checked to ensure its contents are up to date, in good condition and fulfil the criteria set out in the Health and Safety (First Aid) Regulations 1981.

The location of the First Aid box, and the names of any other qualified first aiders, will be clearly displayed around the Club's premises.

All parents/carers must complete and sign the Emergency Medical Treatment Form which is incorporated in the registration form, enabling the Manager or any member of staff so empowered, to give permission for emergency medical treatment for their child in the event of a major accident or illness.

### **In the Event of a Major Accident or Illness**

- The First Aider will be notified and take responsibility for deciding upon the appropriate action.
- The First Aider will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parent/carer to arrive.
- If the child needs to go to straight to hospital, an ambulance will be called. The parent/carer will also be contacted. A member of staff will accompany the child to the hospital and will consent to medical treatment being given, so long as the Emergency Medical Treatment Form has been completed and signed on the registration form.
- The child's medical form should be taken to hospital.
- All such accidents or incidents will be recorded in detail and logged in the Incident Record Sheet and filed on the child's folder. Parents/carers will be asked to sign in the relevant section of the form to acknowledge the incident or accident and any action taken by the Club and its staff.
- The Manager and other relevant members of staff should consider whether the accident or incident highlights any actual or potential weaknesses in the Club's policies or procedures, and act accordingly, making suitable adjustments where necessary.
- Parents/carers will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by the Club and its staff.



### **In the Event of a Minor Accident, Incident and Illness**

The designated First Aider will be notified and take responsibility for deciding upon any appropriate action.

- If the child is judged to be able to safely remain at the Club, the First Aider will remove the child from the activities and, if appropriate, treat the illness/injury themselves.
- If the child is feeling sufficiently better, they will be resettled back into the activities, but will be kept under close supervision for the remainder of the session.
- At the end of the session, the First Aider will fully inform the parent/carer of the illness/accident and any treatment given.
- If the injury cannot be treated by the First Aider but does not warrant hospitalisation (or the child continues to feel unwell or requests to go home) the parent/carer will be contacted immediately and asked to collect their child. Until the parent/carer arrives, the child will be kept under close supervision and as comfortable as possible.
- All such accidents and incidents will be recorded in detail and logged on to an Incident Record Sheet or the Accident Record Sheet. Parents/carers should sign to acknowledge the incident and any action taken.

The Manager and any other relevant staff should consider whether the accident or incident highlighted any actual or potential weakness in the Club's policies or procedures and make suitable adjustments if necessary.

If a child has had to go home prematurely due to illness, they should remain at home until they are better for at least 24 hours, or according to the guidance set out in <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>. If a member of staff becomes ill at work, similar restrictions on their return will apply.

This policy was adopted at a meeting of **Wilburton Out of School Club**

Held on

Signed on behalf of the Management  
Committee / Proprietor

Role of signatory (Chairperson)

This policy was reviewed on